WOKINGHAM
BOROUGH COUNCIL

Admission Arrangements for Community and Voluntary Controlled Infant, Primary and Junior Schools

2027/2028 entry

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1. Introduction to school admissions

This guide explains how school places are offered at community and voluntary controlled schools in Wokingham Borough. These schools follow the rules set by Wokingham Borough Council, which is responsible for deciding who gets a place.

Every year, schools may have more applicants than places. When this happens, a set of rules (called oversubscription criteria) is used to decide who gets a place. These rules and the meanings of key terms are explained in this document.

The admissions process follows national rules and works alongside Wokingham's Coordinated Admissions Scheme and Fair Access Protocol. We recommend reading this document together with the Guide for Parents, which is available on the Council's website. It includes helpful advice and answers to common questions.

This document applies to applications for:

- Reception (Infant and Primary Schools)
- Year 3 (Junior Schools)

These are called normal admissions round applications, made before the school year starts. Children can start full-time in September, but parents can choose part-time attendance until their child reaches compulsory school age.

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2. Admissions for Children with an EHCP

If a child has an **Education, Health and Care Plan (EHCP)**, or is currently undergoing an EHCP assessment, the admissions process is **different** from the standard school admissions route.

- The SEND Team manages admissions for children with EHCPs.
- This process is governed by the SEND Code of Practice and Section 39 of the Children and Families Act 2014.
- If a school is named in a child's EHCP, that school is legally required to admit the child, even if it is full. A child is guaranteed a place at the named school.

What Applicants Need to Do:

- If a child already has an EHCP, parents/carers do not apply through the normal school admissions process. The SEND Team will manage the placement.
- If a child is undergoing an EHCP assessment, parents/carers should still apply through the main admissions process by the deadline.
- If an EHCP is later issued and a school is named, the standard application will be withdrawn, and the EHCP will determine the school placement.

If parents/carers are unsure which route to follow, they should contact the SEND Team for advice and support at sen@wokingham.gov.uk

3. Timing of entry to Primary Education

Children are usually admitted into the school year that matches their age. In Wokingham, all children are offered a full-time Reception place starting in September of the school year in which they turn five.

Wokingham Borough Council encourages families to take up this offer, as starting Reception in September helps children:

- Settle in with their peers
- Access the full curriculum from the beginning
- Build strong foundations for learning and development

Compulsory School Age

Children must start school or receive suitable education by law once they reach compulsory school age. This is the term after their fifth birthday. The table below shows when children reach compulsory school age based on their birth date:

For the 2027-28 school year, the table below sets out the position:

Date of Birth	Date of compulsory school age	Latest date child may start school full-time
1 September 2022 – 31 December 2022 (Autumn born)	**31 December 2027**	**The start of the 'Spring' term in January 2028** A school place will be available from the September but can be deferred until January – the school place will be held once parents have agreed this with the school.
1 January 2023 – 31 March 2023 (Spring born)	**31 March 2028**	**The start of the 'Summer' term in April 2028** A school place will be available from the September before this but can be deferred until January or April — the school place will be held once parents have agreed this with the school.
1 April 2023 – 31 August 2023 (Summer born)	**31 August 2028**	**The start of the 'Autumn' term in September 2028** A school place will be available from the September before this but can be deferred until January or April – the school place will be held once parents have agreed this with the school

Starting School: Options for Four-Year-Olds

Most children start school full-time in September after their fourth birthday. However, there are legal options available for how children begin school, depending on their age and readiness.

Parents can choose to:

- Start full-time in September (the standard approach), or
- Request part-time attendance until the start of the term after their child's fifth birthday, or
- Defer their child's start date to later in the school year — but no later than:
    - The term after their fifth birthday, or
    - The beginning of the summer term (whichever comes first)

These options must be discussed with the school to agree on a suitable plan.

Wokingham Borough Council's Position on Starting Reception

Wokingham Borough Council strongly encourages children to start Reception in the September following their fourth birthday, wherever possible.

Starting school at this point:

- Helps children settle into routines alongside their peers
- Supports early learning and development in a structured environment
- Ensures access to the full Reception curriculum from the beginning of the school year

While there are legal options for part-time or deferred starts, these are intended for exceptional circumstances. The Council believes that most children benefit from starting full-time in September, and schools are well-equipped to support a smooth transition. If parents/carers are considering a different start date, it's important to:

- Discuss this with the child's school
- Involve any early years setting the child attends
- Carefully consider the potential impact on the child's learning and social development

The Council's priority is to ensure that every child has the best possible start to their education.

Summer Born Children (Born 1 April – 31 August)

Parents of children born between 1 April and 31 August have the right to request delayed entry to Reception until the September after their child turns five.

Important points to consider:

- This is a formal request and must be discussed with the school and any early years setting involved.
- Delayed entry may have long-term implications for a child's education and development.
- If parents/carers choose not to take up a Reception place and wait until Year 1:

- They cannot hold the original Reception place.
- They must apply again for Year 1, and a place is not guaranteed.

Admission outside normal age group

Children are usually placed in the school year that matches their age. In most cases, this is the best option for their learning and development.

However, in exceptional circumstances, parents can request for their child to be educated outside their normal age group — for example, starting Reception a year later or being placed in a different year group.

How to Make a Request

To do this, parents must:

- Complete a Wokingham Borough Council request form - called *Request to Work Out of Chronological Year Group*
- Provide written evidence from professionals who know the child well, such as:
    - An educational psychologist
    - A specialist teacher
    - Health professionals (e.g. pediatrician, speech and language therapist)

How Decisions Are Made

Each request is looked at individually by a panel of Wokingham Borough Council officers. A decision will only be made if:

- There is agreement between the parents, the current school, the preferred school, and the professionals involved
- Everyone agrees that this would be in the child's best interests

Important: These requests are not automatically approved. Wokingham Borough Council believes that most children thrive when placed with their age group, and decisions to educate outside of this are made with great care.

4. Delaying Admission to Reception and Summer Born Children

Most children start school in the September after their 4th birthday. However, children are not legally required to attend school until the term after their 5th birthday. If a parent is considering delaying when their child starts school, then different options are available to them depending on when their child was born.

- **Children born September-December (Autumn born)**
- **Children born January-March (Spring born)**
- **Children born April-August (Summer Born)**

5. Delaying Admission to Reception: Children born September-December

If a child is born between 1 September and 31 December, then parents must apply for a school place during the winter that they turn 4 years old.

Children in this age group are expected to start Reception full-time in the September following their fourth birthday. This is the standard starting point for all children, and Wokingham Borough Council encourages families to take up this offer so children benefit from the full Reception experience.

Parents/carers can request to:

- Postpone a child's start date until later in the Autumn term (up to January)
- Or choose part-time attendance during the Autumn term

This is known as deferring a child's admission.

The latest a child can start full-time is **January**, and the school place will be held for them — but only if this is agreed with the school in advance.

If it is in the child's best interest to do this, parents/carers should:

1. Apply for a school place during the winter of their child's 4th birthday. The deadline for applications is 15 January after their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about deferring their child's start to later in the year. Discuss both the possible benefits and disadvantages of your child starting later in the year.
4. If parents want their child to attend part-time then they should discuss with the school what might be the best schedule for their child.
5. The school will hold a child's place during the Autumn term of their reception year, depending on how long they decide to defer.
6. A child MUST start school at least by the beginning of the Spring Term in January.

6. Delaying Admission to Reception: Children born January-March

If a child is born between 1 January and 31 March, parents/carers must apply for a school place during the winter before they turn four.

Children in this group are expected to start Reception full-time in the September following their fourth birthday. Wokingham Borough Council encourages families to take up this offer so children can benefit from the full Reception experience and settle in with their peers.

Parents/carers can request to:

- Postpone a child's start date until later in the school year (up to April)
- Or choose part-time attendance during the Autumn and Spring terms

This is known as deferring a child's admission.

The latest a child can start full-time is April, and the school place will be held — but only if this is agreed with the school in advance.

If it is in the child's best interest to do this, parents/carers should:

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January.
2. Accept a school place offered.
3. Speak to the school about wishing to defer a child's start to later in the year. Discuss both the possible benefits and disadvantages of a child starting later in the year.
4. If parents want their child to attend part-time then they should discuss with the school what might be the best schedule for their child.
5. The school will hold a place during the Autumn and Spring term of a child's Reception year, depending on how long they decide to defer.
6. A child MUST start school at least by the beginning of the Summer Term in April.

7. Delaying Admission to Reception: Summer Born Children (April-August)

Children born between 1 April and 31 August are usually offered a reception place starting in the September after their fourth birthday. Wokingham Borough Council expects that most children will start school at this time, as it supports their learning and social development alongside their peers.

In some cases, parents may consider delaying their child's entry into Reception until the following September (when the child turns five). This is a significant decision and should be made only after careful consideration.

If parents/carers are thinking about this option:

- They must first apply for a reception place in their child's normal age group.
- After applying, they can then request delayed entry by asking for their child to start Reception a year later.
- This request is not automatic and must be discussed with the school and Wokingham Borough Council.
- Parents/carers may be asked to provide supporting evidence from professionals (e.g. early years staff, health professionals) to help assess whether this is in their child's best interests.

Important: Where entry to Reception is deferred, the original allocated place cannot be held. A new application must be submitted for the following academic year, and there is no guarantee that a place will be available at the originally preferred school.

Options

Parents of summer born children may consider the following:

- **Summer Born Option 1: Postpone their child's start to later in the year**
- **Summer Born Option 2: Attending school part-time**
- **Summer Born Option 3: Delaying admission by a full year**

Summer Born Option 1: Postpone your child's start to later in the year

Summer born children are allowed to accept an offer of a school place but then postpone their start in Reception until later in the year. This is called 'deferring' a child's admission to primary school. **The latest parents can postpone their start is April**.

If it is in the child's best interest to do this, parents/carers can:

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about wishing to defer a child's start to later in the year. Discuss both the possible benefits and disadvantages of a child starting later in the year.
4. The school will hold a place during the Autumn and Spring terms of the child's Reception year, depending on how long they decide to defer.
5. A child MUST start school at least by the beginning of the Summer Term in April. They can then attend school either full-time or part-time for the rest of the year.

Summer Born Option 2: Attending school part-time

Summer born children are allowed to attend school part-time during the whole of their first year. This means that a child can start attending gradually. As long as the child starts school by April in their Reception year then they are allowed to attend part-time, either for all of the year or for part of it.

If it is in the child's best interest to do this, parents/carers can:

1. Apply for a school place during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Accept a school place offered.
3. Speak to the school about their child attending part-time. Discuss both the possible benefits and disadvantages, and what might be the best schedule for the child.
4. From the September after the child's 4th birthday, they can either attend school part- time, or they can postpone their start date until the start of the Summer Term of their Reception year.
5. A child MUST start school at least by the beginning of the Summer Term in April.
6. The child can attend part time during the summer term as well, but they must attend school.

Summer Born Option 3: Delaying admission by a full year

If a child is born between 1 April and 31 August, parents/carers may consider requesting that their child starts Reception a year later than their normal age group. This means they would begin school in the September after they turn five.

Important Things to Consider

- This is a formal request and must be approved by Wokingham Borough Council and the school.
- It is a significant decision that may affect a child's education long-term. In most cases, children who start Reception a year later will remain in that lower year group throughout their schooling.
- This arrangement may not be recognised by other schools or local authorities if they move or apply elsewhere in the future.

What Happens to the original school place offered

- If parents/carers choose to delay admission by a year, the Reception place originally offered will be withdrawn.
- They will need to reapply the following year, and the application will be considered alongside all others.
- If the school is oversubscribed, the oversubscription criteria will apply, and there is no guarantee that a place will be available.

Each year, some families who delay admission find they no longer qualify for a place at their preferred school because the cut-off distance has changed, and they now live too far away. This is an important factor to consider when making a decision.

If it is in the child's best interest to do this, parents/carers can:

1. Apply for a school place in their child's normal age group, during the winter before their child's 4th birthday. The deadline for applications is 15 January before their 4th birthday.
2. Complete Wokingham borough Council's Summer Born Deferral Request Form
3. Meet with the headteacher of the school, and any others you plan to apply for, to discuss the options available. Discuss both the possible benefits and disadvantages of the child starting school a year late.

- If parents/carers plan to apply for Wokingham Borough community or voluntary controlled schools, the Wokingham borough Local Authority will consider the request
- If parents/carers plan to apply for academies, free schools or voluntary aided schools, the school will consider the request
- If parents/carers plan to apply for schools outside the Wokingham Borough, they will need to discuss their procedures with them directly.

If a request to delay admission is agreed;

1. The school admissions team will send an email/letter letting parents know which schools have agreed a request to delay admission.
2. After this, if parents still want to delay admission, inform the School Admissions Team at Wokingham Borough Council to withdraw the original application or withdraw any school place offered to your child.
3. The School Admissions Team at Wokingham Borough Council will withdraw the application/offered school place.
4. During the winter before your child's 5th birthday apply for a school place as part of the main admissions round. The deadline for applications is 15 January before their 5th birthday.
5. Clearly state on the application form that you are applying for a Summer-Born Reception place to start school in September.

8. Admission to Junior Schools (Year 3 Entry)

If your child is in Year 2 and you live in Wokingham Borough, you can apply for a Year 3 place at a junior school starting from 13 November 2026. Applications are managed centrally by Wokingham Borough Council, and you can apply online.

Key Information for Parents

- You can only apply for junior schools through this process.
- If you want a place at a primary school (which includes Year 3), you must apply separately through the in-year admissions process.
- In-year applications for primary schools must be submitted six school weeks before the place is needed. For a September start, this means applying after May half-term.
- If you live outside Wokingham Borough, you should apply for a Wokingham school using the application form provided by your home local authority.

9. Tie Breaker: What Happens If Too Many Children Qualify

If more children apply to a school than there are places available, and several meet the same admissions criteria, Wokingham Borough Council uses a tie-breaker system to decide who gets a place.

How Distance Is Measured

- We use a computer system to measure the straight-line distance from your child's home to the school.
- This is calculated using official mapping data (called LLPG) and measured in miles to three decimal places.
- Please note: distances shown on personal devices (like Google Maps or sat navs) may be different and cannot be used for comparison.

If Two Children Live the Same Distance Away

- If two or more children live the same distance from the school, we use random selection (drawing lots) to decide who gets the place.
- This process is supervised by at least two admissions officers to ensure fairness.

If You are Applying for More Than One Child

- If you apply for more than one child (not including twins or multiple births, who are treated differently under Infant Class Size rules), and only one place is available:

    - A random draw will decide which child is offered the place.
    - The other child(ren) will be placed on the waiting list, based on the school's oversubscription criteria.

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10. Twins and Multiple Births

If you are applying for school places for twins or children from a multiple birth, and only one place is available at your preferred school, Wokingham Borough Council will offer places to all siblings.

This means:

- The school will go over its Published Admission Number (PAN) to accommodate the siblings.
- The Infant Class Size limit may also be exceeded, but the additional sibling(s) will be treated as exceptions under the law.

This ensures that twins and multiple birth siblings are not separated when starting school.

The exception applies:

- While the children are in infant classes (Reception, Year 1, and Year 2)
- Until the number of children in the year group drops back to the school's Published Admission Number.

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11. Direct Distance from Home to School

Wokingham Borough Council community and voluntary controlled primary and junior schools do not use designated or 'catchment' areas as part of their admission arrangements.

Applications will be considered in line with the published oversubscription criteria. Within each category, priority will be given to children who live closest to the school, measured in a straight line from the home address to the school.

Parents and carers can apply for any school that is suitable for their child, regardless of where they live. However, living closer to a school will give a higher chance of being offered a place if the school is oversubscribed.

Important:

- Academies, voluntary aided, and foundation schools set their own admission arrangements. Some may still use catchment areas. If you are applying to one of these schools, please check their website or contact the school directly to confirm their policy.

- A school place is never guaranteed, even if you live close to the school. If the school is full in your child's year group, your application may not be successful, and you may not receive an offer of a place at that school.

12. Measuring home to school distance

We use the Capita ONE system to calculate the distance between a child's home and the school. This system measures the distance in miles to three decimal places, using a straight-line (as-the-crow-flies) calculation from the home address (start point) to the school (end point).

Important: The distances calculated by Capita ONE may differ from those shown on personal or online mapping tools such as Google Maps, satellite navigation systems, or other route planners. These tools often use road routes or walking paths, which are not used for admissions purposes. Only the distance calculated by the local authority's Capita ONE system will be used when assessing applications under distance-based criteria

13. 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.

14. Home address

School applications are processed using the child's permanent home address — where they live with their parent(s) or legal guardian — as of the application closing date.

Key Points:

- The address must be the child's main residence. It cannot be a second home or temporary arrangement unless part of a formal care or private fostering arrangement.

- The Council will check whether the declared address is genuine. This includes reviewing

council tax records and other evidence.

- If a family owns another property (even if rented out or not currently lived in), it may still be considered the permanent home, unless:

    - The family has permanently relocated a significant distance from the owned property.
    - The owned property is uninhabitable.
    - The property is being sold, and the family now lives permanently at the new address.
    - The family is separated/divorced, and the owned property is no longer accessible.

- If the declared address is rented, and there's evidence it was chosen only to secure a school place, it may be treated as temporary.

- Parents must confirm that the address used on the application is their child's permanent residence and that they expect to remain living there beyond the child's school start date.

- If your circumstances change — for example, if you move house — you must inform the School Admissions Team immediately. This is important because:

    - The address you provide is used to prioritise school places, especially when schools are oversubscribed.
    - If it later becomes clear that the address was temporary, misleading, or used solely to gain a school place, the offer may be withdrawn, even if your child has already started school.
    - If you move after submitting your application, the original address will be used for allocation unless you provide sufficient evidence of your new address by the published deadline (15 January for primary applications).

- The Council may request supporting documents and check records (e.g. council tax) to confirm residency. It is the applicant's responsibility to ensure the information provided is accurate and up to date.

15. Temporary Addresses

A temporary address cannot **ordinarily** be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move. **Without being exhaustive**, special circumstances that might lead to a temporary address being considered might include:

- A family's principal home is unoccupiable because of fire or flood
- A family does not have access to a permanent or principal home in the borough. This may be because;

    - The family are refugees;
    - They are looked after children;
    - Families have faced eviction

A temporary address will be used until a permanent address is confirmed at which point an

application/allocation would be revisited.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

16. Moving house

If you move house before the application deadline, you must:

- Update your online application or submit a new application
- Send evidence of your new address to the School Admissions Team

For primary school applications, the deadline to submit address evidence is 15 January of the admission year.

If the evidence is accepted:

- Your new address will be used for the application
- You may also change your school preferences if your move makes them no longer suitable

17. Providing Address evidence

If you are moving to or within Wokingham Borough, you must provide evidence that your family is living at the new address. The type of evidence required depends on your situation — for example, whether you are buying, renting, or relocating due to other circumstances.

Key Points:

- If you move before the application deadline, you must:
    - Update your online application or submit a new form
    - Send supporting documents to the School Admissions Team
- For primary school applications, the deadline to submit address evidence is 15 January of the admission year.

If your evidence is received by 15 January:

- Your new address will be used to assess your application
- You may update your school preferences if your move makes them no longer suitable

If your evidence is received after 15 January:

- It cannot be used for the initial allocation of places

- It will be used for:

    - Communicating the outcome of your application
    - Waiting list purposes after National Offer Day

Moving to Another Local Authority

If you are moving to a different local authority area, please check with your home Council — their deadlines and evidence requirements may be different. Please note that owning or maintaining a property is not enough — you must show you are living there.

Types of Address Evidence

To confirm your address for school admissions purposes, you may be asked to provide evidence depending on your housing situation. Below are the types of acceptable documents:

If you are buying a new home

- A solicitor's letter confirming completion
- For new builds: a letter from the developer confirming build completion date
- Additional documents may be requested, such as:

    - Updated driving licence
    - Registration at a local GP or dentist
    - Letters or bills addressed to you at the new property
    - Bank statements (with financial details redacted)

If you are renting a property

- A signed tenancy agreement, usually for 12 months or more, covering the period beyond your child's school start date
- Additional documents may be requested **(same as above)**

If you are returning to an owned property

- Proof of ownership (e.g. current council tax bill or recent utility bills)
- Evidence the property is available to move into (e.g. end of tenancy agreement from current rental)
- Additional documents may be requested (same as above)

If You're Moving from Within 20 Miles of Wokingham

If you are moving from a previous address **within a 20-mile radius of Wokingham Borough**, you must also provide additional evidence to show that the previous address has been fully disposed of. This may include:

1. Proof that contracts have been exchanged/completion for the sale of the previous property

- A copy of the end of tenancy agreement

If neither of these apply to your situation, please contact the School Admissions Team for advice on what alternative evidence may be accepted.

18. 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.

19. Split living arrangements/Shared Care Arrangements

If your child's time is split more evenly between two homes, the Council may need to confirm which address should be used. You may be asked to:

- Provide a written statement showing how many days your child spends at each home
- Provide evidence of who receives Child Benefit (or other benefit award notices if Child Benefit is not claimed)
- Confirm your child's registered GP address

The Council may request additional documents to help determine the child's permanent home address.

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.

20. Applicants from abroad

If you are moving to the UK from overseas and wish to apply for a state-funded school, you must first check that:

- You and your child have a right of abode in the UK, or
- Your child's visa conditions allow them to attend a state-funded school. It is the parent's responsibility to confirm this before applying.

Evidence of Your Move

If your child is eligible to attend a state-funded school, you must provide evidence of your move to the area along with your application.

Please refer to **Section 15** for details on the types of address evidence required.

- The address used for the application must be where your child is living at the closing date for applications.
- If your family is returning to a property you own in Wokingham Borough, you must provide third-party written evidence confirming the move and expected timing by 15 January of the admission year. If your family returns after this date, the new address will be used for waiting list purposes and to communicate the outcome of your application after National Offer Day.

For further advice on what documents are needed, please contact the School Admissions Team.

21. Returning Crown Servants and Armed Forces Personnel

Families returning to Wokingham Borough due to a posting with the Ministry of Defence (MOD), Foreign, Commonwealth and Development Office (FCDO), or Government Communications Headquarters (GCHQ) can apply for a school place in advance of their move.

To do this, you must provide an official letter confirming:

- Your posting to the UK
- Your expected relocation date
- Your future home address, unit postal address, or quartering area address

Starting School in September (Reception, Junior, or Secondary Transfer)

If relocating from elsewhere in England:

- Apply through your **current local authority**
- Send the official relocation letter to your home authority by the deadline
- Your home authority will coordinate your application with Wokingham Borough Council

If relocating from overseas:

- Apply using Wokingham's online application form (paper forms are available on request)
- Send the relocation letter to the School Admissions Team by the deadline

If your application and evidence are received on time, Wokingham Borough Council will, where possible, offer a school place in advance of your arrival.

In-Year Applications (Moving at Other Times)

If you are applying outside the normal admissions round:

- Complete an **in-year application form**
- Send the official relocation letter to the **School Admissions Team**

Please note: While priority is given to service families, a place at your preferred school is not guaranteed. All applications are considered using the school's published admissions criteria.

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22. 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. Please refer to our website for further information on applying for a school place mid-year

- **In-year admissions - moving to a different school**

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23. Oversubscription Criteria

Some schools will be oversubscribed – that is where the number of applicants exceeds the relevant admission number or the number of places available. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used by the Council as the admission authority to prioritise all applicants who have applied for a place at a community or voluntary controlled school. All preferences will be treated on an equal basis.

Children with statements of special educational needs or an Education Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place.

The Oversubscription criteria for Community and Voluntary Controlled Infant, Primary & Junior schools are in the following priority order:

Within each category below, children living closest to the school (measured in a straight line) will be given higher priority.

Criteria A:	**Looked after and previously looked after children (See note 1)**
Criteria B:	**For junior school applications to transfer to year 3**
Criteria C:	**Children of staff (employed for two years or more) (See note 2)**
Criteria D:	**Siblings (See note 3)**
Criteria E:	**Distance from home to school (straight-line measurement)**

Criteria A: Looked after and previously looked after children

Places will first be given to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Looked after children are;

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and

- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care because of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care because of being adopted

Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion. **(See note 1)**.

Criteria B: For junior school applications to transfer to year 3

Children who are attending the infant school with close links with the junior school by the deadline for applications.

Linked Infant School	Linked Junior School
Emmbrook Infant School*	Emmbrook Junior School*
Gorse Ride Infant School	Gorse Ride Junior School
Oaklands Infant School*	Oaklands Junior School*
Polehampton CE Infant School*	Polehampton CE Junior School*
Robert Piggott CE Infant School*	Robert Piggott CE Junior School*
Shinfield Infant & Nursery School*	Shinfield St Mary's CE Aided Junior School*
Walter Infant School	St Paul's CE Junior School
Wescott Infant School*	Westende Junior School*
Willow Bank Infant School*	Willow Bank Junior School*

* Academy schools included for completeness - the school's governing body's admissions policy will apply.

Criteria C: Children of staff (employed for two years or more)

The children of a member of staff employed directly by the school (not through an agency) for two or more years at the time at which the application is made. **(See note 2)**

Criteria D: Siblings

Children who have siblings at the school at the time of application; who are expected to be attending the school when the child starts at the school. **(See note 3)**

Criteria E: Distance from home to school (straight-line measurement)

Children who live nearest the school in order of straight-line distance from home to school.

Note 1: Looked after children

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker.

If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- Special guardianship order – This order appoints one or more individuals to be a child's special guardian(s). Refer to Section 14A of the Children Act 1989.

- Child arrangements order – This order settles the arrangements of the person the child is to live with. Refer to Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
- Adoption order – Refer to Section 46 of the Adoption and Children act 2002 or Section 12 of the 1976 Adoption Act.

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- That your child has been adopted and;
- That your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department.

Note 2: Children of School Staff

Your child may be given higher priority for a school place if you are a member of staff at the school. This applies if:

- You have been employed directly by the school (not through an agency) for two or more years at the time of application, and/or
- You were recruited to fill a vacant post where there is a proven shortage of skills

This priority helps schools support staff recruitment and retention.

Note 3: Sibling Priority

Your child may have higher priority for a school place if they have a brother or sister already attending the school you're applying for. To qualify:

- The older sibling must still be attending the school when the younger child starts.
- Sibling priority also applies if the older child has been offered a place at the school, even if they haven't started yet.

Who Counts as a Sibling?

A sibling includes:

- Brother or sister
- Half, step, adopted, or foster sibling
- A child of the parent/carer's partner

As long as they live together in the same family unit at the same address

Sibling priority does not apply if the older child will leave the school before the younger child starts.

Linked Infant and Junior Schools

If you're applying to a linked infant or junior school, sibling priority may still apply even if the older child is moving between the two schools. For example:

- If your older child is in Year 2 at an infant school and will move to the linked junior school, your younger child applying for Reception may still be considered under the sibling criterion — because they will still have a sibling at the linked junior school when they start.

24. Published admission numbers (PAN)

Each school has an agreed maximum total number of pupils for each of its year groups. This number is based on building space availability or (for some first/primary schools) on legal class size limits and has been agreed by the school's governing body.

As a parent you may see that more children join a school which takes it over its PAN. This is often, however, due to circumstances outside the control of the school, and is often due to there being successful appeals or if the Local Authority needs to activate the Fair Access Protocol.

A school cannot just decide to admit over its PAN. Schools must consider the physical capacity of the school within the current class sizes/structure and overall net capacity, to accommodate any additional pupils. The school needs to consider whether it would require any additional resources to meet the pupil's needs. The admission of the additional pupils may also require additional funding and could have an adverse financial impact on the school, which all needs to be considered. It is for these reasons, amongst others, that schools only admit over PAN in exceptional circumstances and where it will not negatively impact the school.

Some schools may consider to initially allocating above their admission number based on historical trends relating to the number of declines usually received following National Offer Day. In this circumstance the school will generally not allocate any additional places until numbers have fallen below the agreed admission number.

The Local Authority seeks to maintain a viable school system across the Borough. Whilst the Council remains supportive of meeting individual parental preference where this is reasonable, it also has a much wider remit of ensuring that no school can expand at the expense of another (reducing parental choice), that in-year admissions do not impair future access to a school for particular children or communities, and that the ability to effectively manage localised fluctuations in demand is maintained.

Admission Numbers for Community and Voluntary Controlled Infant, Primary & Junior schools for entry in 2027/2028

Primary School	Published admission numbers (PAN)
Aldryngton Primary School	**45**
Bearwood Primary School	**30**
Farley Hill Primary School	**60**
Loddon Primary School	**60**
The Colleton Primary School	**30**
Winnersh Primary School	**30**
Woodley CofE Primary School	**45**
Infant And Junior Schools	**Published admission numbers (PAN)**
Gorse Ride Infant & Nursery School	**30**
Gorse Ride Junior School	**32**
Walter Infant School	**60**
St Paul's CofE Junior School	**96**

Admission Numbers and Consultation Requirements

There is no longer a requirement to consult on increases to admission numbers for individual schools.

The admission numbers table may be amended when arrangements are formally determined. In some cases, proposed school expansions may be subject to separate statutory processes. These expansions require independent consultation, which may run in parallel with the consultation on school admission arrangements.

If expansion proposals are not approved prior to the determination of the local authority's admission arrangements, the original admission number stated in the table will be determined. However, this may be varied later (as a permitted variation) to implement the expansion proposals, if approved.

Admission numbers may also be increased by the admission authority after determination in response to an unforeseen major change in circumstances.

For schools that are their own admission authority, arrangements are determined by the school's governing body.

Resource base places are allocated separately by the SEND Team, based on the outcome of the pupil's Education, Health and Care Plan (EHCP) review.

25. Travel Assistance

Wokingham Borough Council is committed to ensuring that children can travel to school safely and reliably. While most families make their own arrangements—such as walking, cycling, using public transport, or driving, some children may face significant barriers to independent travel. In such cases, the Council may provide travel assistance, but only in specific and limited circumstances. Travel assistance is not automatically provided and is subject to strict eligibility criteria.

Eligibility Criteria

A child may be eligible for travel assistance if all of the following conditions are met:

- The child is of compulsory school age (from the term after their 5th birthday until the end of Year 11), and
- They attend the nearest suitable school with places available, and
- One or more of the following applies:
    - The walking distance from home to school exceeds 2 miles (for children under 8) or 3 miles (for children aged 8 to 16).
    - The walking route is assessed by the Council as unsafe, even if within the statutory walking distance.
    - The child is unable to walk or travel independently due to a special educational need or disability (SEND), regardless of distance.

Assessment Process

The child must be attending the nearest suitable school with places available. This is the first and essential requirement. If a place was available at a nearer suitable school and it was not listed on the school admissions application, travel assistance is unlikely to be approved.

The nearest suitable school may be located within Wokingham or in a neighbouring borough (e.g. Reading, Bracknell Forest, Hampshire). Suitability is determined by the school's ability to meet the child's age, ability, and educational needs—not by parental preference, catchment area, or Ofsted rating.

If the child is attending the nearest suitable school, the Council will then assess the shortest safe walking route from the child's home to the school. This may include footpaths, bridleways, and other public rights of way.

For children with SEND, the Council will consider whether the child can reasonably be expected to walk or travel independently, with or without support. Supporting evidence will be required

Types of Support Offered

If eligible, the Council will determine the most appropriate form of travel assistance, which may include:

- A Personal Travel Budget to support independent transport arrangements.
- A bus pass for use on public transport.
- A seat on a school bus or shared taxi, in exceptional circumstances.

The type of support provided will depend on the child's individual needs and the nature of the journey.

What Is Not Covered

Travel assistance is not provided for:

- After-school clubs or childcare arrangements.
- Travel to a school chosen for preference or convenience.
- Journeys outside normal school hours.
- Appointments or alternative provision arranged by the school.

Promoting Sustainable Travel

Wokingham Borough Council encourages families to consider active and sustainable travel options. The My Journey Wokingham website offers resources, maps, and guidance to help children walk, cycle, or scoot safely. It also provides information on park and stride schemes, public transport, and road safety education. These options support children's independence, health, and wellbeing, while helping to reduce traffic and pollution around schools.