



**WOKINGHAM  
BOROUGH COUNCIL**

**Wokingham Borough Council Co-ordinated  
Scheme for Admission to Secondary Schools  
2027/2028 entry**

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## TIMETABLE FOR CO-ORDINATED SCHEME FOR ADMISSIONS TO SECONDARY SCHOOL 2027/2028

Please note that dates may change to the next working day if the School Admissions Code is revised permitting national closing dates to be adjusted if the date falls on a weekend.

Admissions Stage	Secondary (Year 6 into 7)
<b>Birth range</b>	<b>01/09/15 - 31/08/16</b>
<b>Rounds open</b>	12 September 2026
<b>Closing Date for Applications</b>	<b>31 October 2026</b>
<b>Unranked preferences forwarded to Wokingham Borough Own Admission Authorities</b>	25 November 2026
<b>Deadline for house moves and additional supporting evidence</b>	<b>30 November 2026</b>
<b>Ranked preferences from all schools to be returned to Wokingham Borough Council</b>	15 January 2027
<b>Final offer exchange with other Local Authorities</b>	18 February 2027
<b>National Offer Day &amp; Notifications sent (If the 1 March is a Sunday, next working day)</b>	<b>1 March 2027</b>
<b>Deadline to Accept or Refuse Offers</b>	15 March 2027
<b>Deadline for Appeals (20 school days following notification that application was unsuccessful)</b>	26 March 2027
<b>Appeals Heard By (40 school days)</b>	14 June 2027
<b>Round Closes (Switch to In-Year Process)</b>	31 August 2027

# THE CO-ORDINATED ADMISSIONS SCHEME

## 1. Reasons for a co-ordinated scheme

Under the School Standards and Framework Act 1998, local authorities are required to formulate and determine co-ordinated schemes for secondary school admissions. These regulations specify what must be included in a co-ordinated scheme and the Secretary of State has also issued a School Admissions Code which includes some mandatory provisions.

This scheme complies with the requirements of the School Admissions Code 2021 and all current legislation regarding school admissions. This scheme is reviewed annually.

## 2. Aims of a co-ordinated scheme

This scheme explains how school places are offered for children starting Secondary School, year 7, in Wokingham. It applies to all mainstream state-funded secondary schools in the borough.

### The main aims are:

- One offer per child – every child will receive just one school place offer.
- Highest possible preference – we will offer the school ranked highest that has a space available.
- Same day for everyone – all offers are sent out on the same day.

### How does this work?

We use an equal preference system. This means every school listed on an application is considered equally at first, without giving priority to the first preferred school. If a child qualifies for more than one school, we then offer the one ranked highest.

### Who does this apply to?

- Children who start **Year 7** in the academic year in which they turn twelve
- Children starting schools with a separate admission point in **Year 9 or Year 10**
- Children attending mainstream secondary schools – including academies, foundation schools, and voluntary-aided schools that participate in the co-ordinated scheme.

### Children with an Education, Health and Care Plan (EHCP):

- These children follow a separate admissions process managed by the SEND team.
- If a mainstream school is named in the EHCP, that school must admit the child and will do so before other applications are considered.

**Important:** This scheme does not decide who qualifies for a place at a school. Each school's published admission rules are used to check eligibility.

### The scheme simply explains:

- How to apply for a school place.
- How we decide which school to offer if a child qualifies for more than one school, or none of the applicants' preferred schools.

### 3. Timing of entry to Secondary Education

Children are normally admitted to the year group appropriate for their chronological age. For secondary school, this means starting **Year 7 in the school year they turn 12**.

Requests for admission outside the normal age group are considered only in **exceptional circumstances**. Examples include:

- A child who has missed significant education due to **serious illness** or other exceptional reasons.
- A child who has experienced **major disruption** in their education, such as moving between different education systems.

#### Key points:

- There is no automatic right to be educated outside the normal age group.
- Each request is assessed individually, based on the child's best interests.
- Admission authorities will consider:
  - The child's circumstances and supporting evidence.
  - The views of the current and preferred schools.
  - Professional advice where relevant.
- Decisions are made by the relevant admission authority and confirmed in writing.

**Important:** If a child has been educated outside their normal age group in primary school, there is no guarantee that secondary schools will agree to continue this arrangement. Each admission authority makes its own decision.

### 4. The schools and admission authorities to which this scheme applies

This scheme applies to all secondary schools in the Wokingham Borough. All secondary schools in the borough are academy schools.

#### Who makes the admission decisions?

- For academies, the academy trust is the admission authority and is responsible for setting and applying the school's admission arrangements.

### 5. Admission to upper schools (with an entry age after 11)

These arrangements are managed centrally by Wokingham Borough Council.

Applications for schools with a separate admission point in **Year 9 or Year 10** are processed in the same way as applications for the normal admissions round.

Where preferences include schools in other local authority areas, Wokingham will coordinate with those authorities. The maintaining local authority will confirm if a place can be offered, and Wokingham Borough Council will then notify applicants of the outcome.

## 6. Sixth Form Admissions

Admissions to sixth forms in Wokingham are managed by each secondary school individually, as all schools are academies. Each school must comply with the School Admissions Code and publish its own sixth form admissions policy.

These policies will include:

- Minimum entry requirements for courses (e.g., GCSE grades).
- Any additional school-specific criteria.
- Published admission numbers for sixth form entry.

Policies are available on individual school prospectuses and on school websites.

**Right of Appeal:** Applicants who are refused a place in a school sixth form have the statutory right to appeal to an independent appeal panel.

## 7. Multiple offers

Under this scheme, a child will only receive one school offer. Applicants can still apply to independent (private) schools separately if they wish.

**Special case – new academies:** If a new academy is planned, applicants can list it as a preference. However, if the Department for Education does not give final approval for the school to open by the agreed date, it will be removed from the allocation process. Applications for that school will then be handled outside this scheme.

**Working with other local authorities:** We share information with other Councils to make sure, wherever possible, that each child only gets one offer, even if you apply for schools in different areas.

## 8. The Equal Preference System

All Wokingham Borough schools and academies have equal preference admission policies. Wokingham Council, as the Local Authority, will apply the admission rules and give each child a single offer on the same day.

Applicants are encouraged to list **four school preferences** when submitting an in-year application. The school listed as the **highest preference** is generally assumed to reflect the applicant's strongest choice. Listing multiple preferences increases the likelihood of securing a place at a suitable school, particularly where availability is limited.

The admission policy for each school is applied to a child's application along with all the other applications for the same school. At this stage, it does not matter whether schools have been listed as preference 1, 2 or 3 etc., all the applications are considered equally against each school's policy. It is where a child is placed within that policy that counts.

All applicants for each school are put into order according to the criteria in that school's policy. Places at the school are filled in order up to the published admission number (PAN). The answer to each preference will either be a yes (place available) or no (place not available).

If more than one school can offer a place, then we look at the order of preferences. Applicants will only get

one offer; this will be the highest of those that can offer a place. If all four schools can offer a place, applicants will be offered your top preference.

Applicants who apply through the Wokingham Borough Council Citizens Portal will be able to view the outcome of their application online on the published offer date as set out in the Council's admissions timetable.

Where none of the preferred schools can offer a place, and there are places available elsewhere, a place will be allocated at:

- The **nearest** Wokingham Borough secondary school with available places, based on the child's home address.

**It may not always be possible to offer all children a school place on National Offer Day. National Offer Day is the start of the offer process and offers continue to be made when places become available after parents accept and decline their offer of a school place and as parents make alternative arrangements for their child's education.**

If a place at a preferred school cannot be offered by Wokingham Borough Council to cross-border applicants, an alternative place will not be considered, as the home local authority will be making an offer.

If Wokingham local authority and another local authority can both offer places, the authorities will determine the place to be allocated based on the ranked preferences.

Preferences may also be expressed for new academies where there is agreement by the sponsor to do so. The Scheme for new school inclusion in the co-ordinated schemes is included in [section 34](#) of this document.

## 9. The Common Application Form

Wokingham Borough residents can make applications online, via the [Council's Citizen Portal](#). If applicants are unable to apply online, they should email [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk) for details on how to complete a paper application.

The Common Application Form for normal admissions is a form for applicants to express their preferences for places both at Wokingham Borough Schools and at schools maintained by other local authorities and academies in other local authority areas.

Those potential applicants who may wish to home educate their child from year 7 or enroll their child in an independent school from year 7 are requested to inform the Council if this is the decision they have taken in lieu of completing the Common Application Form.

## 10. Split living/Shared Care arrangements

Where a child lives with one parent for part of the week and another for the rest, only **one address** can be used for the school admission application. This will usually be the address where the child wakes up for the **majority of school days (Monday to Friday)**.

In cases involving shared care arrangements, it may be necessary to confirm which address should be treated as the child's **permanent home**. To support this, the local authority may request:

- A written statement showing how the child's time is divided between the two homes.
- Evidence of which parent or carer was receiving **Child Benefit** at the time of application.

- If Child Benefit is not claimed, alternative documents such as **Tax Credit Award Notices**.
- Confirmation of the child's **registered GP address**.

The local authority reserves the right to request additional documentation as needed, depending on individual circumstances, to establish the correct address for admissions purposes.

### **If Parents Disagree**

Only one application should be submitted. If more than one application is received, or if there is a dispute between parents, the application will be put on hold until one of the following is provided:

- A joint application signed by both parents
- Written agreement from both parents confirming which application should be used
- A court order stating which parent's application takes precedence

All information provided will be reviewed by an admissions panel of at least two officers, and their decision will be final.

## **11. Multiple Applications**

Only one Common Application Form can be processed for any given child. If more than one form is received for the same child and the preferences expressed are different on each form, the applicant(s) will be required to submit a single Common Application Form.

If the Council receives more than one Common Application Form, for example both an online and paper application, and they differ, the Council will query this with the applicant.

If the Council receives a Common Application Form from more than one person claiming parental responsibility for the same child, and the content of these applications differs, the Council will inform both applicants. The Council will then not process any preference(s) that differ until the applicants are either in agreement, or until one applicant can show the legal right to have their preference(s) considered over the preference(s) of the other applicant. No school place will be allocated to the child until a single Common Application Form is submitted.

## **12. Misleading Applications**

Admission authorities have a duty to ensure that school place applications are genuine. Where a child moves into the home of a friend or relative during the application process, or an alternative address is provided with the intention of securing a higher priority for a school place, this may be considered a misleading application. Similarly, if any information provided on the application form is found to be false or misleading, the application may be invalidated.

If a school place has been offered based on false information, the offer may be withdrawn, even if the child has already started attending the school.

## 13. Address of Convenience

An address of convenience refers to an address used on an application that is not the child's normal, permanent residence, and is used to gain advantage in the admissions process. The child's home address should reflect where they reside for the majority of the school week and where the person with parental responsibility normally lives.

Each school's admission arrangements include a definition of "home address," which is used to assess applications. There are no fixed criteria for identifying an address of convenience. Admission authorities will determine, on the balance of probability, whether the address provided is the child's genuine, permanent residence. Examples of situations that may be considered an address of convenience include:

- **Use of a relative's address** where the child does not permanently reside.
- **Temporary residence in a rented property or with relatives** while retaining ownership of another property. In such cases, the owned property may be considered the child's home address.
- **Applications made from an address where the child does not spend the majority of the school week**, in cases of split parental responsibility. A court order should be provided to confirm living arrangements. Where residency is equally split, the school's admission arrangements will specify how the home address will be determined.

## 14. Preferences

Applicants will complete the Common Application Form (CAF) when applying for a secondary school place.

The form allows applicants to:

- List up to **four schools** in order of preference
- Provide reasons for each preference
- Rank preferences (e.g. 1st, 2nd, 3rd, 4th)
- Include relevant details such as the child's home address and any siblings attending the preferred schools

It is recommended that **all four preferences** are used and that **nearest and catchment schools** are included, even if some are located outside Wokingham Borough. This approach supports a more realistic chance of securing a place.

Where an application includes a school located in another local authority, Wokingham Borough Council will forward the application and any supporting documentation to the relevant authority or academy trust.

### Travel Considerations

Most families arrange their own travel to school, including walking, cycling, driving, or using public transport. If a school is selected that is further away than others with available places closer to the child's home, this will be treated as parental preference.

In such cases, the child is unlikely to qualify for free Travel Assistance under the Council's transport policy. While parental preference is respected in the allocation of places, it does not guarantee eligibility for transport assistance. Where the allocated school is not the nearest suitable school, travel arrangements remain the responsibility of the applicant.

## 15. Supplementary Information Forms

Some schools require a Supplementary Information Form (SIF) to gather additional details relevant to their oversubscription criteria. This form is separate from the Common Application Form (CAF) submitted to the local authority.

A valid application must include both:

- The **CAF**, listing the school as a preference; and
- The **SIF**, submitted directly to the school by the published deadline (where required)

Failure to submit a required SIF by the deadline may significantly reduce the likelihood of a place being offered at that school.

SIFs are only required for applicants seeking consideration under specific oversubscription criteria. For the 2027/2028 secondary admissions round, the following Wokingham Borough schools require a SIF:

- St Crispin's School
- The Emmbrook School
- The Bulmershe School

SIFs should be downloaded from the school's website and sent directly to the school.

Applicants listing out-of-borough schools should check those schools' admissions policies to determine whether a SIF is required.

Where a Wokingham resident submits a SIF to an academy, voluntary aided, or foundation school, it will not be treated as a valid application unless the school is also listed as a preference on the CAF submitted to Wokingham Borough Council.

## 16. Submitting the Common Application Form - Applicants living in the Wokingham Borough

Applicants will need to create a citizens portal account and complete an online application.

The web address for the citizens portal is:

- <https://schoolsonline.wokingham.gov.uk/CitizenPortal LIVE/en>

If applicants are unable to apply online, they should email the school admissions team at [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk) for details on how to complete a paper application.

When parents/carers apply for a school place they are strongly advised to list their nearest FOUR schools, including their catchment school where applicable. The school that they name as their highest preference would normally be the one they really want.

Any applications received directly by a school must be forwarded to the Council's School Admissions team prior to the deadline for applications.

## 17. Submitting the Common Application Form - Applicants living outside the Wokingham Borough

Applicants living outside the Wokingham Borough, who want their child to attend a Wokingham school, should apply using the Common Application Form provided by their home local authority. The applicant's home local authority will then forward any preferences for Wokingham Borough schools along with any supporting documents to the Wokingham Borough Council's School Admissions team.

Any applications submitted to the School Admissions team by an applicant who lives outside the Wokingham Borough will not be processed and instead will be forwarded to the applicant's home local authority.

## 18. Determining eligibility for places

The admission authority for each school is responsible for deciding whether an applicant is eligible for a place.

- For academies, foundation, and voluntary-aided schools, the admission authority is the governing body or academy trust.
- There are no community maintained secondary schools in Wokingham. All secondary schools in the borough are their own admission authorities.

Admission authorities must apply their published admission arrangements when ranking applicants. The local authority coordinates the process but does not determine eligibility for schools where it is not the admission authority.

**When the local authority makes a decision:** The local authority will determine which school to offer only when:

- It is acting as the admission authority for a school (e.g., community or voluntary-controlled schools).
- An applicant qualifies for more than one school.
- An applicant does not qualify for any of the schools listed on the application.

### How eligibility is assessed

- Each school applies its published admission arrangements to rank applicants.
- Where a school has delegated this process to Wokingham's School Admissions Team, the team applies the school's rules on its behalf.
- Where a school has not delegated, the school ranks applicants and provides the outcome to the local authority.

### Applications for schools outside Wokingham

- Applications for schools in other local authority areas are forwarded to the relevant authority, which applies its own admission arrangements.

### Published Admission Number (PAN)

- Each school must offer at least the number of places set by its Published Admission Number (PAN).

## 19. Allocating school places

If applicants live in the Wokingham Borough, here's how places are offered:

- One offer per child – applicants will only receive one school place offer.
- All the schools listed on the application will be considered.

### What happens next?

- If a child qualifies for only one school listed, they will be offered a place there.
- If a child qualifies for more than one school, they will be offered the school ranked highest.
- If a child does not qualify for any preferred schools, we will:
  - Offer a place at their **catchment school** (if there is space and if applicable).
  - If that's full, offer a place at the **nearest Wokingham school with spaces available**.

### Other important points:

- If a child is offered a place at a school in another local authority, we will let that authority know.
- No places are held back or reserved at any school.

## 20. Applicants living outside the Wokingham Borough

If applicants live in another local authority area and apply for a Wokingham school:

- Wokingham will send details about a child's eligibility for a place to their home local authority.
- The home authority will decide which school to offer, using its own co-ordinated admissions process.
- They will let Wokingham know if a child has been allocated a place at a Wokingham school or if the place is not needed.

## 21. Notifying the governing bodies and head teachers at Wokingham Borough schools

After school places have been allocated Wokingham Borough Council will send a list of children offered places to:

- Governing bodies of academies, foundation, and voluntary-aided schools.
- Headteachers of community and voluntary-controlled schools.

### Important:

- This list may change later if allocations are updated.
- Schools must not contact parents until the Council has informed families of their offers.

## 22. Notifying Applicants

Notifications about the outcome of an application will be sent to applicants on 1<sup>st</sup> March of the admission year, the National Offer Day for Secondary admissions.

Those applicants that applied using the online form will be informed electronically where possible, and these communications will likely be received before other applicants are informed by non-electronic means.

**It may not always be possible to offer all children a school place on National Offer Day. National Offer Day is the start of the offer process and offers continue to be made when places become available after parents accept and decline their offer of a school place and as parents make alternative arrangements for their child's education.**

If the school place allocated is at an academy, voluntary aided or foundation school, or is in another local authority area, the notification sent to applicants will be on behalf of the school's admission authority. Applicants will be asked to let the School Admissions Team know by 15<sup>th</sup> March of the admission year if they do not want their child to take up the school place allocated.

### 23. Late Applications (Before Offers Are Made)

- The closing date for secondary school applications is 31 October.
- Applications received after this date are classed as late and processed after all on-time applications and after responses to offers have been received.
- Changes to existing applications received after 31 December are also treated as late.

#### Exceptional circumstances:

Applications received after 31 October may be treated as on-time only if there is a valid reason and supporting evidence, for example:

- A sibling moves school after 31 October, requiring a change in preferences.
- Significant medical or social changes in the family before 31 December that affect school choice.

Applicants should contact **Admissions Services** and send evidence to:

- [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk)

If no evidence is provided, the application will be treated as late and processed **after National Offer Day**.

### 24. Late Applications (After Offer Day and Before the End of the School Year - August 31<sup>st</sup>)

- All late applications will be processed using the school's admission criteria where necessary.
- Where possible, a place will be offered at a preferred school with spaces available.
- If this is not possible, a place will be allocated at:
  - The **designated area school** (if spaces are available/is applicable), or
  - The **nearest or most accessible school with spaces** for Wokingham residents.
- No offers will be made for children living outside Wokingham Borough, as their home authority is responsible for providing a school place.
- Parents retain the right of appeal.

### 25. Applications after the normal admissions rounds (In-Year applications)

A separate scheme has been proposed to co-ordinate admissions outside of the normal admissions rounds.

### 26. Change of preference

Parents who wish to amend their application before the closing date will be allowed to do so if they amend their online application by the closing date. If a paper application has been submitted, they will need to email a revised application to school admissions by the closing date.

Parents who wish to amend their application after the closing date should complete a change of preference

form. No consideration will be given to their request until after the offer date and responses to offers have been received.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference received by the closing date could be met, any changes of preference can adversely affect access to assistance with school transport.

## 27. Accepting an offer

School place offers made on National Offer Day (1 March) must be formally accepted or declined by the applicant.

- Offers can be accepted or declined online via the Citizens Portal.
- If no response is received by 15 March, a final reminder will be issued. Failure to respond may result in the offer being withdrawn, allowing the place to be offered to another child.

Accepting the offer confirms the intention to take up the place for the start of Year 7 in September. If the offer is declined, the applicant should indicate whether alternative arrangements have been made or if they wish to remain on waiting lists for higher-ranked schools.

Applicants who decline an offer and do not secure a place at another school may be referred to the School Admissions Team for further support. In cases where a child remains without a school place, the local authority may consider intervention, including referral to the Education Welfare Service, to ensure the child is placed in education.

### It is important to note that:

- Accepting an offer does not affect the child's position on waiting lists for higher-ranked schools.
- Declining an offer without securing an alternative may result in delays in placing the child in education.
- The local authority reserves the right to withdraw offers where deadlines are missed and no valid reason is provided.

## 28. Waiting lists - How children are placed on a waiting list

Children are automatically placed on the waiting list, in criteria order, for any Wokingham school listed as a higher preference than the school offered.

Waiting lists are maintained by the local authority for its schools, where necessary, until the end of the academic year to fill places that may become available. The length of time on the list does not affect priority.

Positions on waiting lists can change due to pupil withdrawals or new/revised applications. Lists are reviewed and updated when:

- A child is added or removed.
- A child's circumstances change and affect priority.
- Parents respond to checks confirming they wish to remain on the list.

Waiting lists close at the end of the school year. Applications must be resubmitted from June onwards to remain on the list for the following year.

Children admitted under a local authority direction or through the Fair Access Protocol take precedence over those on a waiting list.

Applications to join a waiting list can be made online each year. Parents must inform the School Admissions Team in writing if they wish to remove their child from the list or if circumstances change.

After the normal admissions round closes on 31 August, waiting lists will usually transfer to schools by October half-term unless the governing body requests the local authority to continue managing them. Waiting list information will be available according to the agreed timeline.

## 29. Waiting lists - Prioritisation

Children on a waiting list are ranked using the school's **oversubscription criteria**, based on the most up-to-date information available.

Whenever a new application is added or an existing applicant's circumstances change, the waiting list is reordered according to the school's criteria. This ensures that priority reflects current circumstances rather than the date the application was made.

## 30. Waiting lists - Allocation of places to those on the waiting list

If the number of pupils on roll falls below the school's **Published Admission Number (PAN)**, any available places will be offered to children at the top of the waiting list, based on the school's oversubscription criteria.

When a place becomes available while the waiting list is active:

- The admission authority for the school must offer the place to the highest-ranked child on the list at that time.
- Wokingham Borough Council, as the coordinating authority, oversees waiting lists in partnership with schools that manage their own admissions and with other local authorities

Other admission authorities are required to inform the Council when places become available so that allocations can be coordinated. This ensures that each child receives **only one school place**.

## 31. Appeals

Parents and carers have a legal right to appeal if their child is refused a place at a preferred school. This right does not apply if a place is offered but in a different year group than requested.

- This right does not apply if a place is offered but in a different year group than requested.
- Appeals can only be made for the year group applied for. If a different year group is later requested, a new application must be submitted. There is no appeal right for a different year group unless that new application is refused.
- Parents can appeal even if they have accepted another school place and can appeal for more than one school.
- Only one appeal can be made for the same school in a single academic year unless there is a significant and material change in circumstances.
- Appeals against a decision not to admit a child must be submitted on the official appeal form within 20 days of the online notification refusing a place.
- For on-time applications, the deadline for lodging an appeal is 26<sup>th</sup> March of the admission year.

### When appeals are heard:

- Appeals submitted by the deadline are usually heard in June or July.

- Appeals submitted after 26<sup>th</sup> March will be heard in July or August where possible but may be delayed depending on when they are received.

#### **Group hearings:**

- If multiple applicants appeal for the same school, appeals may be heard together in a group appeal for the first stage.

#### **Who arranges appeals:**

- Wokingham Borough Council arranges appeals for community and voluntary-controlled schools.
- Governing bodies of schools that manage their own admissions must arrange their own appeals, although they may choose to use the local authority's service.

## **32. Appeals for schools outside the Wokingham Borough**

Where the appeal is for a school in another local authority area, local appeal arrangements may differ from the above. If this is the case, applicants are advised to contact that local authority to further discuss the appeals process in their areas.

## **33. Changes to allocations because of successful appeals**

The outcome of the appeals process may result in changes to school allocations. All changes will be communicated between the various admission authorities operating within this scheme, including the Council, schools that are their own admission authority, and other Local Authorities

## **34. Scheme For New School Inclusion In Co-Ordinated Schemes**

New schools can be included in the co-ordinated admissions scheme if the sponsor requests it and the local authority agrees. Parents will be able to apply for these schools as part of the normal admissions process if the Secretary of State for Education gives initial approval before the Parent's Guide is published (by 12 September in the year before entry).

#### **How to apply for a new school:**

- Applications must be made through Wokingham Borough Council by listing the new school as a preference on the application form (online or paper).
- National deadlines apply:
  - 15 January for primary admissions.
  - 31 October for secondary admissions.
- Online applicants in Wokingham will see the school listed by name (not by school number, as this is only issued after the Funding Agreement is signed).

#### **Applicants outside Wokingham:**

- Can apply for the new school using a paper form provided by the school.
- Preferences for other Wokingham schools must still be made through the home local authority.

#### **Approval and offers:**

- If the Funding Agreement is signed by:

- 24 March 2027 (primary) or
- 29 January 2027 (secondary),

Wokingham Borough Council will make offers on behalf of the academy trust on National Offer Day. Parents must confirm acceptance within 14 days.

**If approval is delayed:**

- Applications for the proposed school will be considered outside the co-ordinated scheme.
- Parents will receive an offer for an existing school based on their other preferences and will be notified separately about the new school.
- This may result in parents holding two offers temporarily until final approval is confirmed.

**Next steps if two offers are held:**

- Parents will be asked to confirm which school they accept.
- If the new school is chosen, the original allocation will be withdrawn and the place offered to another child from the waiting list.

Parents outside Wokingham will be informed when a final offer can be made, and the home local authority will be notified if the offer is accepted.

If a place cannot be offered at the new school, parents will be informed of their right to appeal and how to do so.

## 35. Relevant Area

### What Is the “Relevant Area” for Admissions Consultation?

Local authorities must set a “**relevant area**” to guide who they consult with when making changes to school admission arrangements. This area must cover the whole borough and is reviewed every two years.

In Wokingham, the relevant area is the same as the borough boundary. This approach is consistent with neighbouring councils and helps ensure smooth coordination across borders.

### Who is consulted when changes are proposed?

If Wokingham Borough Council is responsible for admissions, it will consult with:

- Wokingham School Admissions Forum (or alternative body if adopted)
- Local schools (community, voluntary controlled, and academies)
- Diocesan authorities
- Neighbouring councils
- Relevant parents and carers
- Other people or organisations with an interest in admissions

If a school manages its own admissions (e.g. academies or voluntary aided schools), it must consult with:

- Wokingham Borough Council
- Wokingham School Admissions Forum (or alternative body if adopted)
- Other schools in the borough
- Diocesan authorities

- Neighbouring councils within 8 km (for secondary schools) or 3.2 km (for primary schools)
- Relevant parents and others with an interest in the arrangements

This process ensures that any proposed changes to how school places are offered are fair, transparent, and take into account the views of the wider community.