



## **A Parent's Guide**

to Primary School Admissions in  
the Wokingham Borough for  
children starting at a primary or an  
infant school in the school year  
September 1, 2019 to August 31,  
2020 for children born between  
September 1, 2014 and August  
31, 2015

» [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)



**WOKINGHAM**  
BOROUGH COUNCIL

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Please note that the information contained in this guide is correct at the time of drafting. Admission arrangements may be subject to amendment or modification and there will be changes to the existing arrangements for admissions beyond September 2018, subject to consultation. Any changes will be notified at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

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# Introduction

Wokingham has long been rated one of the best places to live in Britain. It is also our ambition to make this the best place in the country in which to grow up and achieve.

We are justly proud of our schools. The Council works in close partnership with them to improve standards and facilities still further. We aim to secure a wide range of opportunities for all pupils, and promote happiness, wellbeing and self-reliance.

We understand that starting school for the first time is an important milestone and an exciting experience for both children and parents. However, this transition can also be a challenging time for all as decisions are made about which schools to apply for – with this process then followed by the understandably anxious wait to see if the application has been successful.

Similar to other areas, Wokingham has experienced increasing demand for school places due to rising birth rates and movement of families. We have adopted an overall strategy for the provision of school places which includes looking at options for additional capacity at existing schools and new school provision. This strategy has led to seven new schools opening since 2014. Any further planned additional places, new school provision or updates to information provided in this guide will be notified by publishing to the “starting infant or primary school F2” page at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

Do take the time to read this guide carefully before you apply for school places, particularly the section on how places are allocated. Our schools are popular; there is no guarantee that a place will be offered at your preferred school(s), so expressing **four** school preferences will maximise our ability to offer you one of them.

It is important that you do express your preferences for schools you wish your child to attend. If you don't, you are at more risk of not having a place allocated in one of your preferred schools. Please list your choice of schools in your order of preference on the application form which is also available online taking into account the factors that are listed on page 18.

If you are applying for ‘own admissions authority’ schools (which include voluntary aided and foundation schools and academies) or for state schools outside the borough, we recommend that you read those schools’ admission policies or refer to the relevant local authority admissions guides, to understand how your application will be considered by them. The school policies will indicate where supplementary information forms may be required in addition to the application form. Whatever state school you apply for, if you live in the Wokingham borough, applications must be made to the school admissions team. It is our job to make sure it gets to the right place.

It is important to make a well-informed decision about which school you wish your child to attend, taking into account their strengths and aptitudes. We strongly recommend that parents take the opportunity to visit schools to see what they can offer their child before making an application.

The information in this guide is designed to help you to understand the admissions process, to give information about schools in the borough including when you can visit, a timetable of key dates, and facts about how places are allocated. If, at any time, you are unsure or feel that the information available is unclear, please contact our school admissions team who are here to help you (contact details on page 7).

For many parents the first point of contact in relation to their child's education is often with their child's school or early years setting; however there may be occasions when it is necessary to speak to someone in Children's Services and you are welcome to contact us on (0118) 974 6100.

We hope you find this guide helpful and we wish your child success and happiness in their educational journey. To this end, we look forward to welcoming your child into a Wokingham borough school.

Cllr Pauline Helliard-Symons  
Executive Member for Children's Services

Jim Leivers  
Interim Director of Children's Services

## First school place at a primary or infant school

Selecting a first school for your child is an important decision.

**To start school in Foundation Two (F2) as a Rising Five in September 2019 you will need to apply to the Local Authority (LA) by 15 January 2019.** You may apply online or in exceptional circumstances on a paper application form, where you will have the opportunity to identify four preferences. We strongly recommend that you visit your local schools and talk to the Head teachers before making a decision on your preferences. Please see key to terms and abbreviations on page 10.

If you are applying to a voluntary aided school, you may also need to complete the school's own supplementary information form, in addition to the LA application form. The supplementary information form must be returned to the relevant school. Please refer to the schools' admissions policies shown later in this guide and contact the school should you have any queries. Supplementary information forms are obtainable from either the LA or school and are available on the council's website at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

**You will be sent notification of your child's place on 16 April 2019.**

**Only one application form will be accepted.** Should more than one application be received for your child, the School Admissions Team will process the application with the latest date.

### Online admissions

In line with government requirements, the Council has an online admissions service. Parents are invited to apply online for their child's school place by visiting: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

The deadline for applications is 15 January 2019.

There are a number of benefits for parents/carers using the online school admissions system. The major benefits are listed below:

- It is simple, easy and quick to use
- Parents/carers do not need to rely on the postal service
- Confirmation of applications is sent by email
- Applications can be changed at any time up until the closing date of 15 January 2019
- Parents/carers do not need to wait for their allocation letter to find out the allocated school
- Parents/carers do not need to wait for an application pack to apply
- The system assists parents/carers in completing the application form correctly, by using online validation and drop down lists where possible.

Please note that some computer security packages may block your receipt of online admissions generated email, if this is the case please check your 'junk' mailbox before contacting the School Admissions Team.

Please use this box to record your password:

Should you require assistance in accessing this service, please contact the School Admissions Team on (0118) 974 6000 [or email: schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk).

If you have any queries or need further information about applying for a school place, please contact:

School Admissions Team  
Children's Services  
Wokingham Borough Council  
PO Box 156  
Shute End  
Wokingham  
Berkshire  
RG40 1WN

Telephone: (0118) 974 6000

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

Website: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

## Key dates for starting school in 2019/2020 admissions process

Date	Action
11 September 2018	Parent's Guide to School Admissions for children born between 1 September 2014 and 31 August 2015 starting school published at: <a href="http://www.wokingham.gov.uk/admissions">www.wokingham.gov.uk/admissions</a> .
By end November, 2018	Application forms and guides to be issued to parents whose children are attending a Wokingham Borough early year's setting or who have registered to receive a pack.
13 November 2018	Online admissions opens for Wokingham Borough residents at: <a href="http://www.wokingham.gov.uk/admissions">www.wokingham.gov.uk/admissions</a> .
Autumn term 2018	School visits to be arranged by parents (see page 53).
15 January 2019	National closing date for return of application form and closure of online admissions (11.59pm). Closing date to provide evidence to meet oversubscription criteria.
9 February 2019	Applications sent to own admission authority schools for consideration by the governing body.
15 March 2019	Deadline for own admission authority schools to meet and return ranked preference list to the School Admissions Team.
February to 31 March 2019	Co-ordination with other admission authorities.
16 April 2019	National offer day. Email allocation confirmation for those who have applied online and allocation letters posted to parents by first class post for those who have applied using a paper application.
3 May 2019	Deadline for parents to accept or inform of alternative arrangements. Processing of late applications begins.
18 May 2019	Closing date for receipt of appeals to be heard together
Summer term 2019	Appeals to be heard if submitted by <b>18 May 2019</b> .



# Primary application procedure map

## Stage 1 – Wokingham Borough residents only

Apply online:

- Visit: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions) to use online facility
- Application automatically acknowledge by email
- Details automatically entered onto council's admissions database
- Further information requested to support applications if required – **deadline for receipt of supporting information 15 January 2019**

OR

Apply on paper,  
available on  
request

- Send to School Admissions Team
- Details manually entered onto council's admissions database
- Further information requested to support applications if required – **deadline for receipt of supporting information 15 January 2019**

## CLOSING DATE FOR APPLICATIONS – 15 JANUARY 2019

### Stage 2

Checks made to information provided, including council tax address checks Applications for schools in other local authority areas exchanged with those authorities Applications for own admission authority schools in the Wokingham Borough forwarded to the schools for consideration and ranked lists returned to local authority by them Oversubscription criterion applied to each application Outcomes of applications collated and database updated

### Stage 3

Any preferences that can be offered are identified The highest preference that can be offered is identified If no preference can be offered to parents living in the Wokingham Borough, an alternative offer will be made to the designated area school (if places available) or to the most accessible alternative school with places available An offer letter is sent by first class post on national offer day to parents living in the Wokingham Borough giving the outcome of their application if they applied using a paper application form. An email offer is sent to parents living in the Wokingham Borough if they applied online. Parents are given the right to appeal against all preferences not offered.

## NATIONAL OFFER DAY – 16 APRIL 2019

### Stage 4

Parents are required to confirm they accept the offer of the school place or advise what alternative arrangements have been made and if they wish their child to attend full or part-time or to defer Parents confirm whether they wish their child to remain on waiting list for higher ranked preferred schools Late applications are considered after the deadline of 3 May 2019.

## DEADLINE TO RETURN OFFER FORM – 3 MAY 2019

## Key words

The terms and abbreviations that are used in this guide may be difficult to understand. The following may help but if you require any further explanation, please contact the School Admissions Team (see page 7 for contact details).

Admission authority	The body responsible for setting and applying a school's admissions arrangements. For community and voluntary controlled schools, the local authority is the admissions authority. For foundation and voluntary-aided schools, academies and free schools, it is the school's governing body or academy trust that decides the admission arrangements and which children best meet its oversubscription criteria if it has more applicants than places. These schools are also known as 'own admission authority schools'.
LA	Local authority. Home LA refers to the LA in which the child lives.
DfE	Department for Education.
Parent	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in the Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.
Sibling	Unless otherwise stated in own admission authority school policies, a sibling is defined as a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister or adopted or foster children living at the same address, who will be at the school when the applicant enters to the school. Evidence may be required.
Equal Preference	All preferences are treated on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school the single offer will be for the school the parent ranked highest.
Designated area	The designated (or catchment) area is a distinct geographical area from which children may be given priority for admission to a school using the oversubscription criteria (see Question 10).
Admission Number (AN)	<p>The number of school places that the admissions authority must offer in each relevant age group of a school for which it is the admissions authority. This is normally determined as part of the Net Capacity Assessment (calculated using a formula set by the DfE) for the space available and the use of resources. Previously known as published admission number (PAN).</p> <p>Any admissions above these numbers would normally only be determined by an independent Appeal Panel or through application of the Fair Access Protocol or for a child with a Statement of Special Educational Needs or Education, Health and Care Plan.</p>
Oversubscribed schools	Where there are more applications for places than the school's admission number, the school is oversubscribed in that year group. Places are allocated in priority order in accordance with the admissions policy and oversubscription criteria determined by the LA or school concerned (if the school is its own admission authority).

Waiting list	A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria. Positions on waiting lists can change due to new or revised applications.
Rising Five	A child whose fifth birthday falls between 1 September 2019, and 31 August 2020, who starts school in Foundation Two (F2) sometimes referred to as Reception, is admitted by the LA as part of the co-ordinated scheme. Parents have the right to defer their rising five place until statutory school age (the term after the child is five). If parents of summer born children defer the offer of a place, they will need to re-apply for a school place in the summer term as the LA is unable to hold a place into a new school year.
Voluntary Aided schools	These schools do not follow the admissions criteria set by Wokingham Borough Council. The governing body, under the guidance of the relevant Diocesan body or in consultation with other admissions authorities, set their own admissions criteria and arrangements. The timing of their applications process is the same as for LA community and voluntary controlled schools and preferences for such schools will be referred to them in order that they can apply their own admissions criteria to determine allocations and notify these to the LA.
Community and Voluntary Controlled schools	These schools follow the admission criteria set by Wokingham Borough Council.
Academies	Are publicly funded schools established by The Secretary of State for Education by entering into a contract, the funding agreement, with a charitable company referred to as the academy trust and are independent of the local authority. This agreement provides the framework within which an academy must operate, including the requirement for academies to comply with the School Admissions Code and to be included in the local authority co-ordinated admission arrangements.
Free schools	Are the same as Academies but have been set up by parents, education charities or religious groups. Once established, they operate to exactly the same rules as for other academy schools.

# Primary co-ordinated scheme

## Application for a primary school place – the primary co-ordinated scheme

Wokingham Borough Council's schools admission scheme for children starting school has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the Government's Department for Education (DfE).

The main points of the scheme are:

- All preferences are treated on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school the single offer will be for the school the parent ranked highest. This arrangement maximises the extent to which we are able to meet parental preferences.
- Parents have the opportunity to list **four** schools in their order of preference.
- Every parent of a child living in the Wokingham Borough who has applied for a place in the normal admission round receives an offer of only one place on the same day.
- Parents will be treated fairly and consistently regardless of the status of the school for which they make an application.

When drawing up our admissions arrangements, we sought to ensure that our admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care. Our admissions criteria fully comply with those outlined within the School Admissions Code.

## Application for a school place

If your child was born between 1 September 2014, and 31 August 2015, you should apply for a school place at a primary or infant school. During the coming months you will be making decisions about your child's education. This guide is designed to explain the process.

The Borough will make available sufficient school places in our schools to accommodate all pupils living in the Wokingham Borough together with some from neighbouring authorities who apply by the application deadline and will allocate in line with the published oversubscription criteria. For a variety of reasons, some of our schools are more popular than others resulting in some of our schools being oversubscribed.

The allocation summary for 2018/2019 for each primary school is shown on page 77 and this can give some indication of the level of demand for places at individual schools. A summary of the 2017/2018 and 2016/2017 allocations is also included on pages 80 to 85. This is an indication only and is based on the date of allocation and does not reflect any changes as a result of successful appeals or movement from waiting lists after allocation which can vary year to year. The numbers can fluctuate due to the numbers of preferences expressed for a school and the numbers of children born within and level of movement into a designated area and the numbers of siblings living within the designated area of a school. Further information on how to interpret the summaries is given on page 18.

Wokingham LA has established a common application form and this is to be used by all parents (living within the Wokingham Borough) to apply for a school place (in electronic or paper format). **You are invited to name four preferred schools, in order of preference, giving your reasons why you want your child to attend there.** This should include any own admission authority schools or schools in other local authority areas; however an additional supplementary information form may be required for aided schools available from either the school or LA. It is your statutory right to express a preference for any school you choose.

Applications for entry to primary must be received by **15 January 2019**.

You may apply for your child to start school online. The additional benefits are that you will be able to return to your application and view and make amendments any time up until the deadline. Online applications are made on the Citizens Portal and you will need to register on the portal, if this is the first time accessing it. As part of the registration process you will receive an email and if for some reason this does not arrive please check your 'junk' mailbox before contacting the School Admissions Team.

On 16 April 2019 you will be sent an email confirming your allocation enclosing information about how to accept the offer (electronically or by post) or advising what alternative arrangements you have made for your child. Failure to accept this place may result in the place being withdrawn (see Question 13). If a paper application was submitted a letter will be sent out to you by first class post on 16 April 2019.

## Processing applications

Wokingham LA will apply its oversubscription criteria and create lists indicating the order in which all children applying have priority (within these criteria) for the maintained schools in its area. The LA will forward applications to the own admission authority schools in the Borough in order that the governing bodies of those schools will apply their own admissions criteria to applications for their schools and return their lists to the LA. It will also forward applications to other LAs for schools outside the Wokingham Borough and will receive applications from other LAs for schools within the Wokingham Borough. Wokingham LA will then compile the lists for all schools. Where a child qualifies for a place at more than one school, Wokingham LA will provisionally allocate at the school ranked highest by the parent in their application. The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

## Offers of school places

Following the exchanges of information, final allocation lists will be reviewed and where more than one place can be offered the school place offered will be for the highest ranked preferred school. There is the right of appeal against any decision to refuse a place at a higher ranked preferred school.

If an application is received from a parent living in another LA and should Wokingham LA be unable to offer a place at a preferred school or schools, an alternative place will not be offered. This will not affect your right of appeal against the decision. It is the responsibility of your home LA to ensure that your child has a school place.

The possibility still remains that there may be some Wokingham Borough children who will not be allocated any of their four preferred schools. In this situation, if a place cannot be offered at any of the preferred schools, a place will be offered at:

- a) a designated area school (if there are places available) or
- b) the most accessible school with places.

Contact details for the School Admissions Team are on page 7

**This means that if you have not named your designated area school (or schools) as one of your four preferred schools, your child may be placed at a school some distance away from your home address.** This is subject to places being available, as your designated area school may be oversubscribed with children living closer to the school.

On 16 April 2019, Wokingham LA will write to all applicants either via email or in a letter informing them of the result of their application. The letter will be sent by **first class post**, please allow seven days for receipt of this information. The School Admissions Team will not give out information by telephone of where your child has been allocated until after 23 April 2019. If you consider that you are unable to wait for notification, we recommend that you apply online as allocation details will be sent electronically on 16 April 2019.

Information regarding the allocation for schools in the Wokingham Borough is posted to the primary page of the council's website on offer day. If you have applied for schools outside the Wokingham Borough, then the relevant local authority may have issued similar information to its website. This may answer any queries you may have regarding how places were allocated. The offer letter or email will state that the offer is being made on behalf of the school (if it is an own admission authority school) or on behalf of another local authority, if applicable.

Please note that the School Admissions Team receives a large volume of telephone calls during March, April and May and every effort is made to deal with your enquiry.

Pupils will be placed on a waiting list for places at schools ranked higher than the school that has been offered. Parents will be required to confirm that they wish their child to remain on the waiting list using the form accepting or declining the offer of a place (see Question 13). Parents have the right of appeal for schools ranked higher than the school that has been offered.

The School Admissions Team will allocate places strictly in accordance with the published arrangements and will do all they can to offer your child a place in a preferred school. **You are required to accept or decline the allocated place by 3 May 2019 using the form sent with the allocation letter, or via the council's website.**

If you are declining the offer of a place, please advise what alternative arrangements you have made for your child. **It is recommended that you accept the offer of the allocated school, pending the result of any appeals for higher ranked schools. The acceptance of a school place will not affect the outcome of your appeal but will ensure that a school place is available for your child, if your appeal is not successful.**

If an acceptance form is not received, there will be one further written warning; failure to respond may result in the place being withdrawn and in the case of oversubscribed schools, the place will be offered to the next child on the waiting list.

If you are not happy with your allocated school, please contact the School Admissions Team who will be able to advise you of other schools in the Wokingham Borough with vacancies. Changes of preferences will only be considered if requested in writing.

**The allocation email or letter will specifically ask you to advise us at any stage, if you are not accepting the place for any reason.**

## Use of personal data

Personal information sent to us is subject to (EU) General Data Protection Regulations (GDPR). If you would like more information about how the Wokingham Borough council uses your data please see our Privacy notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

## Frequently asked questions about this process:

### 1 When does my child have to start school?

The law determines compulsory school age depending on whether the child's fifth birthday falls before 1 September, 1 January or 1 April. This means:

- If a child's birthday falls between 1 April and 31 August, he or she will become of compulsory school age on 1 September.
- If a child's birthday falls between 1 September and 31 December, he or she will become of compulsory school age on 1 January.
- If a child's birthday falls between 1 January and 31 March, he or she will become of compulsory school age on 1 April.

### 2 When can my child start school in the Wokingham Borough?

All Wokingham Borough schools will offer F2 (Reception) full-time places to children from September 2019, in line with Government legislation.

Parents can request that the date their child is admitted to the school is deferred until later in the school year or until the child reaches compulsory school age in that school year.

Parents can also request that their child attends part-time until the child reaches compulsory school age.

In such instances the school place will be held for that child and not offered to another child. However, please note that the school place will not be held beyond the academic year for which the original application was accepted. This means that if your child is summer born and you wish him/her to start in September 2020 into year one (the term after your child's fifth birthday – statutory school age) that the school place **will not** be held and you will be required to apply after the May half-term 2020 for a year one place under the in-year application process. It should be noted that, in this instance, all places at your preferred schools may have already been allocated.

**The decision about when to start your child at school is yours.** We recommend that you discuss the options with your early year's provider or allocated school if you have any concerns regarding the readiness of your child to start in September 2019 or whether to accept a full-time or part-time school place.

If you wish to defer your child's school place until later in the school year or if you wish your child to attend on a part-time basis and you subsequently decide that your child is ready to attend school earlier, then you should discuss this with the Headteacher and we would also recommend that you advise your early year's setting of your decision.

Please note that once your child takes up his or her school place, your child will no longer be able to access the 'free entitlement' to early year's education. The 'free entitlement' of 15 hours per week (which may increase to 30 hours in September 2018) is still applicable if your child continues at his or her early year's setting until you consider your child is ready to start school. Further information is given on page 45. However your child must start school when he or she reaches compulsory school age (question 1 refers).

Children are normally allocated to their chronological year group. If you consider that your child will not be ready and would like your child to work a year behind; the admissions authority would consider such requests in accordance with their policy relating to children starting school earlier or later than normal (the council's is shown in question 20 – page 32, but if you are considering applying to an own admission authority school; you should read the relevant school policy). In order that such requests (supported by evidence from relevant professionals) can be fully considered; you will be required to submit an application for the normal age group by the deadline. This ensures that if your request is refused; your child's application for your preferred schools will not be disadvantaged and your request can be considered appropriately including the views of your preferred schools.

When considering such requests; the admissions authority would require sight of supporting professional evidence of the educational, social and emotional benefits of the child working outside the chronological age group from independent professionals involved with the child and would consider the views of the current early year's setting and preferred schools, if appropriate, as to whether the child's needs could be met within the normal age group. Cultural factors e.g. policies for children to start school at an older age in a family's country of origin; would not usually be considered a reason to delay starting school.

### 3 What types of primary schools are there in the Wokingham Borough?

There are 54 primary schools, of which 35 are all through (F2 Reception to year six); nine are infant (F2 Reception to year two), nine are junior schools (years three to six) and one all through school (F2 Reception to Year 12). These comprise community, voluntary controlled, voluntary aided, academy and free schools.

The age range served by a school depends on whether your child attends infant and junior schools or a primary school. In the Wokingham Borough your child could attend a primary school from age five to 11 or an infant school from age five to seven and then transfer to a junior school from seven to 11. Infant and junior schools are often located on the same site but may have different Headteachers and governing bodies. **Parents must apply for a place at junior school when the child is in Year 2 at infant school.** The closing date for applications will be the same as for entry into Foundation 2 (Reception).

All categories of community and voluntary controlled and aided schools have governors representing the Local Authority (LA), staff and parents as well as other governors representing the wider community, including town or parish councils and any individuals or companies identified as 'sponsors' of the school. Voluntary schools have additional governors, usually representing a church or religious body reflecting the religious character and/or historical origins of the school. In a voluntary aided school the church foundation will appoint the majority of the governors.

Year Groups:	Foundation 2 (F2) Reception	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Yr 6
Age Range:	Single point of entry offered to start in September	5-6	6-7	7-8	8-9	9-10	10-11
Phase of Education:	Key Stage 1			Key Stage 2			
Type of School:	PRIMARY SCHOOL (36 schools)						
	INFANT SCHOOL (9 schools)			JUNIOR SCHOOL (9 schools)			



The governing body or academy trust board for an academy or free school is defined by the Funding Agreement.

Wokingham Borough Council is the admissions authority for community and voluntary controlled schools. The admissions authority for voluntary aided schools or Academies is the school's governing body or Academy Trust Board, which sets the admission policy for the school. Please see the list at the back of this guide for details on individual schools.

## 4 How can I find out more about a school?

There is no longer a requirement for schools to publish a school brochure or prospectus each year, but some may continue to do so and where schools have notified that they intend to do so, this is published on the school information pages. All schools are required to publish on their school websites, minimum 'key' information defined by the Department for Education and this includes:

- details of the school's pupil premium strategy for the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated;
- details of the school's curriculum, content and approach, by academic year and by subject and approach to phonic and reading schemes;
- where applicable, details or links to the school's admission arrangements, including its selection and oversubscription criteria, published admission number and the school's process for applications through the local authority;
- details of the school's policies on behaviour, complaints, charging and SEN and disability provision;
- links to the school's Ofsted reports and DfE School Performance Tables and details of the school's latest Key Stage 2 attainment and progress measures as presented in the School Performance Tables;
- a statement of the school's ethos and values.

All schools will need to ensure that they continue to comply with any separate requirements that may apply in respect of developing specific policies and communicating them.

For those parents who cannot access the internet or who find hard copies of materials more accessible, schools are required to continue to provide a hard copy where parents request it – this may be simply met by printing a hard copy of the online information.

Another source of information may be your child's current Headteacher and the parents of pupils already at any of your preferred primary schools.

Please note that should a Wokingham Borough community school provide conflicting information on admissions, reference should always be made to this guide or to the school admissions team for clarification.

Some important factors when selecting a school may include:

- How the school teaches reading, writing and mathematics?
- Is there a wide range of activities available for all ages and abilities?
- Are there after-school activities and other clubs?
- Is children's work on display?
- Is there a high expectation of pupils with the emphasis on individual achievement?

- What importance is placed on working with parents?
- What are the arrangements for helping children with special educational needs?
- How does the school intend to develop in the future?

Results need to be seen over a longer period than one year to enable a clear pattern to emerge. Some schools have strengths in particular areas and this may be a factor that you may wish to consider, taking account of your child's interests and abilities.

Other useful websites for information about schools include:

Ofsted (Office for Standards in Education):

[www.ofsted.gov.uk](http://www.ofsted.gov.uk); contact: 0300 123 1231; email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

DfE (Department for Education):

[www.gov.uk](http://www.gov.uk); contact: 0370 000 2288

## 5 Can I select a school for my child?

The LA will seek to comply with parental preference wherever possible, but our ability to do so is limited by the number of places available at the schools. We cannot guarantee places at preferred schools as demand for places will vary each year.

Parents have the right to express a preference for any school they choose, to a maximum of **four**. You do not have the right to choose your child's school as schools cannot always accommodate all of the children who wish to go there. It is important to understand that all places are subject to availability as indicated by the admission number for the school.

We strongly encourage you to visit the schools. Open day and evening information is listed on each school page and a table provided on page 51.

### Factors to take into account when expressing a school preference

- Can my child get to the school?
- If having siblings in the same school is important to you, is it likely that any subsequent siblings will gain a place at the school? This is especially important if you live outside the designated area of a school and, with the current rise in the numbers of primary school aged children coming through the system, it is possible that siblings may not be placed in the same school.
- Have I included my designated area school or schools? This is not an automatic preference. If you do not include in your list of preferred schools, your designated area school or schools; and we are unable to allocate to any of your preferences, then we will allocate a place at the most accessible school with places which may be some distance from your home address. Please note that living in the designated area of a school does not guarantee a place at that school as the number of applications may outnumber that of places available. Where this is the case, radial distance, in the criterion that cannot be fully allocated, will determine the allocation of places.
- Have I got a realistic chance of getting a place at one of my school preferences? Please refer to the historical data on the school pages. Please note that this is an indication only and can change due to various factors including the number in the cohort and the level of parental preferences expressed for the school. The summaries give you three years information on how many children were allocated by school in each oversubscription criterion. Where the number is 0, this will show you that the school was heavily oversubscribed with children in higher criteria. For instance, the box related to children living in

designated area (criterion D) will give you the number of children allocated and if under criteria E and F the box shows 0, this indicates that the school was under considerable pressure from the designated area and siblings living outside designated area or any other children could not be allocated. The information also shows the number of children in designated area that could not be allocated because they live further away from the school than the last child allocated based on radial distance (a straight line measurement from the home address to the school). This is another indication of the popularity of the school from families living in designated area. It is important to note that we cannot guarantee that every child living in a school's designated area will be offered a place if expressed as a preference.

- To maximise the extent to which we can allocate a preferred school; it is recommended that you visit schools; use all **four** preferences and also consider applying for at least one school which has historically had places in the lowest oversubscription criterion (F) in the past.
- Are there any exceptional medical or social needs to be taken into account? If this applies, please refer to information required under Criterion B and indicate that this may apply on your form. (Own admission authority schools may have this criterion listed differently or not at all.)
- If you have information to provide to support your application; please make reference to it in the 'reasons' section and submit it for consideration.

Please note that places cannot be allocated on the basis of your child care arrangements or that attendance at an early years' setting at or near a school site does not give priority to children for admission to the school.

Our admissions arrangements maximise the extent to which parental selection can be met because all preferences will be considered on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school, the single offer will be for the school the parent ranked highest.

A place will be offered for the highest possible preference and waiting lists will operate for places at schools ranked higher than the school that has been offered. Waiting lists will continue to be held by the LA. You will receive periodic requests to find out whether you still wish to remain on the list.

If a place cannot be offered at any of the preferred schools, a place will be offered at:

- a) a designated area school (if there are places available) or
- b) the most accessible school with places.

In the Wokingham Borough, there is a 'designated appropriate' primary school for each part of the borough. This will not always be the nearest school, but you may find that the majority of children in your area will be attending the designated school and there may be implications if you opt for a school outside your designated area for any subsequent siblings who may not be allocated to the same school. These schools are determined by taking into account those areas traditionally served by the school and the demands of the whole community. Maps showing the 'designated appropriate' areas for schools in the Wokingham Borough are available on the council's website at [www.wokingham.gov.uk](http://www.wokingham.gov.uk).

If you require specific advice, please contact the School Admissions Team or the school in the case of own admission authority schools. These electronic maps represent the definitive description of community and voluntary controlled school designated areas for the purposes of admission arrangements and oversubscription criteria.

There are many different reasons why parents want their children to attend a particular school. The examples shown below are provided to give you some idea of how the process works. The application form allows you to list **four** preferences and allows you to write your reasons for those preferences.

#### EXAMPLE 1:

Emma's parents would like her to be considered for a place at the primary school which has close links with the early years setting she currently attends; a Catholic primary school as the family are practising Catholics, or the primary school which is the designated school for her home address or the next closest primary school.

Her parents expressed a preference for:

1. Primary school with close links to her early years setting
2. Catholic primary school
3. Designated area primary school
4. Next closest primary school

A place at school 1 cannot be offered as it was oversubscribed. Emma met the entry requirements of school 2 and the Governing Body can offer her a place at the school and she also qualifies for school places at school 3 and 4. Emma is offered her second preference as the highest ranked school with places available.

#### EXAMPLE 2:

Hari's parents would like him to attend the local designated area school with his friends; or the next nearest school because he already has some friends going there. His parents decided not to give a third or fourth preference.

His parents expressed a preference for:

1. Designated area school
2. Next nearest school

Hari met the requirements for both school preferences and so he was offered a place at school 1 as the highest ranked school.

#### EXAMPLE 3:

James' parents would like him to go to his designated area primary school which has excellent results; a voluntary aided primary school because the family are occasional church goers or a school approximately two miles away which also has very good results. No fourth preference was expressed.

His parents expressed a preference for:

1. Designated area school
2. Church of England voluntary aided primary school
3. Primary school with very good results

James did not gain a place at school 1 as it was oversubscribed with others living closer to the school or with siblings at the school living in the designated area. The governing body could not offer him a place at school 2 as the governing body of the school considered his application but other applicants were ranked higher on their criteria. School 3 is oversubscribed with applicants living in the designated area or have siblings at the school. James is offered the most accessible school with places to his home address.

## 6 How do I apply?

All applicants living in the Wokingham Borough must apply online or use the Wokingham LA's application form and applications are on the basis of the parent and child's single address. **Only one application form will be accepted per pupil. Where duplicates are received (paper and/or online) the Authority will process the form with the latest application date.**

If your child attends an early years' provision in the Borough in October 2018 or if you have registered child's details via our website [www.wokingham.gov.uk](http://www.wokingham.gov.uk) information outlining the application process will be sent out in November 2018.

You should complete the application form and return it no later than 15 January 2019.

Applications for schools outside the Wokingham Borough must be included on the application form.

The online admissions service will open for applications on **13 November 2018**, help and advice can be obtained by telephoning (0118) 974 6000 or emailing: [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk). This service offers you a faster, simpler and easier process. The system helps you by ensuring that the application form is completed correctly; enabling you to make changes before the deadline and allowing you to view allocation details electronically on 16 April 2019. It also helps you in providing links to relevant websites.

All applicants will be required to register as a new applicant. If you have registered previously, this is now invalid; however you can register again using the same information.

**You should ensure that the form is completed accurately and in full. The information that you give us will be used to process your application for all preferences identified. We will check all the information that you provide on the form. You will be asked to verify any change of address and produce documentary evidence relating to any change of address at any point, prior to your child starting school. When a place is offered, it will be on the condition that the information you provide is correct. If you are intending to move before your child starts school you should declare it and provide details. Places will be withdrawn if it is found that false or misleading information has been provided.**

Again, it is strongly recommended that you identify **four** preferences on the application form. Expressing a single preference may place you at a disadvantage, should we not be able to offer your preferred school.

If a place cannot be offered at any of the preferred schools, a place will be offered at:

- a) a designated area school (if there are places available) or
- b) the most accessible school with places.

Please ensure that the whole form (and required fields) is completed and that the form is signed and dated by the person who has parental responsibility for the child. Where additional evidence is required to support an application under a specific criterion, e.g. medical grounds, you must ensure this is returned with your application by 15 January 2019. It would be helpful to reference supporting information in the 'reasons' section.

Please send any paper applications direct to the School Admissions Team, at the address on page 7.

## 7 How do I know that you have received my application?

For online admissions, an email will be sent to you acknowledging receipt upon submission. If you return to the online application via the edit button after submission, you must resubmit. The School Admissions Team will acknowledge receipt of paper applications provided parents have enclosed a **stamped addressed** envelope.

## 8 What if my application is received after the deadline?

### Applications made after the closing date but before offer date

The closing date for application for school places will be 15 January 2019. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason e.g. when a single parent has been ill for some time or an unexpected move to the Borough, provided evidence to support the reason for the late application is submitted. If this is accepted then the application will be processed as if it were received on time. Changes to existing applications received after 15 January 2019 will be considered as 'late' and considered after the allocation of places.

If no evidence is provided it will be deemed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

These late applications will not be considered until after 3 May 2019.

### Applications made after the offer date but before the start of the autumn term

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the most accessible school to the home address with vacancies if living in the Wokingham Borough and the child's name will be added to the waiting list for higher ranked preferred schools under the relevant oversubscription criterion. No offer will be made to those children living outside the borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Co-ordination with other local authorities will continue until 31 August 2019 in order to eliminate multiple offers.

## 9 What if I change my preferences after completing the form?

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team or amend their online application by the closing date. You will be required to resubmit the online application each time an amendment is made or you have viewed in 'edit' mode. You will receive a confirmation email when you resubmit.

Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team. No consideration will be given to their request until after the offer date.

If Wokingham Borough Council has allocated your child an alternative school as your preferred schools were full; any changes of preferences will adversely affect any assistance with transport and sibling protection (see note 5 of the oversubscription criteria).

## 10 How are places allocated?

Children with Education, Health and Care Plans (EHCP) that name a school in the plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

### Oversubscription criteria (categories for admission)

- A. 'Looked after' and children who were 'looked after', but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order (previous 'looked after' children) (see note 1).
- B. Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2).
- C. Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3, 4 and 5)
- D. Children whose permanent home address is in the schools' designated area. (See note 3)
- E. Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 4 and 5)
- F. Any other children

Notes relating to criteria are shown across the next two pages.

## Notes relating to oversubscription criteria

Note 1: A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Note 2: When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3: The designated area for The Coombes CE Primary School has been revised to include a second priority designated area (currently the single designated area for Farley Hill Primary School). Applicants from the first priority designated area and the shared area will be allocated places before those living in the second priority designated area. The tiebreaker will be applied to each area to determine who is allocated a place should there be more applicants than places in either priority areas or the shared area.

Note 4: A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria C or E if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission.

### **Linked Infant School**

Emmbrook Infant School  
Gorse Ride Infant School  
Oaklands Infant School  
Polehampton CE Infant School  
Robert Piggott CE Infant School  
Shinfield Infant & Nursery School  
Walter Infant School  
Wescott Infant School  
Willow Bank Infant School

### **Linked Junior School**

Emmbrook Junior School  
Gorse Ride Junior School  
Oaklands Junior School  
Polehampton CE Junior School  
Robert Piggott CE Junior School  
Shinfield St Mary's CE Aided Junior School\*  
St Paul's CE Junior School  
Westende Junior School  
Willow Bank Junior School

\*Shinfield St Mary's CE Aided Junior School included for completeness. Individual school admission policy applies for this school.



Notes relating to oversubscription criteria continued

Note 5: Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). This only applies to preferences submitted on an original application. Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

**Example 1:**

*Parent expressed preferences for oldest child:*

1. School W
2. School X
3. School Y – designated area school for home address

*Wokingham Borough Council was unable to allocate any of the preferred schools as the schools on offer day were full and a place was allocated at School Z as the nearest school with places available.*

*Parent now wishes to express a preference for younger child and advises on the application form that they wish this exception to apply:*

1. School Z
2. School Y – designated area school for home address

*The authority will now apply designated area and sibling status – Criterion C to the preference for School Z and designated area to School Y.*

**Example 2:**

*Parent expressed preferences for oldest child as follows:*

1. School A
2. School B
3. School C – designated area school
4. School D

*Wokingham Borough Council was unable to allocate any of the first three preferred schools on offer day including the designated area school, as the schools were full and a place was allocated at School D.*

*Parent now wishes to express a preference for a younger child and advises on the application form that they wish this exception to apply:*

1. School D
2. School A
3. School C – designated area school

*The authority will now apply designated area and sibling status – Criterion C to the preference for School D and designated area to School C.*

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

## Tie breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

## General preference information

Please give full reasons for your preferences on the application form, as this ensures that your child's preference is placed against the appropriate criterion if the school is oversubscribed. This is particularly important if you are applying for an own admission authority school that may have different criteria to the LA or for schools situated in another LA.

If further information is required to support an application for a Wokingham Borough school, such information must be provided before 15 January 2019. Information will not be accepted after this deadline and may result in the application being treated using a lower criterion.

## Residency requirements

### Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement. Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2018. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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.

### Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place

- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- the address where child benefit or other benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

The information provided will be considered by an admissions panel of at least two officers and their decision is final. It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

### Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by 15 January 2019. Third party written evidence confirming the details and timing of the relocation will be required.

Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

### Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

### Returning Crown Servants

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the school admissions team informed of any changes to their planned address during the application process.

### Council's whistleblowing policy

The Authority occasionally receives information from members of the public concerning potential misleading or fraudulent applications. Information is provided at: <http://www.wokingham.gov.uk/contact-us/report-a-serious-concern-whistleblowing/>. You are encouraged to put your name to any concerns raised and information will be withheld in such instances in accordance with the Council's Whistleblowing Policy. If you wish to make an allegation please call the whistleblowing hotline on: (0118) 974 6550 or email: [confidential.whistleblowing@wokingham.gov.uk](mailto:confidential.whistleblowing@wokingham.gov.uk). Further information is available at: [www.wokingham.gov.uk](http://www.wokingham.gov.uk) (search for report benefit or other fraud).

## 11 What if there are multiple births or children with birth dates in the same academic year in my family?

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to one qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

## 12 How do you operate waiting lists?

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of year 2 (infant schools) or year 6 (primary schools) to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Please note that where a school is fully subscribed, pupils moving to that school's designated area after the allocation will be placed on the waiting list in accordance with the published oversubscription criteria (criteria C or D for community and voluntary controlled schools), as appropriate (subject to producing satisfactory evidence of the move). Places cannot be reserved for pupils moving into a school's designated area.

You will be asked to confirm on the acceptance form (see question 13 below) if you wish your child to remain on the waiting list for higher ranked preferred schools. Where no confirmation is received, it will be assumed that parents wish their child to remain on the waiting list. If a place becomes available from the waiting list; the place will automatically be allocated and the previous school allocation withdrawn and given to the next child on that school's waiting list. As a result it is important that you notify the school admissions team in writing if you are happy with the allocated school and that you no longer wish your child to remain on the waiting list for other schools at any point in the process. This avoids disappointment at a later date.

Waiting lists will be held for the academic year of the application but parents will need to reapply for the next academic year to remain on the waiting list for the preferred schools.

If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2019, unless the governing body indicates that they want the local authority to hold their list.

### 13 What do I do when I receive the offer letter or email?

The School Admissions Team will allocate places strictly in accordance with the published arrangements and will do all they can to offer your child a place in a preferred school. You are required to accept or decline the allocated place using the form sent with the allocation letter/email or electronically via the council's website.

If you are declining the offer of a place, please advise what alternative arrangements you have made for your child. It is recommended that you accept the offer of the allocated school, pending the result of any appeals for higher ranked schools. The acceptance of a school place will not affect the outcome of your appeal but will ensure that a school place is available for your child, if your appeal is not successful.

The form must be returned to the School Admissions Team by **3 May 2019**. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn.

In the case of oversubscribed schools, a place may be offered to the next on the waiting list.

**The allocation information will specifically request you to advise us at any stage, if you are not accepting the place for any reason.**

### 14 Can I apply for a place and delay my child's entry to school?

Yes. Where the LA offers a place in Foundation 2 (Reception) to parents before their children are of compulsory school age, parents can request that the date their child is admitted to the school is deferred (or delayed) until later in the school year or until the child reaches compulsory school age in that school year.

Parents can also request that their child attends part-time until the child reaches compulsory school age. In such instances the school place will be held for that child and not offered to another child.

Please note that the school place will not be held beyond the academic year for which the original application was accepted. This means that if your child is summer born and you wish him/her to start in September 2020 into year one (the term after your child's fifth birthday – compulsory school age) the school place will not be held and you will be required to apply after the May half-term 2020 for a year one place under the in-year application process. It should be noted that, in this instance, all places at your preferred school may have already been allocated. This will not affect your right of appeal if the LA is unable to allocate a place.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this should be discussed with the Headteacher.

Children are normally allocated to their chronological year group. If you consider that your child will not be ready and would like your child to work a year behind; the admissions authority would consider such requests in accordance with their policy relating to children starting school earlier or later than normal (the council's is shown in question 20 – page 32, but if you are considering applying to an own admission authority school; you should read the relevant school policy). In order that such requests (supported by evidence from relevant professionals) can be fully considered; you will be required to submit an application for the normal age group by the deadline. This ensures that if your request is refused; your child's application for your preferred schools will not be disadvantaged and your request can be considered appropriately including the views of your preferred schools.

Please see section 'further information relating to the single point of entry' on page 45 of this guide.

## 15 Can I appeal if I am not offered my preferred school?

Yes. When the place is allocated and it is not your highest ranked (or other) preference, Wokingham Borough Council will give you a written explanation in the form of a statement of allocations and you will automatically be advised of your right to appeal against this decision. This information will also be available on the website at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). If you wish to appeal, full details of how and where to lodge your appeal will be provided.

Details on appeals arrangements and procedures can be obtained from the Council's Democratic Services Team – by calling (0118) 974 6053 or by viewing: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Application for an appeal should be notified by **18 May 2019** (20 school days from the date of the letter refusing the place). All appeals are considered by an independent panel and its' decisions are binding on the school and LA.

In the event of an unsuccessful appeal against non-admission to a school, the LA will not consider any further application for admission, nor is there any automatic right to a further appeal for admission, within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

In the case of own admission authority schools, appeal arrangements are different from the LA's and if you are not successful in your application to one of these schools, the allocation letter will advise you how to proceed with an appeal, should you wish to do so.

Information regarding previous appeals in the Wokingham Borough for those starting in F2 (Reception) is on the page giving details on the allocation of school places.

Please see Question 17 for information on infant class size appeals.

## 16 What is the situation on infant class sizes?

The School Standard and Framework Act 1998 requires all admissions authorities to ensure that all infant classes for children with a single qualified teacher, aged five, six and seven may not exceed 30 in a class after September 2001.

For parents this means that where the admission of your child would force the admission authority to breach the infant class sizes imposed by the legislation, your child may not be able to be admitted to your preferred school.

## 17 What is the situation for infant class size appeals?

Applications will be rejected if the admissions authority considers that admitting another child into an infant class would result in a breach of the infant class size legislation. Parents have the right of appeal against a decision to refuse a place at their preferred school on this basis. Parents should be aware that this situation could well apply in a number of primary schools, particularly where they have an admission number of 30 or 60 and are oversubscribed.

In a class size appeal the Appeal Panel is only able to look at three factors and can **only** allow a class size appeal if one of the three grounds stated below applies. Either:

- a) It finds that the admission of additional children would not breach the infant class size limit;
- b) It finds that the admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied;
- c) It decides that the decision to refuse admission was not one reasonable admission authority would have made in the circumstances of the case.

When considering whether the decision to refuse admission was one that a reasonable admission authority would have made in the circumstances of the case, the Panel will look at all the facts to determine whether the admission authority acted reasonably.

This means that where the admissions authority cites infant class size prejudice for refusing your child admission you would need to focus exclusively on the grounds set out above in both your written appeal submission and at the appeal hearing. Further information will be provided with your offer letter.

## 18 What if I want my child to attend a school outside the Wokingham Borough?

As with schools in the Wokingham Borough, the places are subject to availability, although the admissions criteria will be different. You should make your application for any LA, voluntary aided, academy or foundation school in a neighbouring LA on the Wokingham Borough application form (paper or online) giving full reasons why you are applying for the school and return the completed form, or submit via admissions online, to the School Admissions Team at Wokingham Borough Council. The authority will co-ordinate with other local authorities and the LA will send other admission authorities/LAs details of applications for their schools. Co-ordination will continue until 31 August 2019.

**If you are seeking a place at a school administered by another local authority, or if the school you wish to apply for is its own admission authority, you should obtain a copy of their admissions policy, as their admissions criteria will be different to our own.**

Contact numbers for neighbouring authorities are as follows:

- Bracknell Forest Borough Council (01344) 354 023 / (01344) 354 144
- Reading Borough Council (0118) 937 3777
- Slough Borough Council (01753) 875 728
- West Berkshire Council (01635) 424 000
- Royal Borough of Windsor and Maidenhead (01628) 683 870
- Hampshire County Council 0300 555 1377
- Oxfordshire County Council (01865) 815 175

## 19 What if I live outside the Wokingham Borough and I want my child to attend a school in the Wokingham Borough?

Your child will be considered under the admissions criteria for Wokingham Borough pupils, which may be different to those of your home LA. If your application for any Wokingham Borough school cannot be met we will not offer any alternative school. If we are unable to meet your preference(s) your application will be referred to your home authority for them to reserve a place for your child at one of their schools.

You should apply for a Wokingham Borough school using your own LA application form and return it to that LA Admissions Team by the appropriate closing date. Your LA will advise Wokingham Borough Council of your preferred school(s) and your application will be processed in accordance with our admissions criteria.

## 20 Can my child start school earlier or later than normal?

Whilst there is no current legislation, requests from parents for school places outside a normal age group will be considered carefully, whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.



Each case will be considered on its own merits and circumstances and will only be agreed by a panel of officers from Wokingham Borough Council where there is consensus between the parents, schools concerned (both current setting and preferred, if appropriate) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if a place is offered in another year group at the school.

Parents do have the right to defer (delay) the school place until statutory school age or request a part-time place (see Question 14). Please see Question 2, page 16 for further information.

## **21 What happens if I move house before, or during, the application process?**

If you own a property which is in the process of being sold and you want us to use your new home address for the allocation of places, you will need to give us appropriate evidence in support e.g. exchange of contracts for the new property and disposal of your current property. The latest date for submission of evidence to support a move is 15 January 2019. If the move takes place later or evidence is submitted later, we will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes. Please refer to residency requirements on page 26.

If you rent a property and you move during the process as described above; you will be required to give full details of the reasons why you are moving out of the rental property and a signed rental agreement for the new home address.

In both instances, an admissions panel will consider your reasons for the move and decide the address to be used for admissions purposes and may require further information to enable it to make that decision. In the case of a rental property move, the panel will decide whether this is a temporary arrangement or not taking into account the term of any rental agreement.

Parents are required to advise of any changes of circumstances at any time prior to your child starting at the allocated school. It is important to note that you have declared on your application that the information provided accurate and that to the best of your knowledge, the declared address will continue to be the child's residence beyond the start of school in September 2019. Therefore the school place is at risk of being removed if there are subsequent changes.

## **22 What is the process should I want my child to change schools outside of the normal admissions round (in-year admissions)?**

A scheme to co-ordinate in-year admission has been formulated and a separate policy and Parent's Guide is available at [www.wokingham.gov.uk](http://www.wokingham.gov.uk). This applies to all applications received after the transfer group process ends on 31 August 2019 and for all other year groups with the exception of:

- admission to school sixth forms
- admission to nursery or foundation stage units into foundation one (F1)

Where a place is required in a sixth form or in F1, application should be made direct to the school. (Policies are available on the council's website).

A brief summary of the scheme is as follows:

## Timing of applications

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the School Admissions Team, 20 school days in advance of the commencement date. Any applications received in advance of this will be held on file until the appropriate time, with the exception of crown service, service families or look-after children.

It is our intention that all applications should be processed and the outcome of the application made within 20 school days from receipt of the application. This is subject to confirmation, if applying for a school in another local authority that a place can be offered, whichever is the latter. Allocation or refusal letters will be sent by second class post.

## Applications

Applications must be made using the Wokingham Borough application form to apply for schools within the borough. The common application form is available on request or can be downloaded at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). An application form allowing a single preference will be available for own admission authority schools outside the scheme. An online application facility is available, parents may also apply online.

Parents may express up to four preferences for schools within the scheme, listing those preferences in ranked order and giving their reasons for those preferences. Where a place is available for a child at more than one school, Wokingham Borough Council will offer a place at whichever of these schools is their highest preference.

The School Admissions Team will pass on applications and any supporting information provided by the parent for any own admission authority schools within the scheme to their governing bodies so that they can make a decision about the application. The governing body should make decisions regarding applications within five school days of receipt. The governing body will then inform the School Admissions Team who will advise the offer or refusal on their behalf. There may be a delay during school holiday periods as the school may not be contactable.

Where own admission authority schools within the scheme receive an application direct from a parent, the school must forward to the School Admissions Team details of any application made, together with any supporting information provided by the parent (regardless of whether the parent making the application resides in that authority's area) together with the school's response to that application in order that the response is made on the school's behalf to the parent.

Each preference will be considered against the admissions authority's oversubscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference.

Where applications are refused, parents will be advised of their right of appeal. Where a place has been refused by Wokingham Borough Council or for schools, who are their own admissions authority within the Borough, reference must be made to the Council's website for details on how to appeal.

A place will be offered at an alternative school (the designated area school or most accessible school with places available) where the parent can provide evidence of their move to or within the Wokingham borough, and parents will be advised of their right of appeal for their preferred school(s). No offer of an alternative school place will be made where no change of address is made, unless requested to do so.

## Out of Borough applications

Wokingham Borough Council will accept applications from all residents wishing to apply for a Wokingham Borough school. Wokingham Borough Council will respond to the parent, in writing, with the outcome of their application with a copy to the home local authority. If the place is declined, the parent will be advised of their right of appeal.

## Offers

Places will be offered on the basis of the child's chronological age. Where a child is in a different year group and not already attending a Wokingham Borough maintained school, supporting documentation will be required from the child's current school giving reasons for this for consideration by an admissions panel. Places can only be allocated to children working outside their normal year group with the consensus of the receiving school.

The offer of a place in a Wokingham Borough school must normally be taken up within the declared half-term.

Failure to take up the offer of a place during this time will mean that the offer is withdrawn and the place released. Exceptions can only be made where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own, or in the case of crown service, service families or looked-after children.

In accordance with the School Admissions Code, admission will be deferred to the start of a term or half-term for the following categories of in-year admission:

- those that do not require a house move
- those where there is no reasonable need for an immediate move
- those allocated from waiting lists

It is envisaged that children normally would be admitted to school during a school term in the following circumstances only:

- a) those applying as a result of a house move i.e. unable to take up a place earlier due to living at a distance from the school
- b) those applying and unable to take up a place earlier due to ill health or other reasons beyond parents' control
- c) applications agreed under fair access protocols

It should be noted that a child from overseas with a right to live in the UK with parents may attend a maintained school. This does not apply where the stay is so short (e.g. less than six weeks) that it would not be practical for the child to attend school (e.g. on holiday or short visit).

Parents will be required to accept the offer of a school place within 14 days of the offer letter. Waiting list will be maintained by the local authority for all oversubscribed year groups in its schools in accordance with the oversubscription criteria. Full details including the oversubscription criteria, tiebreaker and residency requirements are available at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

## Admission to middle schools in other local authorities

These arrangements will be managed centrally by Children's Services. A separate application will be available for parents wishing to apply for a place for a middle school in another local authority. Each local authority will accept applications in the same way as it would for its own normal admissions round. Co-ordination will be held with the maintaining local authority who will apply their co-ordinated scheme.

The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.

## **23 What Fair Access Protocols have been set by Wokingham Borough Council?**

The council, following consultation with schools, has agreed the following protocols for the admission of children in-year and in accordance with the School Admissions Code:

- Young people at risk of or at permanent exclusion
- Managed transfers between primary schools
- Managed transfers between secondary schools
- Children at particular risk of missing education known as "vulnerable children"

In some instances, implementation of a Protocol allows for the admission of children above the admission number. Consideration of applications that may fall within one of the above groups will be by a panel of officers and, where necessary, school representatives.

The protocols can be viewed at the In-Year Admissions page at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

Written copies are available on request from the School Admissions Team.

## 24 What are the term dates for the academic year 2019/2020?

### **Autumn 2019**

#### *Half term 1 (39 days)*

Term starts on: Tuesday 3 September 2019

Term ends on: Friday 25 October 2019

October holiday: Monday 28 October to Friday 1 November 2019

#### *Half term 2 (35 days)*

Term starts on: Monday 4 November 2019

Term ends on: Friday 20 December 2019

Christmas holiday: Monday 23 December 2019 to Friday 3 January 2020

### **Spring 2020**

#### *Half term 3 (30 days)*

Term starts on: Monday 6 January 2020

Term ends on: Friday 14 February 2020

February holiday: Monday 17 February to Friday 21 February 2020

#### *Half term 4 (30 days)*

Term starts on: Monday 24 February 2020

Term ends on: Friday 3 April 2020

Spring holiday: Monday 6 April to Friday 17 April 2020

### **Summer 2020**

#### *Half term 5 (24 days)*

Term starts on: Monday 20 April 2020

Term ends on: Friday 22 May 2020

May holiday: Monday 25 May to Friday 29 May 2020

#### *Half term 6 (37 days)*

Term starts on: Monday 1 June 2020

Term ends on: Tuesday 21 July 2020

Total pupil days: 195 less five inset days to be set as flexible closures to be determined locally by school or cluster.

Wokingham Borough Council is working hard to support our Head Teachers in upholding the law with respect to attendance at school. Children and families have 175 days off school to spend time together, including weekends and school holidays. It is our duty with schools to prioritise good attendance, thus enabling us to closely work in partnership with our families and schools to ensure all our children achieve the best education they can and enjoy their school life fully.

Parents who take their children out of school for a holiday in term time could be subject to a penalty notice, irrespective of when this holiday was booked.

## 25 Are free places at independent schools or assistance with fees available?

We have no scheme to help parents wishing to educate primary age children at independent schools. If you require information on independent schools within Berkshire you should contact the Independent Schools Council (London and the South East) at: [www.isc.co.uk](http://www.isc.co.uk).

For admission to independent schools, please contact the individual school direct.

## Help and assistance from Wokingham Borough Council

### 26 What do we mean by special educational needs or disability? (SEND)

National figures suggest that as many as one in five of all children and young people will, at some stage, have difficulties with their learning. For most of these children and young people the difficulties will be temporary but for some the difficulties will be long standing.

The important thing is to ensure that support is made available to children and young people and the funding, now made directly available to schools, means that they will always be using a range of strategies to support pupils who are having difficulties with their learning. A small number of children and young people have enduring difficulties, or special educational needs. The definition below is taken from the Code of Practice which supports the Children and Families Act.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 institutions.

### The Children and Families Act 2014

This Act has made a number of changes to how support for special educational needs is made.

- From September 2014 a child or young person who would have been given a Statement of Special Educational Needs (SEN) will have an Education, Health and Care plan (EHC)
- Children and young people who already have a Statement of SEN will have these converted to an EHC plan over the next few years
- Children whose needs can be met through the extra resources now in school will have support at SEN Support stage.

### SEN Support

The Council delegates money into mainstream schools' budgets to provide extra help for pupils with SEN.

If a child is identified as having special educational needs, the school takes a step-by-step approach that might include:

- targets set that are reviewed regularly with you
- extra help from a teacher or learning support assistant
- individual or small-group teaching for short periods.

The level of help will be matched to your child's needs and you will be kept informed at each stage of the process. Sometimes, the school will call on the help and advice of an educational psychologist or another professional.

## Education, Health and Care needs assessments and plans

In most cases the step-by-step approach will ensure that your child gets all the help he/she needs. A few children will have more significant and long-term needs. These children may require an education health and care needs assessment. This takes information and advice from health, social care and education and works with you to set out an EHC plan which explains your child's needs and what support needs to be available to them to ensure that they make the most progress with their learning. Before September 2014, these children would have received a Statement of SEN.

Most children with EHC plans or Statements of SEN attend their local school and receive extra help there. A small number of children may need to attend a special school or a mainstream school with additional facilities for particular difficulties such as hearing impairment, physical difficulties, autistic spectrum disorder, or speech and language difficulties. If you think your child needs to attend a school with this specialist support you can contact the Council's Special Educational Needs Team to find out which schools provide this support.

If you are concerned about your child's progress, you should speak to his/her teacher. The school will have a published policy on identifying and supporting pupils with special educational needs, which you can ask to see. You can get more information about special educational needs via the Wokingham Borough Council website or from the SEN Service by calling (0118) 974 6216 or emailing: [sen@wokingham.gov.uk](mailto:sen@wokingham.gov.uk).

If your child has a current Statement of Special Educational Needs, and attends a mainstream primary school, Wokingham borough early years' setting or a special resource in a mainstream primary school or early years' setting, his or her future school placement will be considered as part of the annual review of the Statement and you will be part of those discussions.

In most cases it should be possible to give clear recommendations in Foundation 1 as to the type of schooling that your child will need at the primary stage. You will also be sent information from the School Admissions Team requesting your preference for the school you wish your child to attend and it would be helpful if you complete the application form. For admissions purposes there is no difference between a Statement of SEN and an EHC plan.



### The Local Offer

The Local Offer includes information about health and social care services, education, leisure activities and support groups in the area for children and young people aged 0 - 25 with SEND and their families. The Local Offer helps parents, carers and young people to see clearly the range of services and support that are available in their local area and understand how to access them. This information is available at [www.wokingham.gov.uk/lo](http://www.wokingham.gov.uk/lo)

### Expressing a preference

**Mainstream schools:** the majority of children will attend their local mainstream school serving their address. The Local Authority wishes to encourage all parents strongly to consider expressing a preference for their local mainstream school as this can have a beneficial effect on social relationships and ease travel arrangements and often make home-school contact and liaison easier. Please note that help with transport costs may not be provided if appropriate provision is available at a nearer school.

**Specialist provision:** if your preference is for a place in a resourced unit or special school, this information is passed to the Special Educational Needs Team. A move to a special school or to a special education resource can only be arranged if the school has places available and is suitable to your child's age, aptitude, ability and their special educational needs. Expressing a preference for a mainstream place in a school that hosts a resource will not secure the admission of your child to the special resource unless that specialist provision has been identified as necessary for your child.

Independent special schools: if you consider your child should be placed in an independent or non-maintained special school your request will be carefully considered. However, a placement will usually only be agreed if suitable provision cannot be made in a maintained mainstream or special school and the proposed placement would represent efficient use of the Council's resources.

Schools outside the Wokingham Borough: you are able to express a preference for your child to be placed in a mainstream school, a special school, or to a special education resource within a mainstream school of another authority's area outside the Wokingham Borough. The allocation of places in schools outside Wokingham is arranged with the appropriate local authority and school governors, The Special Educational Needs Team **must** by law consult the governors of your preferred school and the local authority that maintains the school. Expressing a preference for a mainstream place in a school outside the Wokingham Borough that hosts a resource will not necessarily secure the admission of your child to either the school or the special resource.

### What if my child has a disability?

All schools are required to continue to make their schools as accessible as possible (known as an Access Plan) and to make what are known as 'reasonable adjustments'. This means that most children who can access a mainstream curriculum can do so in a school which is within their locality. Each school publishes information about its Access Plan in its prospectus.

### Agreeing a preference

The law is that the Local Authority must agree to your preference for a maintained (State) school, unless:

- The school is unsuitable to the child's age, ability or aptitude, or his or her special educational needs; if you are looking for a change from mainstream school to a special school or special extra resources this will only be taken forward if the school is suitable to your child's ability and special educational needs.
- The attendance of your child at the school would be incompatible with the provision of efficient education for the children with whom he/she would be educated, in which case there would have to be grounds to show that no reasonable steps could be taken to eliminate the incompatibility OR
- the efficient use of resources.

Sometimes parents express a preference for a mainstream school outside the usual designated area and where this is agreed, parents will be responsible for transport to and from school. Places cannot be made available in special schools or special resources where this would take them over planned numbers.

### **In the majority of cases, it will be possible to meet the parental preference for a named school.**

However if you do not agree with the school being suggested you will be invited to meet with someone from the Special Educational Needs Team to discuss the matter. SENDIASS (formerly Parent Partnership) is available to offer impartial advice and support to parents and carers of children with special educational needs and disabilities. They can be reached on: (0118) 908 8233 or email: [sendiass@wokingham.gov.uk](mailto:sendiass@wokingham.gov.uk). In cases where there is a disagreement about your child's special educational provision you may be offered formal mediation with an independent mediation service. If you are sent a final statement with which you disagree, you then have the opportunity to appeal to the SEN and Disability Tribunal in London.

## **27 If I have difficulties with my child, who can help me?**

It is important to seek help at the earliest stage. The first point of contact should be early year's provider or your child's class teacher and then the Headteacher. Each school has an Education Welfare Officer who is able to give help, advice and support in situations where children are experiencing problems of behaviour or school attendance. For further advice, please contact the Education Welfare Team on (0118) 974 6193.

If your child has special educational needs and disabilities, then impartial advice and support is available from SENDIASS on: (0118) 908 8233 or email: [sendiass@wokingham.gov.uk](mailto:sendiass@wokingham.gov.uk)



The protection of the child's welfare is paramount, and, if there are any child protection concerns, school staff are duty bound to report this. The case will then be investigated in accordance with the Child Protection procedures.

Additionally, an Education Welfare Officer can help to resolve attendance issues, through aiding communication and developing home-school links. Advice is also available about pupil exclusions and/or links with other appropriate agencies, children's centres, parent support or family information service.

## 28 Will I have to pay for my child's lunch?

Lunch will be provided free of charge to all children in the first three years of primary school (that is to say, all children in reception, year 1 and year 2 classes). Older children do have to pay for school meals, unless they qualify for the Pupil Premium (see next section).

We recommend that children have the school lunch, as these meals are carefully monitored to meet strict nutritional standards set by Government. There is evidence that having a regular healthy meal at lunchtime can improve a child's learning at school.

Schools may ask parents to register if they want their child to receive school lunches. This enables them to plan how many meals are needed, and also to collect information about your child's dietary needs, or any food allergies, etc.

### What is the Pupil Premium?

Schools now receive additional funding, the "Pupil Premium" for each pupil on their roll whose family is on low income. To qualify the family must meet the criteria set out in the next section. Schools use this extra funding to support and raise the educational attainment of these children. Your child's school will be able to tell you how they use the pupil premium funds to do this.

If you apply and the school confirms that your child is eligible, the school will receive an additional £1320 per year.

To ensure your school doesn't miss out on additional funding to help your child, you should apply as soon as your child starts school and no later than October half-term. Your child's school will be able to tell you how to apply. Most schools will collect this information on the registration form for school lunches.

Children eligible for pupil premium support are also entitled to continue receiving free school meals when they move into year 2, all the way to sixth form (provided their family continue to be entitled – see next section). However, if your child does not take up the free school lunch, this will not affect their eligibility for the pupil premium. Schools can claim pupil premium funding for every child that has been eligible within the last six years. So even if your circumstances change so that the eligibility rules (below) no longer apply to you, your child will continue benefit from the support which pupil premium funds provide, to help raise their attainment.

### Who is eligible?

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

### Additional notes

- In all cases, please note that you will need to register with the school for child to become eligible. Schools will have a registration form (usually combined with registration for school meals).
- The pupil premium does not apply to children who are in the care of the Local Authority, e.g. foster children, or of a voluntary organisation. For these children, the school can claim a separate (higher) level of additional funding.
- The entitlement to pupil premium and free school meals applies to all the state-funded schools included in this admissions guide. It does not apply to children at independent private schools.
- Parents whose children attend schools outside of Wokingham Borough should contact their child's school, or the local authority which maintains the school, with regards to registering for the pupil premium, as the local arrangements for processing claims may be different.

### How do I apply?

The Council has introduced an easier way for parents to apply for pupil premium support (and free school meals for older children). Most schools in the Borough now use this system.

Previously, you would have had to produce evidence of your benefit support payments and income levels and give this to the school office every term. Now, we are able to confirm whether you are eligible for free school meals electronically, using a secure government on-line system. We will only need limited information, such as your date of birth and national insurance number, for this system to identify you.

You will only need to complete one form once. The benefits are:

- Eligibility will be checked automatically for you each term.
- You will not have to produce evidence of any benefits or of your income to the school.
- The school will receive only a yes/no answer from the online checking system – this means staff will not have access to any of your personal income or benefits information.

A copy of the registration form can be obtained from your child's school, Children's Centres, or can also be downloaded from the Council's Website: [wsh.wokingham.gov.uk/leadership/free-school-meals](http://wsh.wokingham.gov.uk/leadership/free-school-meals).

### COMPLETED FORMS SHOULD BE RETURNED TO YOUR CHILD'S SCHOOL

## 29 How will my child get to school?

In most cases parents are responsible for making arrangements for their child to get to school. If your child attends a designated area school, or the nearest school to your home address, and does not live within safe walking distance, you may be entitled to free school transport. For more details please refer to Question 30.

### School Travel Plans

Schools are encouraged to promote sustainable journeys to schools, and to develop travel plans in consultation with parents and children. Many schools have travel plans in place which promote walking or cycling to school through various initiatives. If we know that a school has a travel plan, this is indicated in the information about individual schools. Details of the plan can be obtained from the school concerned.

## 30 Will my child be entitled to any assistance with transport?

### a) Children under 8 years old

For any pupils aged under 8 years-old, transport assistance can be considered where your child attends a designated area school or the nearest available suitable school .

Transport to any designated area school or nearest available suitable school will be considered if there is more than one for your address, but not if one of the schools available at the time of application is within safe walking distance of home. Transport can also be considered in the relatively few cases where the school attended, although not a designated area school, is the nearest available school by radial distance.

Transport in all cases will only be provided if your child lives more than two miles from the school by the shortest safe walking route, unless there is no safe walking route. "Safe" means accompanied if necessary, and the distance limit is set nationally. The only exception where transport will be provided for children living closer to schools; is where children are unable to walk due to special educational needs or disability. Walking routes may not necessarily be the same as the route driven by a vehicle.

Note that for children who are entitled to free school transport, this only applies until the end of year 6, or the end of Year 2 in some cases (because the definition of 'walking distance' changes to 3 miles, once children have attained their eighth birthday). Designated area information is available on the Council's website at: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). The School Admissions Team can also assist with designated area information.

If transport costs are a significant factor in choosing your school preferences, Corporate Transport Team can, on request, provide a written assessment before you submit your preference form, to advise whether any of the schools you are considering would qualify for travel assistance.

### b) Children aged 8 years upwards

For any pupils aged 8 years or above, transport will be provided in the same circumstances as for younger children, except that children must live at least 3 miles away from school, by the shortest safe walking route, rather than 2 miles. In the case of children who are eligible to receive for free school meals in year 3 and above, or whose family receives maximum working tax credit, this does not apply and the qualifying distance remains 2 miles.

### Additional notes for both a) and b)

- Where parents are successful in obtaining a preferred school that is not a designated (or nearest) school, they are responsible for their child's attendance. Free school transport will not be provided.
- Designated schools can be any kind of state funded mainstream school including maintained schools, Academies and Free Schools. There are locations where a number of schools will be considered to be designated schools. For example the designated area of Windmill Primary School includes addresses in the designated areas of The Hawthorns Primary, Walter Infant, St Paul's CE Junior, Wescott Infant and Westende Junior Schools. Please note that Floreat Montague Park School has no formal designated area, but may be the nearest available suitable school for some children.
- In the case of lower income families who apply for transport under (b) above, transport will not be provided if their child attends a school which does not meet the criteria stated.
- Where free transport is provided, this is only to the end of year 6, or the end of Year 2 in some cases (because the definition of 'walking distance' changes, once children have attained their eighth birthday)
- All transport entitlement will be reviewed on an annual basis.
- Transport assistance may be provided by means of a contracted vehicle, public transport (bus or train) or mileage reimbursement, at the Council's discretion.

## How do I apply?

If you believe that you are entitled to free school transport when a school place has been allocated, you should obtain an application form at <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/> or from the Corporate Transport Team at the Council. This should be returned by **30 May 2019** to enable transport arrangements to be put in place for September 2019. Late applications, due to admissions appeals etc. will be processed as quickly as possible.

As stated, parents who are successful in obtaining a school other than a designated area school, as a result of a higher ranked preference, will not receive transport assistance. If they subsequently change their ranked preference in favour of a designated area school and all places have been allocated they would still not be provided with free transport to the school originally ranked higher.

The school transport policy, can be viewed at <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/> or copies are available from the Corporate Transport Team at the Council Offices at Shute End, Wokingham. For specific advice, please contact the school transport team on (0118) 974 6000 before completing the school application form.

## Wokingham Borough Council's Sustainable Travel to School Strategy

The Council also promotes the use of sustainable modes of travel and transport for journeys to school and college.

Under the Education and Inspections Act 2006, the Council has a duty to prepare a Sustainable Travel to School Strategy. There are four main elements to this duty:

- An assessment of the travel and transport needs of children, and young people;
- An audit of the sustainable travel and transport infrastructure within the authority that may be used when travelling to and from, or between schools/institutions;
- A strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are better catered for; and
- The promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions.

Wokingham Borough Council has produced a draft Sustainable Travel to School Strategy to deliver an action plan of measures, and to helping to achieve common aims and objectives now shared by transport, health and children's services authorities.

Wokingham Borough Council's strategy is published on our website at:  
[www.wokingham.gov.uk/council-and-meetings/open-data/policies-and-strategies](http://www.wokingham.gov.uk/council-and-meetings/open-data/policies-and-strategies)

### 31 Is there any assistance available for the purchase of school uniform?

Whilst there is no assisted purchase scheme run by the Council, many of the schools sell both new and nearly new uniforms at reasonable prices. Please contact the school. If we know that a school has a uniform policy, this is indicated in the information about individual schools. Details of the policy can be obtained from the school.

### 32 Will there be charges for school activities?

No charge may be made for school activities by the Council or the School Governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will usually also cover arrangements for the financing of school activities by means of voluntary contributions.

### **33 What if my child has a long term illness and cannot attend school?**

Arrangements can be made for your child to be tutored at home or at a special care centre. The initial approach should be made through your child's school.

### **34 When does my child move from primary school to secondary school?**

Normally transfer takes place in September for those children who will have reached the age of 11.

There are ten secondary schools in the Wokingham Borough. These schools are comprehensive, which means that they cater for children of all abilities. In the Wokingham Borough there is a "designated appropriate" secondary school (or schools) for each part of the Borough. These schools are determined by taking into account those areas traditionally served by the school and the demands of the whole community. Designated area information is available on the Council's website: [www.wokingham.gov.uk](http://www.wokingham.gov.uk). If you require specific advice, please contact the School Admissions Team.

A guide outlining the current year's arrangements for admission to secondary schools is available at [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). Details of these secondary school transfer arrangements are automatically distributed by primary schools each year to parents of children moving into their final year of primary school.

### **35 Further information relating to the single point of entry**

Information on the free entitlement for three and four year olds and for two year olds is available to view at: <http://www.wokingham.gov.uk/children-and-families/childcare-pre-schools-and-nurseries/free-childcare-for-2-3-and-4-year-olds/>

Following changes to legislation; Wokingham Borough schools will be offering full-time education from September 2012 which means that those children born between 1 September 2013 and 31 August 2014 may start a school in Foundation 2. This is sometimes known as Reception. This relates to those children who are allocated places in school Foundation 2 (F2) reception classes by the School Admissions Team as part of the co-ordinated scheme.

You will need to advise the school direct if you are deferring the full time school place or opting to start part-time.

The following may address some of the questions you may have regarding this change and how it may affect your child:

### **Can my child attend school part-time in the morning and then attend an early year's setting in the afternoon?**

Yes, but as your child has taken up their school place, they will not be entitled to the free entitlement of 570 hours of free provision a year in an early years setting which equates to 15 hours per week over 38 weeks a year.

This means that should you choose to take up the F2 school place part-time and also continue at an early years setting, you will be required to pay for any hours attended at the early years setting. A part-time school place is 12½ hours.

## What is the difference between my child attending an early years' setting and school?

From an early learning perspective, both will be using the Early Years Foundation Stage (EYFS) framework to guide your child's development, learning and care.

Early years settings have a higher ratio of professionals working with your child whereas schools must adhere, as a minimum, to the infant class size regulations of one teacher to 30 children. Some schools provide more than this minimum, and this is something that you may wish to discuss with them.

Your child will be familiar with their early years setting which may be smaller and will be used to attending to your child's particular needs. However, it is important to recognise that both your existing provider and allocated school will make every effort to ensure a smooth transition for your child to their new school.

Your child will have the option of attending school on a full-time or part-time basis which will not incur a charge for the parent. A part-time school place is 12½ hours.

It is possible that were your child to remain at their early years setting, many of their peers may have already moved to their allocated school and friendship groups will have started to form. However, your child may adapt to new people and environments with either option chosen.

If your child attends an early years setting; then you will be entitled to 15 hours free early learning and care per week.

From September 2017 you may be eligible for the 30-hour funded childcare and more information is available at: <https://www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds>

## Can my child still continue to attend their early year's setting until they reach compulsory school age?

Yes. Please discuss this with your early year's provider as soon as possible as they will be considering what places may be available for children wishing to join the setting.

The school place will be held provided your child takes up the allocated school place within the same school year.

If your child has not had the benefit of attending an early years setting prior to starting school, you may wish to consider this. This website <http://www.wokingham.gov.uk/children-and-families/childcare-pre-schools-and-nurseries/> will provide you with information on settings within the Wokingham Borough.

If your child is summer born (1 April to 31 August 2013) and does not take up their place until compulsory school age in year one in September 2020; then the offer of a school place will be withdrawn and you will have to apply for a school place after the May half-term in 2020. It is possible, as school places will already have been allocated, that a place at your preferred school will not be available.

## Who can help me to decide whether or not my child is ready to start school in September?

Please speak with your early year's provider, or with the allocated school, who can discuss what is in the best interest of your child to support their early learning developmental needs.

**It is important to realise that the decision is yours** – you know your child best; if you decide to defer, or opt for part-time, you can still change your mind and speak with the Headteacher.

## Why do the Schools need to know whether you wish to defer or opt for a part-time place so early?

Schools will want to organise their class(es) and resources. The School Admissions Team will be informing the school during the summer term of the names and personal details of those due to attend. You will need to advise the school direct if you will be deferring or attending part-time. This will enable the schools to send out information packs and arrange visits prior to your child starting at the school.

Your early year's provider will also need to know whether your child is continuing with them or leaving in order to offer/allocate their places.

If a number of children defer; in some instances, the school may need to employ a teacher for less than three terms, which is why it is important, should you wish to change your mind, you discuss this with the Headteacher immediately.

## What if I consider my child is not ready to start school full-time but I do not wish to defer or remain with the early year's provider?

If you consider that a part-time school place is the best option for your child, you can indicate this on the acceptance form and the School Admissions Team will notify your child's allocated school that you have decided to accept the place on a part-time basis. The part-time place may be offered as five morning or afternoon sessions, term time only. The school will advise on what is available.

If at any point, you subsequently wish your child to attend on a full-time basis; this should be discussed with the Headteacher to agree an effective date.

## My child already attends the school nursery, so he already has a school place. Do I need to apply again?

**Yes. It is very important for you to realise that just because your child attends the school nursery, foundation stage unit or any other early years provision located on a school site, that your child has not been allocated a school place.**

This is a separate application process, co-ordinated by the Council's School Admissions Team. The parents of every child born between 1 September 2014 and 31 August 2015 are required to register their child to receive an application pack and it is your responsibility to apply for a school place by 15 January 2019. Applying later will mean that you will have less opportunity to be allocated to a school that you prefer and your child may be allocated to a school some distance from your home address.

If you live outside the Wokingham Borough, you will need to apply through your home local authority which may have different dates and requirements to Wokingham Borough Council.

**Your child's attendance at a school nursery or foundation stage unit or other early years provision located on a school site does not give the child priority for entry to the school.** Places are allocated according to the oversubscription criteria on page 23 or individual school policies.

## What happens if my child is in a foundation stage unit or nursery class at a school but has not been allocated a school place as a rising five at that school?

If your child is in a foundation stage unit (F1 and F2 children together); your child will leave at F2 (or by compulsory school age, if the option has been taken to defer) to take up a school place at the school allocated by the Council's School Admissions Team. Another child may join the unit to take up their F2 school place. If a child in a foundation stage unit is offered a place at the school by the School Admissions Team as an F2, he/she will stay in the unit until the start of year 1. It is important to note that attending

**the foundation stage unit does not have any bearing at all on whether or not a child will be offered a school place at that particular school by the School Admissions Team** as places are allocated on the basis of the oversubscription criteria detailed in this guide.

If your child is attending a nursery class at a school, your child will leave at F2 (or by statutory school age, if the option has been taken to defer) to take up a school place at the school allocated by the Council's School Admissions Team. If a child in a nursery class is offered a place at the attached school by the School Admissions Team they will transfer to the F2 Reception class. **It is important to note that attending the nursery class does not have any bearing at all on whether or not a child will be offered a school place in that particular school** as places are allocated on the basis of the oversubscription criteria detailed in this guide.

### What is meant by deferring a school place?

Deferring means delaying your child's entry to the school and remaining eligible for the 15 hours free entitlement.

A parent may defer their child's school place until the child reaches statutory school age provided the child starts in the same school year.

The following will give you an example of what deferment can mean:

Child's date of birth	Date when child must start school	Options to defer and still retain the school place
1 September to 31 December, 2014 (autumn born)	January 2020	You can defer the school place until: • January 2020
1 January to 31 March 2015 (spring born)	April 2020	You can defer until: • January 2020 or • April 2020
1 April to 31 August 2015 (summer born)	September 2020 (year one)	You can defer until: • January 2020 or • April 2020 or • September 2020  If you defer until September 2020, the offer of the school place will be withdrawn and you will need to re-apply for a year one in-year place after the May half-term 2020



The acceptance form sent with the letter offering a school place on 16 April 2019 will enable you to indicate if you wish to defer or opt for part-time.

Please see question 14 if you consider that your child will not be ready for school and you are considering a request for your child to work out of the chronological year group.

**My child did not get a place at one of my preferred schools and is on the waiting list. I am going to appeal. Can I defer until my child is allocated a school I want?**

Yes. You may defer the offered school place, but please advise the Headteacher of the allocated school accordingly. Please note that you can only defer until your child reaches compulsory school age (the term after your child's fifth birthday). If the School Admissions Team is later able to allocate you a preferred school from the waiting list then the letter of offer will be accompanied by another acceptance form for completion.

If your appeal is successful, it will be assumed that you will be taking up the school place at the earliest opportunity. Should you wish to defer or opt to take up the place on a part-time basis please inform the School Admissions Team or allocated school direct.

We recommend that you accept the original offer of a school place, pending the outcome of any appeal for higher ranked preferred schools. The acceptance will not affect the outcome of your appeal but will ensure that a school place is available for your child, if your appeal is unsuccessful. It will also not prejudice your right to remain on the waiting list for higher preferred schools.

# SCHOOL INFORMATION

# Primary schools in the Wokingham Borough

We are proud of our schools in the Wokingham Borough and the achievements of their pupils. All of our schools are listed on the following pages, including own admission authority schools, e.g. academies, free schools and voluntary aided schools with their policies shown from page 87.

## Key

- NOR Number of pupils at school in May 2018 (excluding F1 Nursery)
- AN Admission number at September 2019. All schools must admit up to the published AN, subject to sufficient demand
- A Academy – admission to these schools will be determined by the academy trust. This includes free schools.
- C Community school and voluntary controlled school – admission to these schools will be determined by the local authority in accordance with its admissions policy
- VC
- VA Voluntary aided schools – admission to these schools will be determined by the governing body of the school in accordance with its admissions policy. Supplementary information forms may be required in addition to the application form
- FSU Foundation Stage Unit - integrated provision which takes part-time F1 (nursery) children allocated by the school, and part or full-time F2 (Rising Five) places allocated by the local authority. Where a school operates a FSU, your child will be placed on the school roll for F2 (Reception) but will be taught within the FSU
- DfE Department for Education    KS1    Key Stage 1 (ages 4-7)    KS2    Key Stage 2 (ages 7-11)

The allocation summaries showing how places were allocated on offer day together with the number and outcome of appeals lodged is included from page 77 onwards. The summaries give you three years information on how many children were allocated by school in each oversubscription criterion. Please note that this is an indication only and can change due to various factors, including the number in the cohort and the number of parental preferences expressed for the school.

Where the number is 0, this will show you that the school was heavily oversubscribed with children in higher criteria. For instance, the box related to children living in designated area (criterion D) will give you the number of children allocated and if for criteria E and F the boxes show 0, this indicates that the school was under considerable pressure from the designated area and siblings living outside designated area or any other children could not be allocated. The information also shows the number of children in designated area that could not be allocated because they live further away from the school than the last child allocated based on radial distance (a straight line measurement from the home address to the school). This is another indication of the popularity of the school from families living in designated area. It is important to note that we cannot guarantee that every child living in a school's designated area will be offered a place if expressed as a preference.

To maximise the extent to which we can allocate a preferred school; it is recommended that you visit schools; use all **four** preferences and also consider applying for at least one school which has historically had places in the lowest oversubscription criterion (F) in the past. Maps of the designated area for community and voluntary controlled schools are shown on pages 71 to 76. If you require any further information regarding designated area information, please go to: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions) or call the School Admissions Team.

School visit information is shown on the next page or on the relevant school information pages. A number of schools do not operate nursery or FSUs but have provision on the school site provided by private, voluntary or independent providers of foundation stage information. For a list of providers, please contact the Wokingham Information Network at: <http://www.wokingham.gov.uk/children-and-families/find-services-for-children-and-families/> or the Family Information Service on (0118) 935 2255. Travel incentives are subject to change. Whilst school websites can provide information to parents, if you require a copy of any school policy or prospectus, please contact the school.

## Primary school visit information for children starting school in 2019/2020

School	Telephone No.	To view school
Aldryngton Primary	(0118) 926 5843	Please contact the school office to register your interest for the Open Day in October or January or arrange an appointment with the Headteacher or Deputy Headteacher.
All Saints CE Aided Primary	(0118) 971 7173	Open morning: 9.45 am on Tuesday 6 November, Thursday 15 November and Tuesday 4 December 2018.
Bearwood Primary School	(0118) 978 4628	The school will have tours throughout the school year. Please phone the school office for an appointment.
Beechwood Primary School	(0118) 969 5976	Please contact the school office to arrange a visit.
Colleton Primary, The	(0118) 934 0530	Please check the school website <a href="http://www.colleton.wokingham.sch.uk">www.colleton.wokingham.sch.uk</a> for open day dates.
Coombes CE Primary, The	(0118) 976 0751	Tours from 9.30-10.15am on Wednesdays 26 September, 10 October, 24 October, 7 November and 21 November 2018.
Crazies Hill CE Primary	(0118) 940 2612	Tours: Friday 12 October 2018 9.00am to 10.30am, Headteacher's address at 10.30am. Tuesday 6 November 2018 1.30 – 2.30pm, Headteacher's address at 2.30pm. Wednesday 21 November 2018 9.30 – 10.30am, Headteacher's address at 10.30am.
Earley St Peter's CE Aided Primary School	(0118) 926 1657	Open mornings: 9.15am to 10.00am on Tuesday 6 November 7, Thursday 6 December 2018 and Thursday 10 January 2019.
Emmbrook Infant	(0118) 978 4259	Parents tours will start promptly at 9.10 am on Tuesday 30 October, Tuesday 6 November, Wednesday 14 November, Tuesday 20 November, Tuesday 27 November 2018 and Tuesday 8 January 2019.
Evendons Primary School	(0118) 979 1054	Tours for parents are run fortnightly on Monday mornings (10.30 am) for approximately 45 minutes which includes a talk from the Headteacher. To book please go to <a href="http://www.evendons-primary.co.uk/parents-info/admissions/book-a-tour/">www.evendons-primary.co.uk/parents-info/admissions/book-a-tour/</a> .
Farley Hill Primary	(0118) 973 2148	Scheduled parent tours throughout the year. Please see the school website for dates. To apply to join a parent tour contact the school office or email <a href="mailto:admin@farleyhill.wokingham.sch.uk">admin@farleyhill.wokingham.sch.uk</a>
Finchampstead CE Aided Primary	(0118) 973 2166	Open Afternoons: Thursday 4 October 2018, Thursday 29 November 2018 and Thursday 10 January 2019 at 1.45pm.
Floreat Montague Park Primary	(0118) 402 9020	School tours will be run between September and January. Dates will be advertised on the school website. Please contact the school office to reserve a space.
Gorse Ride Infant	(0118) 973 4880	Please contact the school office to arrange a visit.

School	Telephone No.	To view school
Grazeley Parochial CE Aided Primary	(0118) 988 3340	Open days on Tuesday 18 September, Thursday 11 October and Tuesday 20 November 2018 at 9.30 am. Please contact the school office to book a place.
Hatch Ride Primary School	(01344) 776227	Open event: 25 September 2018, 9.30 to 11.30 am. Please contact the school to book a place.
Hawkedon Primary	(0118) 966 7444	Open mornings: Wednesday 26 September, Thursday 18 October, Monday 5 November and Wednesday 28 November 2018 10.00 – 11.00am.
Hawthorns Primary School	(0118) 979 1676	Wednesday 7 November 2018. Session 1 – 9.30 – 10.30 am Session 2 – 7.00 – 8.00 pm Please contact the school office to advise them of your attendance.
Highwood Primary	(0118) 926 5493	Open days on Tuesday 13 November and Thursday 15 November 2018. Tours available at 9.30 am, 1.30 pm and 6.00 pm. Please contact the school office to book an appointment.
Hillside Primary	(0118) 975 5771	Contact the school office to book a tour of the school.
Keep Hatch Primary	(0118) 978 4859	School tours provided by appointment. Please contact the school office to arrange.
Lambs Lane Primary	(0118) 988 3820	Open events: 4 October, 15 November, 6 December 2018, 17 January 2018.
Loddon Primary	(0118) 926 1449	Open morning Thursday 22 November 2018 between 9.30am-10.30am. No booking required.
Nine Mile Ride Primary	(0118) 973 3118	Tour dates: 14 September 2018, 9.30–10.30am; 28 September 2018 – 1.30–2.30pm; 18 October 2018 9.30-10.30am; 16 <sup>th</sup> November 2018 – 9.30am-10.30am; 6 <sup>th</sup> December 2018 – 9.30-10.30am
Oaklands Infant School	(01344) 774 644	Dates will be published on the school website in the Autumn Term. Appointments can be made by contacting the school.
The Piggott School	(0118) 932 0033	Parent Tours: Wednesday 3 October, 9.30 – 10.00 am, Thursday 18 October 9.30 – 10.00 am, Tuesday 6 November 9.30 – 10.00 am, Monday 19 November 9.15 – 10.00 am, Friday 30 November 9.30 – 10.00 am, Wednesday 12 December 2018 9.30 – 10.00 am. Open Evening: Wednesday 7 November 2018 6.00 – 7.00 pm. Please contact the school office to book a place.
Polehampton CE Infant	(0118) 934 0246	Open Mornings: Thursday 27 September, Friday 28 September, Friday 12 October and Tuesday 27 November 2018 at 9.15 am. Visits last approximately an hour. Please contact the school to book a place.
Radstock Primary	(0118) 986 9050	Open mornings: Wednesday 19 September, Wednesday 17 October, Wednesday 21 November, Wednesday 5 December 2018 and Wednesday 9 January 2019. Please contact the school to book a place.
Rivermead Primary	(0118) 954 0770	Wednesday 17 October, Wednesday 31 October, Wednesday 21 November, Wednesday 5 December 2018 all at either 10.00am or 1.30pm
Robert Piggott CE Infant	(0118) 940 2414	School visits by appointment only. Please contact Mrs Marilyn Mahoney by telephoning or emailing the school

School	Telephone No.	To view school
Shinfield Infant & Nursery	(0118) 988 3389	Open mornings: Held at 9.30am on the first Thursday of each month in term time. Other appointments available upon request to the school office.
Sonning CE Aided Primary	(0118) 969 3399	Open mornings: Wednesday 14 November, Thursday 6 December 2018 and Wednesday 9 January 2019 all 9.30 – 11.00 am.
South Lake Primary	(0118) 969 1672	Open mornings: 10.00 – 10.30 am on Tuesday 11 September, Thursday 13 September, Tuesday 18 September, Thursday 20 September, Tuesday 25 September, Thursday 27 September, Tuesday 16 October, Thursday 18 October, Tuesday 13 November, Thursday 15 November, Tuesday 20 November, Thursday 22 November 2018. Tuesday 8 January and Thursday 10 January 2019. Please contact the school office to book a place.
St Dominic Savio Catholic Primary	(0118) 969 3893	Open mornings: Tuesday 4 December 2018 and Wednesday 9 January 2019 both 9.15-10.45am.
St Nicholas CE Primary	(0118) 934 0727	Open mornings: Wednesday 3 October and Wednesday 31 October 2018 9.30 – 11.00am.
St Sebastian's CE (Aided) Primary	(01344) 772 427	Open mornings: 10.30 am on Tuesday 9 October, Wednesday 7 November, Monday 3 December 2018. Please contact the school office to book a place.
St Teresa's Catholic Primary	(0118) 978 4310	Open mornings: Wednesday 7 November 2018 at 9.30 am and Wednesday 28 November 2018 at 9.30 am. Please contact Mrs Jennie Sutton to book a place.
Walter Infant	(0118) 978 0825	Please contact the school for visiting information.
Wescott Infant	(0118) 978 6313	Please contact the school office to arrange a tour.
Wheatfield Primary School	(0118) 989 6950	Please see school visit or contact the school office for open day information.
Whiteknights Primary	(0118) 987 2588	Please see the school website for visit information.
Willow Bank Infant	(0118) 969 5452	Please contact the school for an appointment as the school is pleased to offer a number of group visits for parents.
Windmill Primary School	(0118) 902 9123	Please see school visit or contact the school office for open day information.
Winnersh Primary School	(0118) 978 2590	A schedule of open events and tours are available during the Autumn Term. Please contact the school office for information.
Woodley CE Primary	(0118) 969 3246	Parent visits are run from October through to November. Please contact <a href="mailto:admin@woodley-pri.wokingham.sch.uk">admin@woodley-pri.wokingham.sch.uk</a> in late September for dates.

If you have a disability, please notify the school in advance of your school visit of your needs so that appropriate arrangements may be made for you to have access to, or understanding of, the presentations at the schools or written information in an alternative format.

## Aldryngton Primary

Headteacher: Mrs Elaine Stewart  
Address: Silverdale Road, Earley RG6 7HR  
Telephone: (0118) 926 5843  
Website: [www.aldryngton.wokingham.sch.uk](http://www.aldryngton.wokingham.sch.uk)  
Email: [admin@aldryngton.wokingham.sch.uk](mailto:admin@aldryngton.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2116**

### Information

NOR: 315 Type of School: C  
AN: 45 Age Range: 4-11

#### To view school:

Please contact the school office to register your interest for our Open Day in October or January or to arrange an appointment with the Headteacher or Deputy Headteacher.

Breakfast Club:	No
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	See school website
School Policies:	See school website
Uniform Policy:	Yes (school website)
Travel Plan:	No

## All Saints Church of England (Aided) Primary

Headteacher: Mrs Tracey Stanton  
Address: Norreys Avenue, Wokingham RG40 1UX  
Telephone: (0118) 978 7173  
Website: [www.allsaints.wokingham.sch.uk](http://www.allsaints.wokingham.sch.uk)  
Email: [admin@allsaints.wokingham.sch.uk](mailto:admin@allsaints.wokingham.sch.uk)  
Enquiries: Jackie Farmer  
DfE School No: 872 **3372**

### Information

NOR: 288 Type of School: VA  
AN: 45\* Age Range: 3-11

#### To view school:

Open mornings at 9.45am on Tuesday 6 November, Thursday 15 November and Tuesday 4 December 2018

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	(see school website)
School Policies:	(see school website)
Uniform Policy:	Yes (school website) Travel Plan:
Plan:	Yes (school website)
Admissions Policy:	Please see page 88

\*School has a resource for pupils with complex needs offering two places per year group included within the admission number. Places will be allocated by the SEND Team in accordance with the individual pupil review of their statement or Education, Health and Care Plan.

School operates a Foundation Stage Unit – shared working area for Nursery F1 (60 part-time places) and Reception F2 children.

## Bearwood Primary

Acting  
Headteacher: Mrs Christina Marinoni  
Address: Bearwood Road, Sindlesham RG41 5BB  
Telephone: (0118) 978 4628  
Website: [www.bearwood-pri.wokingham.sch.uk](http://www.bearwood-pri.wokingham.sch.uk)  
Email: [admin@bearwood-pri.wokingham.sch.uk](mailto:admin@bearwood-pri.wokingham.sch.uk)  
Enquiries: Mrs Christina Marinoni  
DfE School No: 872 **2100**

### Information

NOR: 253 Type of School: C  
AN: 45 Age Range: 3-11

The school has F1 Nursery provision (52 part-time places).

Travel Incentive: Park and walk at Bearwood Recreation Ground or the Walter Arms

#### To view school:

Tours will operate throughout the school year. Please phone to make an appointment.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.45am – 3.00pm
School Prospectus:	(see school website)
School Policies:	(see school website)
Uniform Policy:	Yes (school website) Travel Plan:
Plan:	Yes (school website)

## Beechwood Primary

Interim  
Headteacher: Miss Sarah Curtis  
Address: Ambleside Close, Woodley RG5 4JJ  
Telephone: (0118) 969 5976  
Website: [www.beechwoodprimaryschool.com](http://www.beechwoodprimaryschool.com)  
Email: [admin@beechwood.wokingham.sch.uk](mailto:admin@beechwood.wokingham.sch.uk)  
Enquiries: Mrs Nicki Blinco  
DfE School No: 872 **2245**

### Information

NOR: 358      Type of School: C  
AN: 60      Age Range: 4-11

To view school:  
Please contact the school office to arrange a visit.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.45am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No

Travel incentives adopted by school: Beechwood is in the centre of Woodley with three car parks close to the school.

## The Colleton Primary

Headteacher: Mrs Caroline Norris  
Address: Colleton Drive, Twyford RG10 0AX  
Telephone: (0118) 934 0530  
Website: [www.colleton.wokingham.sch.uk](http://www.colleton.wokingham.sch.uk)  
Email: [admin@colleton.wokingham.sch.uk](mailto:admin@colleton.wokingham.sch.uk)  
Enquiries: Mrs Sandra Thomas  
DfE School No: 872 **2149**

### Information

NOR: 380      Type of School: C  
AN: 60      Age Range: 4-11

To view school:  
Please check our website for open day dates.

Breakfast Club:	Early Drop off Club
After-School Club:	Yes
School Day:	8.45am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	No (dress code on website)
Travel Plan:	Yes (see school website)

## The Coombes Church of England Primary

Headteacher: Mrs Aly Atkins  
Address: School Road, Arborfield RG2 9NX  
Telephone: (0118) 976 0751  
Website: [www.thecoombes.com](http://www.thecoombes.com)  
Email: [admin@coombes.wokingham.sch.uk](mailto:admin@coombes.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2006**

### Information

NOR: 407      Type of School: A  
AN: 75      Age Range: 3-11

To view school:  
School Tours from 9.30-10.15am on Wednesdays  
26 September, 10 October, 24 October, 7  
November, 21 November 2018.

Travel incentive adopted by school: Walking bus operates every morning led by staff members at 8.30am from Royal British Legion on Eversley Road. All parents are able to park here both morning and afternoon. The school has F1 Nursery provision (52 part-time places).



## Crazies Hill Church of England Primary

Headteacher: Mrs Philippa Chan  
Address: Crazies Hill, Wargrave RG10 8LY  
Telephone: (0118) 940 2612  
Website: [www.crazieshill.co.uk](http://www.crazieshill.co.uk)  
Email: [office@crazieshill.wokingham.sch.uk](mailto:office@crazieshill.wokingham.sch.uk)  
Enquiries: Louise Rosam  
DfE School No: 872 **3048**

### Information

NOR: 88      Type of School: VC  
AN: 15      Age Range: 4-11

Travel incentive adopted by school: Parents park at The Horns Public House car park at busy drop-off and collection times.

To view school:  
Open mornings: Friday 12 October 2018 9.30am - 10.30am tours around the school.  
Headteacher's address at 10.30am  
Tuesday 6 November 2018 1.30pm – 2.30pm tours around the school.  
Head teacher's address at 2.30pm.  
Wednesday 21 November 2018 9.30am – 10.30 tours around the school.  
Headteacher's address at 10.30.

Breakfast Club:	Drop off club
After-School Club:	No
School Day:	8.45am - 3.20pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No

## Earley St Peter's Church of England (Aided) Primary

Headteacher: Mrs Hester Wooller  
Address: Church Road, Earley RG6 1EY  
Telephone: (0118) 926 1657  
Website: [www.earley-st-peters.wokingham.sch.uk](http://www.earley-st-peters.wokingham.sch.uk)  
Email: [admin@earley-st-peters.wokingham.sch.uk](mailto:admin@earley-st-peters.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **3312**

### Information

NOR: 480      Type of School: A  
AN: 70      Age Range: 3-11

Travel incentive adopted by school: The school strongly encourages cycling. There is ample secure bicycle storage and a cycle training course is run for pupils in year 6.  
The school has F1 Nursery provision (52 part-time places).

To view school:  
Open mornings: 9.15am to 10.00am on  
Tuesday 6 November 2018, Thursday 6 December 2018 and Thursday 10 January 2019.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)
Admissions Policy:	Please see page 95

## Emmbrook Infant

Headteacher: Mrs Corrina Gillard  
Address: Emmbrook Road, Wokingham RG41 1JR  
Telephone: (0118) 978 4259  
Website: [www.emmbrookinfantschool.co.uk](http://www.emmbrookinfantschool.co.uk)  
Email: [admin@emmbrook-inf-wokingham.sch.uk](mailto:admin@emmbrook-inf-wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2121**

### Information

NOR: 181      Type of School: C  
AN: 60      Age Range: 4-7

New parent tours will start at 9.10am promptly on  
Tuesday 30 October 2018, Tuesday 6 November 2018, Wednesday 14 November 2018, Tuesday 20 November 2018, Tuesday 27 November 2018 and Tuesday 8 January 2019. To book a tour, please call Heli Braver in the school office on 0118 978 4259.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.20pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes

There is a Wokingham Borough designated school for children with hearing impairment. Places will be allocated by the SEN Team in accordance with review of individual pupil statements.

## Evendons Primary

Headteacher: Mr Patrick Pritchett  
Address: 161 Finchampstead Road, Wokingham  
RG40 3HD  
Telephone: (0118) 979 1054  
Website: [www.evendons-primary.co.uk](http://www.evendons-primary.co.uk)  
Email: [office@evendons-primary.co.uk](mailto:office@evendons-primary.co.uk)  
Enquiries: Laura Shambrook  
DfE School No: 872 **2002**

### Information

NOR: 276 Type of School: A (Free School)  
AN: 54 Age Range: 4-11

#### To view school:

We run tours for parents fortnightly on Monday mornings (10.30am) during term time. Tours last approximately 45 minutes and include a talk by the Head teacher.

Tours can be booked online at <http://www.evendons-primary.co.uk/parents-info/admissions/book-a-tour/>

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.30pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)
Admissions Policy:	Please see page 146

A drop-off operates at the school gate, drop-off your child and a member of staff will guide your children into school from 8.30am. There is also a walking bus that runs every morning. Volunteers meet at 8.20am and walk the children to school.

## Farley Hill Primary

Headteacher: Mrs Emma Clarke  
Address: Church Road, Farley Hill  
Swallowfield RG7 1UB  
Telephone: (0118) 973 2148  
Website: [www.farleyhillprimary.co.uk](http://www.farleyhillprimary.co.uk)  
Email: [admin@farleyhill.wokingham.sch.uk](mailto:admin@farleyhill.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2088**

### Information

NOR: 202 Type of School: C  
AN: 30 Age Range: 4-11

#### To view school:

We have scheduled Parent Tours throughout the year – please see school website for dates.

To apply to join a parent tour please contact the school office on 0118 9732 148 or email [admin@farleyhill.wokingham.sch.uk](mailto:admin@farleyhill.wokingham.sch.uk)

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.35am – 3.10pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)

## Finchampstead Church of England (Aided) Primary

Headteacher: Mrs Jacque Vanstone  
Address: The Village, Finchampstead  
Wokingham RG40 4JR  
Telephone: (0118) 973 2166  
Website: [www.finchampstead.wokingham.sch.uk](http://www.finchampstead.wokingham.sch.uk)  
Email: [admin@finchampstead.wokingham.sch.uk](mailto:admin@finchampstead.wokingham.sch.uk)  
Enquiries: Mrs Chris Weston  
DfE School No: 872 **3315**

### Information

NOR: 114 Type of School: VA  
AN: 17 Age Range: 4-11

#### To view school:

Open Afternoons: Thursday 4<sup>th</sup> October 2018, Thursday 29 November 2018 and Thursday 10 January 2019 at 1.45pm. Please contact the school to register your intention to attend.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No
Admissions Policy:	Please see page 102

## Floreat Montague Park Primary

Headteacher: Mrs Kate Harper-Cole  
Address: Floreat Montague Park Primary School  
William Heelas Way, Wokingham  
RG40 1BG  
Telephone: (0118) 402 9020  
Website: [www.floreatmontaguepark.org.uk](http://www.floreatmontaguepark.org.uk)  
Email: [office@montaguepark.floreat.org.uk](mailto:office@montaguepark.floreat.org.uk)  
Enquiries: Headteacher  
DfE School No: 872/2003

### Information

NOR: 81 Type of School: A (Free School)  
AN: 60 Age Range: 3-11

#### To view school:

We will be running school tours between September and January, dates of which will be advertised on our website once available.

Please contact the school office by either phone or email to reserve a space on a tour.

Breakfast Club:	No
After-School Club:	Yes
School Day:	8.30am – 3.30pm
School Prospectus:	see school website
Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	To be published
Admissions Policy:	Please see page 152

Travel incentives adopted by school: Parents may park at Loch Fyne restaurant on London Road and walk the remaining distance to school.

## Gorse Ride Infant and Nursery

Executive  
Headteacher: Miss Eileen Rogers  
Address: Gorse Ride South, Finchampstead RG40 4EH  
Telephone: (0118) 973 4880  
Website: [www.thelifecloud.net/schools/gorserideschools](http://www.thelifecloud.net/schools/gorserideschools)  
Email: [admin@gorseride-inf.wokingham.sch.uk](mailto:admin@gorseride-inf.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2232**

### Information

NOR: 168 Type of School: C  
AN: 60 Age Range: 4-7

#### To view school:

Please contact the school office to arrange a visit.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	see school website
Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes

The school has F1 nursery provision (52 part-time places). Gorse Ride Infant & Nursery School is federated with Gorse Ride Junior School, with one governing body, one executive headteacher and a non-class based deputy headteacher in each school.

## Grazeley Parochial Church of England (Aided) Primary

Headteacher: Miss Celia Thatcher  
Address: Mere oak Lane, Grazeley RG7 1JY  
Telephone: (0118) 988 3340  
Website: [www.grazeley.wokingham.sch.uk](http://www.grazeley.wokingham.sch.uk)  
Email: [admin@grazeley.wokingham.sch.uk](mailto:admin@grazeley.wokingham.sch.uk)  
Enquiries: Mrs Jenny Kilbane  
DfE School No: 872 **3319**

### Information

NOR: 172 Type of School: VA  
AN: 30 Age Range: 4-11

#### To view school:

Open days at 9.30 am on Tuesday 18 September 2018, Thursday 11 October 2018 and Tuesday 20 November 2018. Please contact the school office to book.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	KS1: 8.50am – 3.10pm KS2: 8.50am – 3.25pm
School Prospectus:	see school website
Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No
Admissions Policy:	Please see page 109

## Hatch Ride Primary

Headteacher: Ms Jo Sparrowhawk  
Address: Hatch Ride, Crowthorne RG45 6LP  
Telephone: (01344) 776 227  
Website: [www.hatchride.wokingham.sch.uk](http://www.hatchride.wokingham.sch.uk)  
Email: [admin@hatchride.wokingham.sch.uk](mailto:admin@hatchride.wokingham.sch.uk)  
Enquiries: Sue Pascoe  
DfE School No: 872 **2163**

### Information

NOR: 200 Type of School: A (Corvus Trust)  
AN: 30 Age Range: 4-11

#### To view school:

Open morning Tuesday 25 September 2018  
9.30am to 11.30am.

Please contact Sue Pascoe via phone or email to book a place.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.45am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No
Admissions Policy:	Please see page

## Hawkedon Primary

Headteacher: Mr Gareth O'Shea  
Address: Hawkedon Way, Lower Earley RG6 3AP  
Telephone: (0118) 966 7444  
Website: [www.hawkedon.wokingham.sch.uk](http://www.hawkedon.wokingham.sch.uk)  
Email: [admin@hawkedon.wokingham.sch.uk](mailto:admin@hawkedon.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2237**

### Information

NOR: 631 Type of School: C  
AN: 90 Age Range: 4-11

School operates a Foundation Stage Unit in partnership with Earleybird Pre-School (F1) and Hawkedon Primary School (F2) children.

#### To view school:

Open mornings are at 10.00am to 11.00am on Wednesday 26 September, Thursday 18 October, Monday 5 November and Wednesday 28 November 2018.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	F2: 9am – 3.15pm Y1-6: 8.50am – 3.30pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)

## The Hawthorns Primary

Headteacher: Mrs Pat Kerton  
Address: Northway, Wooshill  
Wokingham RG41 3PQ  
Telephone: (0118) 979 1676  
Website: [www.hawthorns.wokingham.sch.uk](http://www.hawthorns.wokingham.sch.uk)  
Email: [office@hawthorns.wokingham.sch.uk](mailto:office@hawthorns.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2227**

### Information

NOR: 421 Type of School: C  
AN: 60 Age Range: 4-11

#### To view school:

Open days on Wednesday 7 November  
Session 1: 9.30am – 10.30am  
Session 2: 7.00pm – 8.00pm

Please contact the school office to advise them of your attendance.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.30pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes

When visiting the school please park on North Way

## Highwood Primary

Headteacher: Mr Matt Hickey  
Address: Fairwater Drive, Woodley RG5 3JE  
Telephone: (0118) 926 5493  
Website: [www.highwood.wokingham.sch.uk](http://www.highwood.wokingham.sch.uk)  
Email: [admin@highwood.wokingham.sch.uk](mailto:admin@highwood.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2246**

### Information

NOR: 247 Type of School: C  
AN: 60\* Age Range: 3-11

#### To view school:

Open days on Tuesday 13 November and Thursday 15 November 2018. Tours at 9.30am, 1.30pm and 6.00pm. Please contact the school office for an appointment.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	F2: 8.50am – 3.10pm KS1: 8.50am – 3.10pm KS2: 8.50am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)

\*The school has a speech and language resource of three per year group above PAN with a facility for an emergency fourth place, to a maximum total of 24 places across the school. Places are allocated by the SEND Team in accordance with the individual pupil review of their Education, Health and Care Plan. The school has F1 nursery provision (52 part-time places).  
Travel Incentive: Park and stride from Waterside Public House.

## Hillside Primary

Headteacher: Mrs Nicci Morris  
Address: Rushey Way, Lower Earley RG6 4HQ  
Telephone: (0118) 975 5771  
Website: [www.hillside.wokingham.sch.uk](http://www.hillside.wokingham.sch.uk)  
Email: [admin@hillsidewokingham.sch.uk](mailto:admin@hillsidewokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2238**

### Information

NOR: 418 Type of School: C  
AN: 60 Age Range: 3-11

#### To view school:

School viewing and information meetings are booked regularly upon request via the school office.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.40am - 3.20pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes

Travel incentives adopted by school: Stop and drop zone on site. Walking bus to Early Centre Point  
School operates a Foundation Stage Unit – shared working area for F1 (Nursery – 52 part-time places) and F2 (Reception) children.

## Keep Hatch Primary

Headteacher: Mrs Claire Appleby  
Address: Ashridge Road, Wokingham RG40 1PG  
Telephone: (0118) 978 4859  
Website: [www.Keephatch.wokingham.sch.uk](http://www.Keephatch.wokingham.sch.uk)  
Email: [admin@keephatch.wokingham.sch.uk](mailto:admin@keephatch.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2106**

### Information

NOR: 402 Type of School: C  
AN: 60 Age Range: 4-11

Travel incentive adopted by school: Walk to school week.

#### To view school:

School tours provided by appointment. Please contact the school office to arrange.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.40am – 3.20pm
School Prospectus:	see school website
School Policies:	see school website
Uniform:	Yes (Guidelines available school website)
Travel Plan:	No

## Lambs Lane Primary

Headteacher: Mrs Sharon Finn  
Address: Back Lane, Spencers Wood RG7 1JB  
Telephone: (0118) 988 3820  
Website: [www.lambslane.wokingham.sch.uk](http://www.lambslane.wokingham.sch.uk)  
Email: [admin@lambslane.wokingham.sch.uk](mailto:admin@lambslane.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2089**

### Information

NOR: 226 Type of School: C  
AN: 30\* Age Range: 4-11

#### To view school:

Open morning tours on Thursday 4 October 2018, Thursday 15 November 2018, Thursday 6 December 2018 and Wednesday 17 January 2019. Please contact the school office by phone to book a place.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	9am – 3.30pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (contact school)
Travel Plan:	Yes (see school website)

\*The school has a ten place resource for pupils with complex needs across the school with two places in F2 Reception within the admission number. Places will be allocated by the SEN Team in accordance with the individual pupil review of their Statement or Education, Health and Care Plan.

## Loddon Primary

Headteacher: Mrs Sarah Phillips  
Address: Silverdale Road, Earley RG6 7LR  
Telephone: (0118) 926 1449  
Website: [www.loddonprimary.co.uk](http://www.loddonprimary.co.uk)  
Email: [secretary@loddon.wokingham.sch.uk](mailto:secretary@loddon.wokingham.sch.uk)  
Enquiries: School Office  
DfE School No: 872 **3371**

### Information

NOR: 509 Type of School: C  
AN: 90 Age Range: 3-11

#### To view school:

Open morning for F2 to Y6 Thursday 22 November 2018 at 9.30 – 10.30am.

No need to book.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	KS1 & 2: 8.55am – 3.30pm F2: 8.40am – 3.20pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)

School operates a Foundation Stage Unit – shared working area for F1 (Nursery 52 places), funded 2 year-olds and F2 (Reception) children.

## Nine Mile Ride Primary

Headteacher: Mrs Ali Brown  
Address: 430 Finchampstead Road  
Wokingham RG40 3RB  
Telephone: (0118) 973 3118  
Website: [www.ninemileride.co.uk](http://www.ninemileride.co.uk)  
Email: [admin@ninemileride.wokingham.sch.uk](mailto:admin@ninemileride.wokingham.sch.uk)  
Enquiries:  
DfE School No: 872 **2067**

### Information

NOR: 338 Type of School: A (Circle Trust)  
AN: 50 Age Range: 4-11

#### To view school:

Open days on  
Friday 14 September 9.30 – 10.30am  
Friday 28 September 1.30 – 2.30pm  
Thursday 18 October 9.30 – 10.30am  
Friday 16 November 9.30 – 10.30am  
Thursday 6 December 9.30 – 10.30

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.40am – 3.10pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	details on school website
Travel Plan:	Yes (see school website)
Admissions Policy:	

## Oaklands Infant

Headteacher: Mrs Hannah O'Neill  
Address: Butler Road, Crowthorne RG45 6QZ  
Telephone: (01344) 774 644  
Website: [www.oaklandsinfants.org](http://www.oaklandsinfants.org)  
Email: [admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)  
Enquiries: Mrs Booth or Mrs Hutchinson  
DfE School No: 872 2132

### Information

NOR: 168 Type of School: A (Corvus Trust)  
AN: 60 Age Range: 4-7

#### To view school:

Dates will be published on the school website in the Autumn Term. Appointments can be made by calling 01344 774644 or emailing [admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes
Travel Plan:	No
Admissions Policy:	

## The Piggott School

Headteacher: Mr Derren Gray  
Address: Charvil Piggott Primary School  
Park Lane, Charvil, Reading, RG10 9TR  
Telephone: (0118) 932 0033  
Website: [www.piggottschool.org](http://www.piggottschool.org)  
Email: [charvil@piggottschool.org](mailto:charvil@piggottschool.org)  
Enquiries: Mrs Trudie Haynes  
DfE School No: 872 4505\*

### Information

NOR: 1,429\*\* Type of School: A  
AN: 30 Age Range: 4-18

\*To apply for this school online using the DfE School Number, you will need to select The Piggott School.

\*\*NOR also refers to secondary school and includes the sixth form, F2 Reception and year 1.

#### To view school:

Parent tours are on  
Wednesday 3 October 9.30 – 10am, Thursday 18 October 9.30 – 10am, Tuesday 6 November 9.30 – 10am, Monday 19 November 9.15 – 10.00am, Friday 30 November 9.30 – 10am and Wednesday 12 December 9.30 – 10am.  
Information Evening: Wednesday 7 November 2018 6.00 – 7.00pm. Please telephone the school office on 0118 932 0033 to book a place on any of the above dates.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.45am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)
Admission Policy:	Please see page 138

## Polehampton Church of England Infant

Headteacher: Miss Helen Ball  
Address: Hermitage Drive, Twyford RG10 9HA  
Telephone: (0118) 934 0246  
Website: [www.polehampton-inf.wokingham.sch.uk](http://www.polehampton-inf.wokingham.sch.uk)  
Email: [admin@polehampton-inf.wokingham.sch.uk](mailto:admin@polehampton-inf.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 3046

### Information

NOR: 180 Type of School: VC  
AN: 60 Age Range: 4-7

#### To view school:

Open Mornings: Thursday 27 September, Friday 28 September, Friday 12 October and Tuesday 27 November 2018 at 9.15 am. Visits last approx. an hour. Please contact the school to book a place.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.20pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (website Oct 18)

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## Radstock Primary

Headteacher: Mrs Lou Slocombe  
Address: Radstock Lane, Earley RG6 5UZ  
Telephone: (0118) 986 9050  
Website: [www.radstockprimary.org.uk](http://www.radstockprimary.org.uk)  
Email: [admin@radstock.wokingham.sch.uk](mailto:admin@radstock.wokingham.sch.uk)  
Enquiries: School Office  
DfE School No: 872 **2235**

### Information

NOR: 422 Type of School: C  
AN: 60 Age Range: 4-11

The school has F1 (Nursery) provision (60 part-time places).

#### To view school:

Open mornings: Wednesday 19 September, Wednesday 17 October, Wednesday 21 November, Wednesday 5 December 2018 and Wednesday 9 January 2019

Apply to the school office to be booked on the open mornings.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	F2 & KS1: 8.40am – 3.20pm KS2: 8.40am – 3.30pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No

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## Rivermead Primary

Headteacher: Mr Brian Prebble  
Address: Loddon Bridge Road, Woodley RG5 4BS  
Telephone: (0118) 954 0770  
Website: [www.rivermead.wokingham.sch.uk](http://www.rivermead.wokingham.sch.uk)  
Email: [admin@rivermead.wokingham.sch.uk](mailto:admin@rivermead.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2167**

### Information

NOR: 402 Type of School: C  
AN: 60 Age Range: 4-11

#### To view school:

Open days at 10am and 1.30pm:

Wednesday 17 October, Wednesday 31 October, Wednesday 14 November and Wednesday 5 December 2018.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	EYFS 8.40am – 3.05pm KS1&2 8.40am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No

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## Robert Piggott Church of England Infant

Executive  
Headteacher: Mrs Sally Ann Akers  
Address: Beverley Gardens, Wargrave RG10 8ED  
Telephone: (0118) 940 2414  
Website: [www.robertpiggott.wokingham.sch.uk](http://www.robertpiggott.wokingham.sch.uk)  
Email: [admin@robertpiggott.wokingham.sch.uk](mailto:admin@robertpiggott.wokingham.sch.uk)  
Enquiries: Mrs Marilyn Mahoney  
DfE School No: 872 **3057**

### Information

NOR: 122 Type of School: VC  
AN: 45 Age Range: 4-7

#### To view school:

All enquiries please contact Mrs Mahoney at [admin@robertpiggott.wokingham.sch.uk](mailto:admin@robertpiggott.wokingham.sch.uk) or 0118 9402414

Breakfast Club:	Yes (off site – see website)
After-School Club:	Yes
School Day:	8.50am – 3.10pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)



## Shinfield Infant and Nursery

Headteacher: Mrs Amanda Turner  
Address: School Green, Shinfield RG2 9EH  
Telephone: (0118) 988 3389  
Website: [www.shinfieldschools.co.uk](http://www.shinfieldschools.co.uk)  
Email: [admin@shinfield.wokingham.sch.uk](mailto:admin@shinfield.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2157**

### Information

NOR: 269 Type of School: C  
AN: 90 Age Range: 3-7

The school has F1 (Nursery) provision (52 part-time places).

Travel Incentive: The school has signed up to Modeshift Stars and a cycle rack is provided for children.

#### To view school:

Open Mornings: held at 9.45am on the first Thursday of each month in term time. Appointments available at other times, please contact the school office for more details.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	9am – 3.20pm
School Information:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (see school website)

## Sonning Church of England (Aided) Primary

Headteacher: Mr Luke Henderson  
Address: Liguge Way, Sonning on Thames RG4 6XF  
Telephone: (0118) 969 3399  
Website: [www.sonning.wokingham.sch.uk](http://www.sonning.wokingham.sch.uk)  
Email- General: [spsadmin@sonning.wokingham.sch.uk](mailto:spsadmin@sonning.wokingham.sch.uk)  
Enquiries: Mrs Amanda Carne  
DfE School No: 872 **3320**

### Information

NOR: 204 Type of School: VA  
AN: 30 Age Range: 4-11

#### To view school:

Open Mornings: 9.30 to 11.00 am on Wednesday 14 November, Thursday 6 December 2018 and Wednesday 9 January 2019.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.45am – 3.15pm
School Prospectus:	see school website
Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No
Admission Policy:	Please see page 114

## South Lake Primary

Headteacher: Mrs Antoinette Butler-Willis  
Address: Campbell Road, Woodley RG5 3NA  
Telephone: (0118) 969 1672  
Website: [www.southlakeprimary.co.uk](http://www.southlakeprimary.co.uk)  
Email: [admin@southlake.wokingham.sch.uk](mailto:admin@southlake.wokingham.sch.uk)  
Enquiries: Mrs S Jacques  
DfE School No: 872 **2247**

### Information

NOR: 420 Type of School: C  
AN: 60 Age Range: 3-11

The school has F1 (Nursery) provision (104 part-time places).

#### To view school:

Open mornings at 10.00 – 10.30am (max 8 per tour) on Tuesday 11, Thursday 13, Tuesday 18, Thursday 20, Tuesday 25 and Thursday 27 September 2018. Tuesday 16 and Thursday 18 October 2018. Tuesday 13, Thursday 15, Tuesday 20, Thursday 22 November 2018 and Tuesday 8 and Thursday 10 January 2019.  
Please book a space by calling the school office.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.50am – 3.15pm
School Prospectus:	see school website
Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No

## St Dominic Savio Catholic Primary

Headteacher: Mr James Broadbridge  
Address: Western Avenue, Woodley RG5 3BH  
Telephone: (0118) 969 3893  
Website: [www.stdominicsavio.co.uk](http://www.stdominicsavio.co.uk)  
Email: [admin@st-dominicsavio.wokingham.sch.uk](mailto:admin@st-dominicsavio.wokingham.sch.uk)  
Enquiries: Mrs Anne Farquhar  
DfE School No: 872 **3368**

### Information

NOR: 416 Type of School: VA  
AN: 60 Age Range: 4-11

### To view school:

Open mornings at 9.15-10.30am: Tuesday 4 December 2018 and Wednesday 9 January 2019. No appointment necessary. Please contact Mrs Anne Farquhar for further information.

Breakfast Club: Yes  
After-School Club: Yes (limited spaces)  
School Day: KS1: 8.40am – 3.10pm  
KS2: 8.40am – 3.20pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: No  
Admissions Policy: Please see page 121

## St Nicholas Church of England Primary

Headteacher: Miss Debra McGrail  
Address: School Road, Hurst RG10 0DR  
Telephone: (0118) 934 0727  
Website: [www.st-nicholaswokingham.co.uk](http://www.st-nicholaswokingham.co.uk)  
Email: [admin@st-nicholas.wokingham.sch.uk](mailto:admin@st-nicholas.wokingham.sch.uk)  
Enquiries: Mrs Karen Hanson  
DfE School No: 872 **3037**

### Information

NOR: 139 Type of School: VC  
AN: 20 Age Range: 4-11

### To view school:

Open Mornings: Wednesday 3 October, Wednesday 31 October 2018 from 9.30am to 11.00am.

Breakfast Club: No  
After-School Club: No  
School Day: 8.45am – 3.15pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: Yes (see school website)

F2 children are mixed with Year 1 children.

## St Sebastian's Church of England (Aided) Primary

Headteacher: Mr Martin Gater  
Address: Nine Mile Ride, Wokingham RG40 3AT  
Telephone: (01344) 772 427  
Website: [www.st-sebastians.wokingham.sch.uk](http://www.st-sebastians.wokingham.sch.uk)  
Email: [admin@st-sebastians.wokingham.sch.uk](mailto:admin@st-sebastians.wokingham.sch.uk)  
Enquiries: Mrs Jo Ralley-Shawley  
DfE School No: 872 **3330**

### Information

NOR: 153 Type of School: A (The Keys Trust)  
AN: 24 Age Range: 4-11

### To view school:

Open mornings: 10.30am on Tuesday 9 October, Wednesday 7 November and Monday 3 December. Please contact Mrs Jo Ralley-Shawley to make an appointment.

Breakfast Club: Yes  
After-School Club: Yes  
School Day: 8.50am – 3.15pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: No  
Admission Policy: Please see page 125

## St Teresa's Catholic Primary

Headteacher: Mrs Nikki Peters  
Address: Easthampstead Road, Wokingham  
RG40 2EB  
Telephone: (0118) 978 4310  
Website: [www.st-teresas.wokingham.sch.uk](http://www.st-teresas.wokingham.sch.uk)  
Email: [admin@st-teresas.wokingham.sch.uk](mailto:admin@st-teresas.wokingham.sch.uk)  
Enquiries: Mrs Jennie Sutton  
DfE School No: 872 **3341**

### Information

NOR: 313 Type of School: A (Frassati Trust)  
AN: 45 Age Range: 3-11

The school has F1 (pre-school) provision  
Travel incentive adopted by school: Walking bus and local car parking permit.

### To view school:

Open Mornings: Wednesday 7 November and  
Wednesday 28 November 2017 at 9.30am. Please  
contact Mrs Jennie Sutton to book a place.

Breakfast Club:	Yes
After-School Club:	Yes
School Day:	8.55am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No
Admission Policy:	Please see page 131

## Walter Infant

Headteacher: Mrs Judy Wheeler  
Address: Murray Road, Wokingham RG41 2TA  
Telephone: (0118) 978 0825  
Website: [www.walter.wokingham.sch.uk](http://www.walter.wokingham.sch.uk)  
Email: [admin@walter.wokingham.sch.uk](mailto:admin@walter.wokingham.sch.uk)  
Enquiries: Headteacher  
DfE School No: 872 **2137**

### Information

NOR: 270 Type of School: C  
AN: 90 Age Range: 3-7

School operates a Foundation Stage Unit – shared working area for F1 (Nursery, 52 part-time places) and  
F2 (Reception) children.

\*Rise and Shine Club (no breakfast provided). \*\*The after school club is held in St Paul's Junior School

### To view school:

Please contact the school for visiting information.

Breakfast Club:	Yes*
After-School Club:	Yes**
School Day:	Y1 & 2: 8.40am – 3.20pm F2: 8.45am – 3.15pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	No

## Wescott Infant

Executive  
Headteacher: Miss Sally Hunter  
Head of School: Mrs Rachel Drew  
Address: Goodchild Road, Wokingham RG40 2EN  
Telephone: (0118) 978 6313  
Website: [www.thelifecloud.net/schools/wescottinfantschool](http://www.thelifecloud.net/schools/wescottinfantschool)  
Email: [admin@wescott.wokingham.sch.uk](mailto:admin@wescott.wokingham.sch.uk)  
Enquiries: Executive Headteacher or Head of School  
DfE School No: 872 **2101**

### Information

NOR: 166 Type of School: C  
AN: 56\* Age Range: 4-7

\*School has a resource for pupils with Autism Spectrum Disorder (ASD) offering two places in F2  
Reception and three places each in years one and two to a maximum total of 8 places throughout the  
school within the admission number. Places will be allocated by the SEND Team in accordance with  
the individual pupil review of their Education, Health and Care Plan.

Travel incentives: Parking in Easthampstead Road for 30 minutes at the start and end of each school  
day. Cost details on school website.

### To view school:

No formal open days – parents are welcome to  
contact the school office, Mrs Sam Berry, to  
arrange a school tour.

Breakfast Club:	No
After-School Club:	No
School Day:	8.50am – 3.10pm
School Prospectus:	see school website
School Policies:	see school website
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (on request)

## Wheatfield Primary

Executive  
Headteacher: Mrs Trish Sangwine  
Address: Woodward Close, Winnersh RG41 5UU  
Telephone: (0118) 989 6950  
Website: www.wheatfieldschool.org  
Email: info@wheatfieldschool.org  
Enquiries: Mrs Jackie Crump  
DfE School No: 872 **2001**

### Information

NOR: 118      Type of School: A (GLF Schools)  
AN: 30      Age Range: 4-11

To view school:  
Details will be available on website.  
Please contact the school office for further details.

Breakfast Club: Yes  
After-School Club: Yes  
School Day: 8.50am – 3.25pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: Yes (see school website)  
Admissions Policy: Please see page 156

Travel Incentive: Park and walk car park located opposite the school gates.

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## Whiteknights Primary

Headteacher: Mr Francois Walker  
Address: Fairlawn Green, Shinfield RG2 8EP  
Telephone: (0118) 987 2588  
Website: www.whiteknights.wokingham.sch.uk  
Email: admin@whiteknights.wokingham.sch.uk  
Enquiries: Headteacher  
DfE School No: 872 **2105**

### Information

NOR: 414      Type of School: C  
AN: 60      Age Range: 4-11

To view school:  
Information available on school website.

Breakfast Club: Yes  
After-School Club: Yes  
School Day: KS1: 8.50am – 3.15pm  
KS2: 8.50am – 3.30pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: No

## Willow Bank Infant

Headteacher: Mrs Michelle Masters  
Address: Duffield Road, Woodley RG5 4RW  
Telephone: (0118) 969 5452  
Website: www.willowbankinfant.com  
Email: admin@willowbank-inf.wokingham.sch.uk  
Enquiries: Mrs Stephanie Leary  
DfE School No: 872 **2160**

### Information

NOR: 180      Type of School: C  
AN: 60      Age Range: 4-7

To view school:  
Please ring the school for an appointment as we are pleased to offer a number of group visits for parents.

Breakfast Club: Yes\*  
After-School Club: Yes\*  
School Day: 9am – 3.15pm  
School Prospectus: See school website  
School Policies: see school website  
Uniform Policy: See prospectus for uniform information  
Travel Plan: No

\*Run by Energy Kidz at the Infant School.

Travel incentive adopted by school: The school encourages children to walk to school.

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## Windmill Primary

Executive  
Headteacher: Mrs Trish Sangwine  
Address: Fernlea Drive, Woosehill, Wokingham  
RG41 3DR  
Telephone: (0118) 902 9123  
Website: [www.windmillschool.org](http://www.windmillschool.org)  
Email: [info@windmillschool.org](mailto:info@windmillschool.org)  
Enquiries: Mrs Sarah George  
DfE School No: 872 **2000**

### Information

NOR: 142 Type of School: A (GLF Schools)  
AN: 30 Age Range: 4-11

To view school:  
Information will be available on the school website.  
Please contact the school office for information.

Breakfast Club: Yes  
After-School Club: Yes  
School Day: 8.40am – 3.15pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: Yes (see school website)  
Admission Policy: Please see page 161

Travel Incentive: Parking available at Morrison's Supermarket car park.

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## Winnersh Primary

Headteacher: Mrs Helen Powell  
Address: Greenwood Grove, Winnersh RG41 5LH  
Telephone: (0118) 978 2590  
Website: [www.winnershprimaryschool.co.uk](http://www.winnershprimaryschool.co.uk)  
Email: [admin@winnersh.wokingham.sch.uk](mailto:admin@winnersh.wokingham.sch.uk)  
Enquiries: Mrs Clare Skelland  
DfE School No: 872 **2146**

### Information

NOR: 459 Type of School: C  
AN: 60 Age Range: 4-11

To view school:  
A schedule of open events and tours will be available during the Autumn Term which include presentations from key members of staff. Please contact the school for further details.

Breakfast Club: Yes  
After-School Club: Yes  
School Day: 8.45am – 3.15pm  
School information: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: Yes (see school website)

## Woodley Church of England Primary

Headteacher: Mrs Louisa Gurney  
Address: Hurricane Way, Woodley RG5 4UX  
Telephone: (0118) 969 3246  
Website: [www.woodleyceprimary.co.uk](http://www.woodleyceprimary.co.uk)  
Email: [admin@woodley-pri.wokingham.sch.uk](mailto:admin@woodley-pri.wokingham.sch.uk)  
Enquiries: Mrs Miranda Smith  
DfE School No: 872 **3056**

### Information

NOR: 314 Type of School: VC  
AN: 45 Age Range: 4-11

To view school:  
Please contact the school office to arrange a viewing. These are held in October and November.

Breakfast Club: Yes  
After-School Club: Yes  
School Day: KS1 8.50am – 3.10pm  
KS2 8.50am – 3.15pm  
School Prospectus: see school website  
School Policies: see school website  
Uniform Policy: Yes (see school website)  
Travel Plan: No

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## **PROPOSED NEW PRIMARY SCHOOL AT SHINFIELD WEST**

When expressing a preference for this new planned school; please clearly state your preference for Shinfield West School.

It is proposed that the Department for Education will appoint a Multi Academy Trust as a sponsor of the new school and the school is expected to open in September 2019. The deadline for applications is the same: 15 January 2019. Wokingham Borough Council has agreed to accept preferences made either online or in paper format.

A proposed admissions policy will be made available once the DfE have approved a sponsor for the school and this is subject to approval by the DfE as part of the Funding Agreement.

Final approval for the school to open in September 2019 will be given by the Secretary of State for Education, by the issuing of the Funding Agreement (FA). If the FA is issued prior to 24 March, 2019, then offers for the school will be made by Wokingham Borough Council on behalf of the academy trust board on 16 April 2019 and you will be asked to confirm their acceptance of the school place by 3 May 2019.

If the FA is not signed by 24 March 2019, the application for the proposed school will be considered outside the co-ordinated admissions scheme. Preferences expressed for the proposed new school will not impact on the application to existing schools as part of the application process, other than by using one of your four preferences.

An offer will be made for an existing established school on 16 April 2019 taking into account the other school preferences listed on your application form and you will be notified separately regarding your application for the proposed new school on the same date. As a result, you may receive two school place offers and you will be asked to accept or decline the offer for the established school place within 14 days.

Email confirmation of the allocation or letters will also be written by Wokingham Borough Council on behalf of the proposed school to those parents who applied living outside the borough.

Two school place offers may be held until final approval has been given to open through the signing of the FA. The school admissions team will notify parents holding a provisional place when a final offer can be made and it is at that point that you will be asked to confirm which school place will be accepted; whether your child is to remain on any other preferred school waiting lists or what alternative arrangements are being made for your child's education. If accepting a place at the new school, the original school allocation will be cancelled and the waiting list will be used to allocate to the vacancy.

Parents living outside the borough will be notified when a final school place offer can be made and if accepted, Wokingham Borough Council will notify the home local authority of that acceptance.

If unsuccessful, you will be notified of your right of appeal and given details on how to do so.

## Primary School designated areas Earley Neighbourhood

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school.

Voluntary Aided schools are shown in blue for information only - please refer to the policies later in the guide.



# Primary School Designated Areas North Neighbourhood

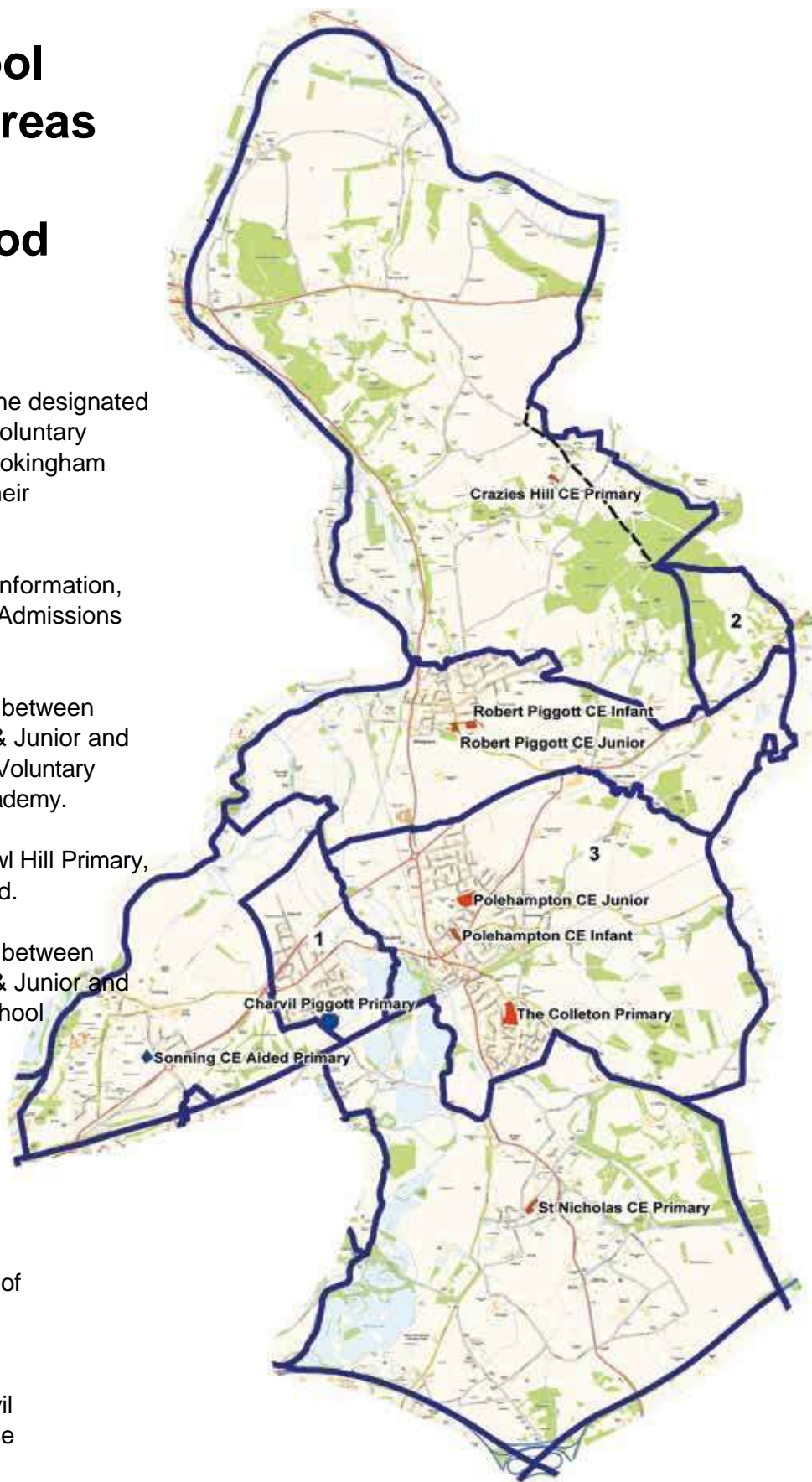
This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

1. Shared designated area between Polehampton CE Infant & Junior and The Colleton Primary, a Voluntary Aided school and an Academy.
2. Designated area for Knowl Hill Primary, Windsor and Maidenhead.
3. Shared designated area between Polehampton CE Infant & Junior and The Colleton Primary School

Dotted line indicates Borough boundary

Areas not identified may be part of the designated area of a Voluntary Aided school or Academy. Voluntary Aided schools or Academies are Sonning Primary and Charvil Piggott Primary only - please refer to the policies later in the guide.





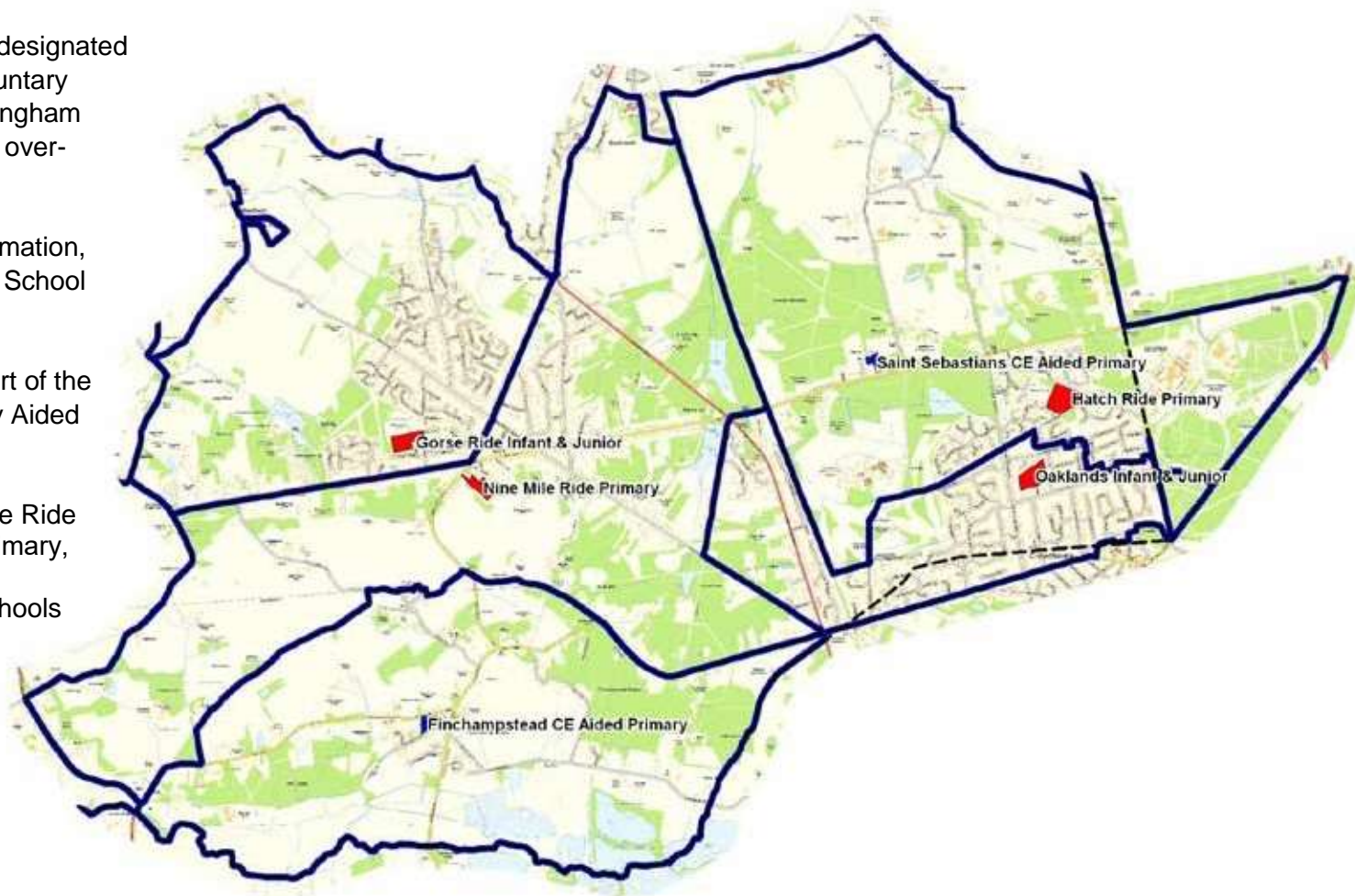
# Primary School Designated Areas South East Neighbourhood

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school.

Academy schools are Nine Mile Ride Primary, St Sebastian's CE Primary, Hatch Ride Primary and Oaklands Infant and Junior Schools



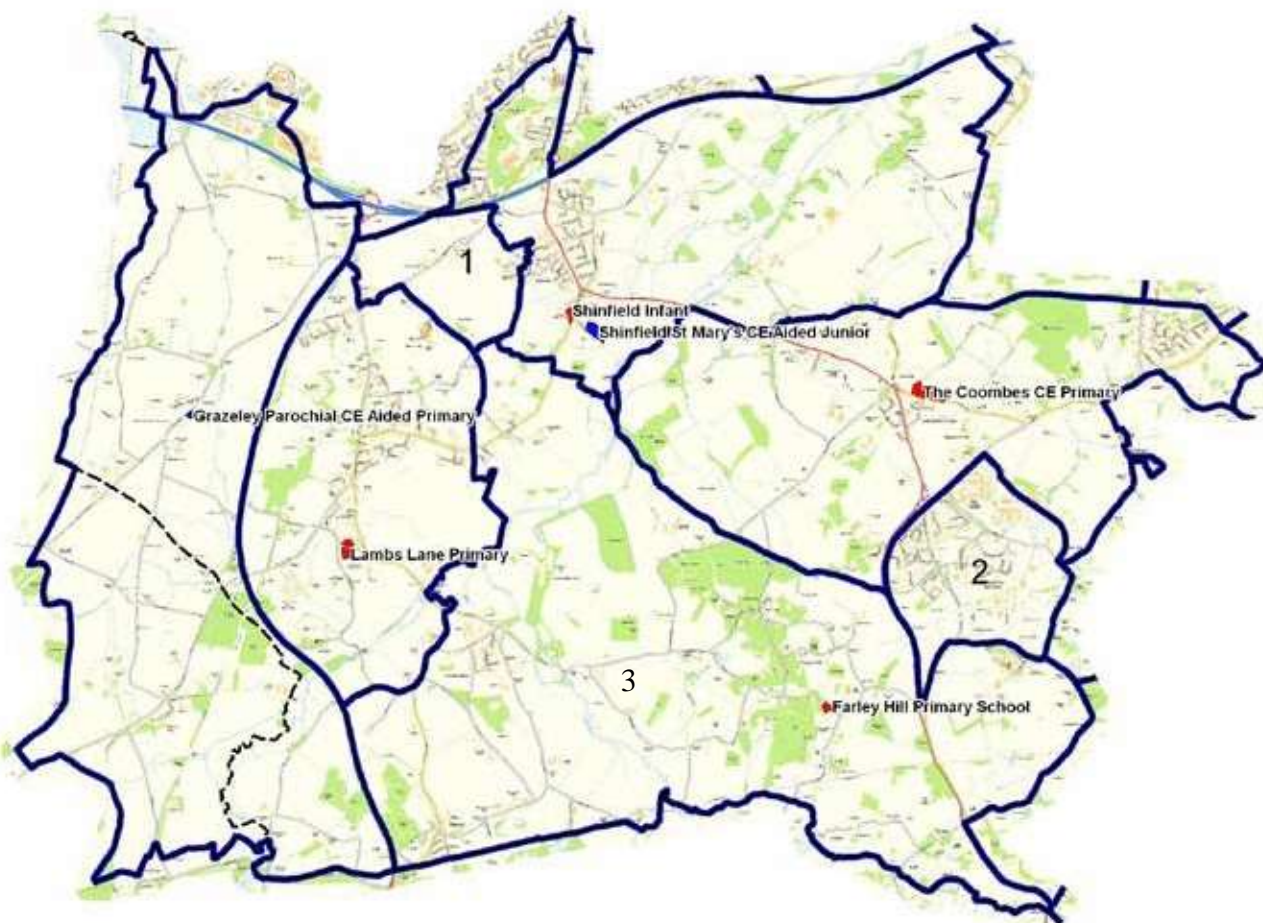
# Primary School Designated Areas South West Neighbourhood

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

1. Shared designated area between Lambs Lane Primary School and Shinfield Infant School.
2. Shared designated area between Farley Hill Primary School and The Coombes CE Primary School.
3. Farley Hill Primary School designated area and determined area of 2nd priority for The Coombes CE Primary School.

Areas not identified may be part of the designated area of a Voluntary Aided school. Voluntary Aided schools are Grazeley Parochial Primary and Shinfield St Mary's Junior Schools - please refer to the policies later in the guide.



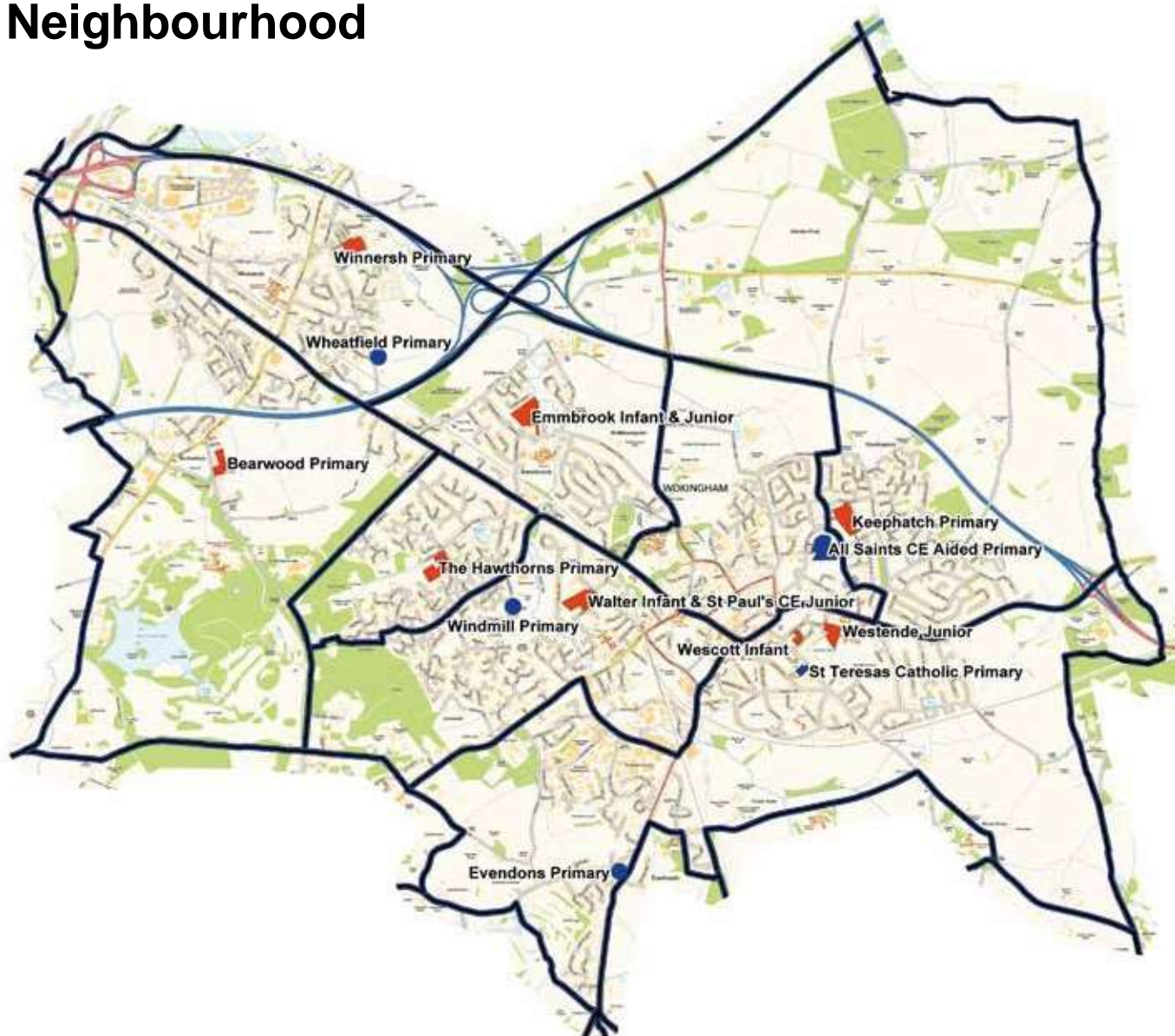
# Primary School Designated Areas Wokingham Town Neighbourhood

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided or academy schools.

Voluntary Aided schools are All Saints Primary school.  
Academy schools are Wheatfield Primary, Windmill Primary and St Teresa's RC Primary Schools. Evendons Primary School is a free school - please refer to the policies later in the guide.



## Primary School Designated Areas

### Woodley Neighbourhood

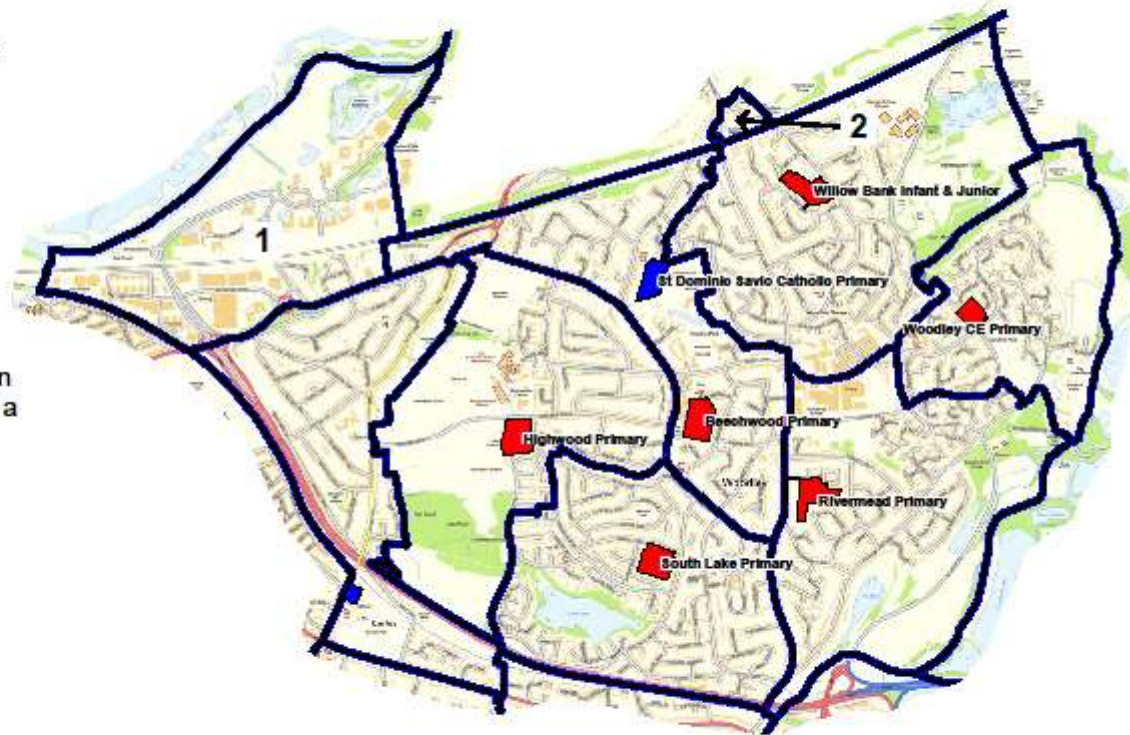


This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

1. Shared designated area between Highwood and Beechwood.
2. Shared designated area between Willow Bank Infant & Junior and a Voluntary Aided School.

Areas not identified may be part of the designated area of a Voluntary Aided school. Voluntary Aided schools are shown in blue for information only - please refer to the policies later in the guide.



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## Allocation of primary and infant school places for school year 2018/2019

As at 16 April 2018	Oversubscription criteria									
Key to appeals information where applicable for 2018: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending <b>School</b>	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated*****	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
Aldryngton Primary	1	0	9	22	0	13	0	45	45	238
	<i>Appeal information: L – 1, R – 1</i>									
All Saints CE (Aided) Primary**	This is an aided school and places were allocated in accordance with the school policy						0	45**	30**	90
Bearwood Primary	1	0	6	7	5	7	0	45	26	57
Beechwood Primary	0	0	9	5	22	24	0	60	60	188
	<i>Appeal information: L – 1; S - 1</i>									
Colleton Primary (The)	1	0	22	13	5	2	0	60	43	102
Coombes CE Primary (The)	0	0	14	11	7	5	4	75	41	65
Crazies Hill CE Primary	0	0	2	2	3	8	0	15	15	47
Earley St Peters CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						1	70	64	144
Emmbrook Infant	1	1	13	23	7	8	0	60	53	114
Evendons Primary***	This is a free school academy and places were allocated in accordance with the school policy						0	50	50	225
	<i>22 children living in designated area could not be allocated. Last child allocated lived 0.938 miles based on radial distance. Appeal information: L – 1, R – 1</i>									
Farley Hill Primary	0	0	14	16	0	0	0	30	30	94
	<i>4 children living in designated area could not be allocated. Last child allocated lived 2.297 miles based on radial distance. Appeal information: L – 2, R – 1, S - 1</i>									
Finchampstead CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	17	12	47
Floreat Montague Park***	This is an academy and places were allocated in accordance with the school policy						0	60	60	127
Gorse Ride Infant	0	0	10	24	7	8	2	60	51	102
Grazeley Parochial CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	30	30	75
Hatch Ride Primary	0	0	6	10	3	11	0	30	30	75
	<i>Appeal information: L – 1; S - 1</i>									
Hawkedon Primary	0	0	25	23	6	16	0	90	70	202
Hawthorns Primary (The)	0	0	18	23	5	5	0	60	51	146
Highwood Primary**	0	0	8	17	5	15	6	60	51	112

As at 16 April 2018	Oversubscription criteria									
Key to appeals information where applicable for 2018: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
School										
Hillside Primary	0	0	14	21	13	12	0	60	60	142
Keep Hatch Primary	0	0	26	18	1	4	0	60	49	94
Lambs Lane Primary**	0	0	8	16	1	5	0	30	30	79
Loddon Primary	0	0	22	33	2	12	1	90	70	179
Nine Mile Ride Primary	0	0	12	8	14	16	0	50	50	125
Oaklands Infant	0	1	14	18	8	19	0	60	60	105
Piggott School (The) (Charvil Primary School)	This is an academy and places were allocated in accordance with the school policy						0	30	28	90
Polehampton CE Infant	1	0	10	26	0	4	0	60	51	132
Radstock Primary	0	0	25	20	2	13	0	60	60	205
	<i>Appeal information: L – 2; S – 1, W - 1</i>									
Rivermead Primary	0	0	19	19	13	9	0	60	60	184
Robert Piggott CE Infant (The)	0	0	14	10	2	3	0	45	29	95
Shinfield Infant & Nursery	2	0	19	29	15	25	0	90	90	170
	<i>Appeal information: L – 1, S - 1</i>									
Sonning CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	30	30	89
South Lake Primary	0	0	30	30	0	0	0	60	60	178
	<i>9 children living in designated area could not be allocated. Last child allocated lived 0.396 miles based on radial distance. Appeal information: L – 4, R – 4</i>									
St Dominic Savio Catholic Primary	This is an aided school and places were allocated in accordance with the school policy						0	60	60	131
St Nicholas CE Primary	0	0	4	7	1	4	0	20	16	56
St Sebastian's CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	24	15	44

As at 16 April 2018	Oversubscription criteria									
Key to appeals information where applicable for 2018: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
<b>School</b>										
St Teresa's Catholic Primary	This is an aided school and places were allocated in accordance with the school policy						0	45	36	67
Walter Infant	0	1	26	42	10	11	0	90	90	212
<i>Appeal information: L – 1, W – 1,</i>										
Wescott Infant**	1	0	17	15	1	13	1	56**	48	156
Wheatfield Primary***	This is an academy and places were allocated in accordance with the school policy						0	30	30	118
Whiteknights Primary	1	0	13	8	14	24	0	60	60	154
<i>Appeal information: L – 3, R – 1, S – 1, W – 1</i>										
Willow Bank Infant	1	0	17	18	7	17	0	60	60	154
<i>Appeal information: L – 1, R – 1</i>										
Windmill Primary***	This is an academy and places were allocated in accordance with the school policy						0	30	30	154
<i>Appeal information: L – 1, S – 1</i>										
Winnersh Primary	0	0	18	21	10	11	0	60	60	108
<i>Appeal information: L – 1, S – 1</i>										
Woodley CE Primary	0	0	13	22	8	2	0	45	45	115
<i>Appeal information: L – 4, R – 2, S – 1, W – 1</i>										
<p>*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the designated area school (if there are places available) or the most accessible school with places is provisionally allocated.</p> <p>**Places at the Resource are to be allocated by the Special Educational Needs Team in accordance with review of individual pupil statements</p> <p>***This school has commissioned the local authority to rank applications on its behalf in accordance with the school's policy and the ranked list was ratified at a meeting of the school's Governing Body or Academy Trust Board.</p> <p>Please refer to the Parent's Guide to Primary School Admissions for more information about how places are allocated.</p>										

## Allocation of primary and infant school places for school year 2017/2018

As at 18 April 2017	Oversubscription criteria									
Key to appeals information where applicable for 2017: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending <b>School</b>	<b>Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children</b>	<b>Criterion B - exceptional medical or social needs</b>	<b>Criterion C - siblings living inside designated area</b>	<b>Criterion D - designated area</b>	<b>Criterion E - siblings living outside designated area</b>	<b>Criterion F - any other children</b>	<b>Unsuccessful applicants - most accessible school allocated*</b>	<b>Published admission number</b>	<b>Number allocated*****</b>	<b>Number of preferences (1st, 2nd, 3rd &amp; 4th preferences combined) for the school received by the deadline</b>
Aldryngton Primary	3	0	14	27	1	0	0	45	45	249
<i>Appeal information: L – 1, R – 1</i>										
All Saints CE (Aided) Primary**	This is an aided school and places were allocated in accordance with the school policy						0	45**	37**	77
Bearwood Primary	0	0	14	4	2	4	1	40	25	69
Beechwood Primary	0	0	7	10	15	24	1	60	57	166
Colleton Primary (The)	0	0	22	26	3	3	1	60	55	138
Coombes CE Primary (The)	0	0	15	13	9	6	1	75	44	84
Crazies Hill CE Primary	1	0	2	1	1	6	0	15	11	48
Earley St Peters CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	70	70	146
Emmbrook Infant	0	1	19	30	8	2	0	60	60	144
Evendons Primary****	This is a free school academy and places were allocated in accordance with the school policy						0	50	50	216
<i>26 children living in designated area could not be allocated. Last child allocated lived 0.643 miles based on radial distance. Appeal information: L – 2, W – 2</i>										
Farley Hill Primary	0	0	10	20	0	0	0	30	30	106
<i>4 children living in designated area could not be allocated. Last child allocated lived 2.216 miles based on radial distance. Appeal information: L – 3, W – 1, S – 1, R – 1</i>										
Finchampstead CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	17	17	57
Floreat Montague Park****	This is an academy and places were allocated in accordance with the school policy						0	60	43	89
Gorse Ride Infant	0	0	20	20	6	10	0	60	56	98
Grazeley Parochial CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	30	30	70
Hatch Ride Primary	0	0	11	8	3	4	0	30	26	71
Hawkedon Primary	1	0	35	37	3	14	0	90	90	230
Hawthorns Primary (The)	0	0	25	35	0	0	0	60	60	166
<i>1 child living in designated area could not be allocated. Last child allocated lived 0.374 miles based on radial distance. Appeal information: L – 1, R – 1</i>										
Highwood Primary**/**	0	0	9	10	9	6	8	30	42	78



As at 18 April 2017	Oversubscription criteria									
Key to appeals information where applicable for 2017: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
<b>School</b>										
Hillside Primary	0	0	21	20	9	10	0	60	60	172
<i>Appeal information: L – 1, W – 1</i>										
Keep Hatch Primary	1	0	17	21	3	2	0	60	44	92
Lambs Lane Primary**	0	0	14	9	2	2	3	30	30	83
Loddon Primary	0	0	29	38	4	17	1	90	89	237
Nine Mile Ride Primary	0	0	3	6	16	11	1	50	37	112
Oaklands Infant	0	0	19	15	8	10	0	60	52	101
Piggott School (The) (Charvil Primary School)	This is an academy and places were allocated in accordance with the school policy						0	30	31	128
<i>Appeal information: L – 1, R – 1</i>										
Polehampton CE Infant	1	0	29	30	0	0	0	60	60	172
3 children living in designated area could not be allocated. Last child allocated lived 0.691 miles based on radial distance. <i>Appeal information: L – 1, S – 1</i>										
Radstock Primary	0	0	19	33	3	5	0	60	60	143
Rivermead Primary	0	0	17	36	7	0	0	60	60	189
<i>Appeal information: L – 5, R – 4, S – 1</i>										
Robert Piggott CE Infant (The)	0	0	20	20	3	2	0	45	45	125
Shinfield Infant & Nursery	3	0	17	41	13	16	0	90	90	167
<i>Appeal information: L – 2, S – 2</i>										
Sonning CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	30	30	90
South Lake Primary	0	0	29	32	0	0	0	60	61	185
16 children living in designated area could not be allocated. Last child allocated lived 0.314 miles based on radial distance. <i>Appeal information: L – 5, R – 4, S – 1</i>										
St Dominic Savio Catholic Primary	This is an aided school and places were allocated in accordance with the school policy						0	60	58	94
St Nicholas CE Primary	0	0	9	4	2	5	0	20	20	82
<i>Appeal information: L – 1, S – 1</i>										
St Sebastian's CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	24	17	33

As at 18 April 2017	Oversubscription criteria									
Key to appeals information where applicable for 2017: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
<b>School</b>										
St Teresa's Catholic Primary	This is an aided school and places were allocated in accordance with the school policy						0	45	45	96
Walter Infant	0	0	23	48	6	13	0	90	90	246
<i>Appeal information: L – 1, W – 1,</i>										
Wescott Infant**	0	0	23	25	0	6	0	56**	54	195
Wheatfield Primary****	This is an academy and places were allocated in accordance with the school policy						0	30	28	96
Whiteknights Primary	0	0	7	17	11	25	0	60	60	130
<i>Appeal information: L – 3, R – 1, S – 2</i>										
Willow Bank Infant	0	0	14	14	6	18	2	60	60	130
Windmill Primary****	This is an academy and places were allocated in accordance with the school policy						0	30	30	161
Winnersh Primary	0	0	11	14	11	21	0	60	57	100
Woodley CE Primary	0	1	13	20	5	6	0	45	45	106
<p>*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the designated area school (if there are places available) or the most accessible school with places is provisionally allocated.</p> <p>**Places at the Resource are to be allocated by the Special Educational Needs Team in accordance with review of individual pupil statements</p> <p>***To ensure sufficient places within the Borough to accommodate all those applicants who applied by the deadline, it was agreed to increase the number at Highwood Primary School (30 additional places). This is part of permanent expansion plan for the school, in line with the Local Authority's Primary School Place Strategy.</p> <p>****This school has commissioned the local authority to rank applications on its behalf in accordance with the school's policy and the ranked list was ratified at a meeting of the school's Governing Body or Academy Trust Board.</p> <p>*****Where the number allocated exceeds the Published Admission Number, this is due to multiple birth children being allocated to the same setting. (This is classed as a permitted exception to Infant Class size rules).</p> <p>Please refer to the Parent's Guide to Primary School Admissions for more information about how places are allocated.</p>										

## Allocation of primary and infant school places for school year 2016/2017

As at 18 April 2016	Oversubscription criteria										
Key to appeals information where applicable for 2016: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending <b>School</b>	Children with Statements of Special Education Need or Education, Health and Care Plans and	Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
	Aldryngton Primary	1	0	25	19	0	0	0	45	45	271
	<i>13 children living in designated area could not be allocated. Last child allocated lived 0.222 miles based on radial distance. Appeal information: L – 4, R – 3, S – 1</i>										
All Saints CE (Aided) Primary	This is an aided school and places were allocated in accordance with the school policy						3	45**	38**	73	
Bearwood Primary	0	0	11	25	4	0	0	40	40	102	
	<i>Appeal information: L – 6, R – 2, S – 1, W – 1, P – 2</i>										
Beechwood Primary	1	0	13	10	9	27	0	45	60***	179	
	<i>Appeal information: L – 2, S – 2</i>										
Colleton Primary (The)	0	0	28	28	1	3	0	60	60	113	
	<i>Appeal information: L – 1, S – 1</i>										
Coombes CE Primary (The)	0	0	16	41	14	4	0	75	75	183	
	<i>Appeal information: L – 4, R – 1, W – 3</i>										
Crazies Hill CE Primary	0	0	5	2	4	4	0	15	15	54	
Earley St Peters CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						5	70	70	153	
Emmbrook Infant	0	1	20	28	5	6	0	60	60	163	
	<i>Appeal information: L – 2, R – 1, W – 1</i>										
Evendons Primary****	This is a free school academy and places were allocated in accordance with the school policy						0	50	50	239	
	<i>25 children living in designated area could not be allocated. Last child allocated lived 0.922 miles based on radial distance. Appeal information: L – 1, R – 1</i>										
Farley Hill Primary	1	0	10	15	3	1	0	30	30	109	
	<i>Appeal information: L – 1, P – 1</i>										
Finchampstead CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	17	14	67	
Floreat Montague Park	0	0				13	16	30	29	58	
Gorse Ride Infant	1	0	26	17	2	7	4	60	57	125	
Grazeley Parochial CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	30	30	84	
Hatch Ride Primary	0	0	12	10	6	2	0	30	30	108	
	<i>Appeal information: L – 1, R – 1</i>										

As at 18 April 2016	Oversubscription criteria									
Key to appeals information where applicable for 2016: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - siblings living inside designated area	Criterion D - designated area	Criterion E - siblings living outside designated area	Criterion F - any other children	Unsuccessful applicants - most accessible school allocated*	Published admission number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
<b>School</b>										
Hawkedon Primary	0	0	31	40	8	11	0	90	90	228
Hawthorns Primary (The)	0	0	17	27	2	13	0	60	59	178
	<i>Appeal information: L – 1, S – 1</i>									
Highwood Primary**	0	0	5	11	5	5	4	30	30	87
Hillside Primary	0	1	25	19	11	4	0	60	60	199
	<i>Appeal information: L – 3, R – 1, W – 1, S - 1</i>									
Keep Hatch Primary	0	0	31	28	1	0	0	60	60	131
	<i>Appeal information: L – 2, R – 1, S - 1</i>									
Lambs Lane Primary**	0	0	12	18	0	0	0	30	30	102
	<i>12 children living in designated area could not be allocated. Last child allocated lived 0.672 miles based on radial distance. Appeal information: L – 8, R – 4, W -4</i>									
Loddon Primary	0	0	24	28	1	32	5	60	90***	229
Nine Mile Ride Primary	0	0	10	12	7	21	0	50	50	138
Oaklands Infant	1	0	22	25	3	9	0	60	60	128
Piggott School (The) (Charvil Primary School)	This is an academy and places were allocated in accordance with the school policy						0	30	30	149
	<i>Appeal information: L – 1, R – 1</i>									
Polehampton CE Infant	0	0	29	31	0	0	0	60	60	189
	15 children living in designated area could not be allocated. Last child allocated lived 0.472 miles based on radial distance.									
Radstock Primary	0	0	26	32	1	1	0	60	60	288
	<i>Appeal information: L – 1, W – 1</i>									
Rivermead Primary	0	0	13	32	13	2	0	60	60	185
	<i>Appeal information: L – 1, R – 1</i>									
Robert Piggott CE Infant (The)	0	0	12	19	1	8	0	45	41	139
Shinfield Infant & Nursery	1	0	16	46	17	10	0	90	90	189
	<i>Appeal information: L – 10, R – 3, S - 2, W – 5</i>									
Sonning CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	30	30	96

As at 18 April 2016	Oversubscription criteria									
Key to appeals information where applicable for 2016: L – appeals lodged R – appeals rejected A – appeals allowed S – appeals settled prior to appeal from the waiting list W – appeals withdrawn by parents P – pending <b>School</b>	<b>Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children</b>	<b>Criterion B - exceptional medical or social needs</b>	<b>Criterion C - siblings living inside designated area</b>	<b>Criterion D - designated area</b>	<b>Criterion E - siblings living outside designated area</b>	<b>Criterion F - any other children</b>	<b>Unsuccessful applicants - most accessible school allocated*</b>	<b>Published admission number</b>	<b>Number allocated</b>	<b>Number of preferences (1st, 2nd, 3rd &amp; 4th preferences combined) for the school received by the deadline</b>
South Lake Primary	1	0	16	35	4	4	0	60	60	180
	<i>5 children living in designated area could not be allocated. Last child allocated lived 0.500 miles based on radial distance. Appeal information: L – 1, W – 1</i>									
St Dominic Savio Catholic Primary	This is an aided school and places were allocated in accordance with the school policy						3	60	57	112
St Nicholas CE Primary	0	1	9	6	1	3	0	20	20	92
	<i>Appeal information: L – 1, S – 1</i>									
St Sebastian's CE Aided Primary	This is an aided school and places were allocated in accordance with the school policy						0	24	21	51
St Teresa's Catholic Primary	This is an aided school and places were allocated in accordance with the school policy						0	45	45	93
Walter Infant	3	0	34	42	7	4	0	90	90	270
Wescott Infant**	0	1	26	23	1	3	0	56**	54	210
	<i>Appeal information: L – 7, R – 3, W – 4, 1 child living in designated area could not be allocated. Last child allocated lived 1.114 miles based on radial distance.</i>									
Wheatfield Primary****	This is an academy and places were allocated in accordance with the school policy						0	30	30	103
	<i>5 children living in designated area could not be allocated. Last child allocated lived 0.744 miles based on radial distance</i>									
Whiteknights Primary	1	0	13	13	13	20	0	60	60	143
	<i>Appeal information: L – 3, R – 1, S – 1, W - 1</i>									
Willow Bank Infant	1	1	16	29	11	2	0	60	60	179
	<i>Appeal information: L – 3, R – 2, S - 1</i>									
Windmill Primary****	This is an academy and places were allocated in accordance with the school policy						3	30	28	148
Winnersh Primary	0	0	15	20	10	7	0	60	58	128
Woodley CE Primary	1	0	9	21	11	3	0	45	45	112
<p>*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the designated area school (if there are places available) or the most accessible school with places is provisionally allocated.</p> <p>**Places at the Resource are to be allocated by the Special Educational Needs Team in accordance with review of individual pupil statements</p> <p>***To ensure sufficient places within the Borough to accommodate all those applicants who applied by the deadline, it was agreed, following agreement with the schools, to increase the number of school places as part of permanent expansion plans for the school in line with the borough's Primary School Place Strategy at Beechwood Primary (15 places) and Loddon Primary School (30 places).</p> <p>****This school has commissioned the local authority to rank applications on its behalf in accordance with the school's policy and the ranked list was ratified at a meeting of the school's Governing Body or Academy Trust Board.</p> <p>Please refer to the Parent's Guide to Primary School Admissions for more information about how places are allocated.</p>										

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# **All Saints CE (Aided) Primary School and Nursery School**

## **Admission Arrangements September 2019 – August 2020**

All Saints CE [Aided] Primary School admits children from wide ranging backgrounds. We pride ourselves on being an inclusive school. We value each individual, their uniqueness and the contribution each can make to our school community. We provide a safe, caring, enjoyable and challenging learning environment. The school has a Resource for pupils with complex physical needs. We believe that every child has equal worth and is entitled to experience a broad and balanced curriculum, which is delivered through the National Curriculum and is matched to the needs of the individual.

This school is a Church of England school that welcomes applications from all members of the community without reference to ability or aptitude, and All Saints School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

As All Saints is an aided school, the governing body of the school, not Wokingham Borough Council, is responsible for deciding on admissions to the school. However, under co-ordinated admissions arrangements, applications to the school for entry to the Reception year 2017-18 must be made to the home LA (i.e. the Local Authority you pay your Council Tax to) which may not be Wokingham. Full details of Wokingham LA's co-ordinated admission arrangements are published in the Children's Services' Parents' Guide to Primary School Admissions. This explains how parents can express a preference for a school and give reasons for that preference. All Saints School operates an equal preference scheme for admissions.

The waiting list is held by Wokingham Borough Council. They will handle any in-year admissions and will consult with the school before offering a place.

### **Admission arrangements to the Reception Year in September 2019**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2018. There are 43 places (published admission number); in addition to the 43 places available for entry to Reception in September 2019, there are also two places for children with complex physical needs. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer born children) who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2019-20 but to be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. In this case, parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2019 (it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the

second half of the of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2018 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2019. Attendance in the nursery class at the school does not guarantee admission to the Reception class at the school. A separate application for admission to Reception will need to be made in accordance with the local authority co-ordinated admissions scheme as described above.

### **Over-subscription criteria**

All Saints has two places per year for children with more complex needs. Complex needs is defined as children with an EHC plan or a Statement of Special Educational Needs who have persistent and complex learning needs that require specialist teaching support. They may have special educational needs including physical disabilities with additional needs that may include, sensory difficulties, speech, language, and communication needs and / or complex health needs.

Other children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming All Saints CE (Aided) Primary School and Nursery will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends All Saints CE (Aided) Primary School and Nursery rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 4)
- 3 Children with a normal home address (See Note 5) in the Ecclesiastical Parish of All Saints (please see catchment area map appended to this policy), Wokingham and with a sibling (see Note 6) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in the Ecclesiastical Parish of All Saints (please see catchment area map appended to this policy), Wokingham
- 5 Children with a normal home address outside the Ecclesiastical Parish of All Saints (please see catchment area map appended to this policy), Wokingham and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 6 Children of staff at the school where :
  - The member of staff has had a contract of employment for two or more years at the time the application for admission is made or
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage
- 7 Other children.



Proximity of the child's home, as measured by the straight line distance (see Note 7) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 8 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 45 places (including two places allocated for children with complex physical needs). Applications must be made directly to the Wokingham LA on a form available from Wokingham LA with whom the school has a voluntary co-ordination arrangement.

Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break. [Where appropriate: Please note that the school does not have a normal point of entry to Year 3 – applications for entry at the beginning of Year 3 are treated as indicated in this section.]

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Waiting Lists**

This is held by Wokingham Borough Council. They will handle any in-year admissions and will consult with the school before offering a place.

### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 45 (including two places allocated for children with complex physical needs) for Reception 2019-20 or the number of places 45 (including two places allocated for children with complex physical needs) in other year groups.

## Fair Access

The school participates in Wokingham Borough Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted; any appeal must be lodged within 20 school days from the date of notification that their application was unsuccessful. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

## Further information

Further information can be obtained from the Admissions Secretary at the school :  
All Saints CE (Aided) Primary School and Nursery  
Norreys Avenue  
Wokingham  
RG40 1UX  
0118 9787173  
admin@allsaints.wokingham.sch.uk

## Notes

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or

b) any person who has care of the child or young person.  
If you are in any doubt, please contact the school for advice.

**Note 2** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** When applying under criterion 2 above (complex physical needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring All Saints School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** When applying under criterion 3 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring All Saints School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another

school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 5** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

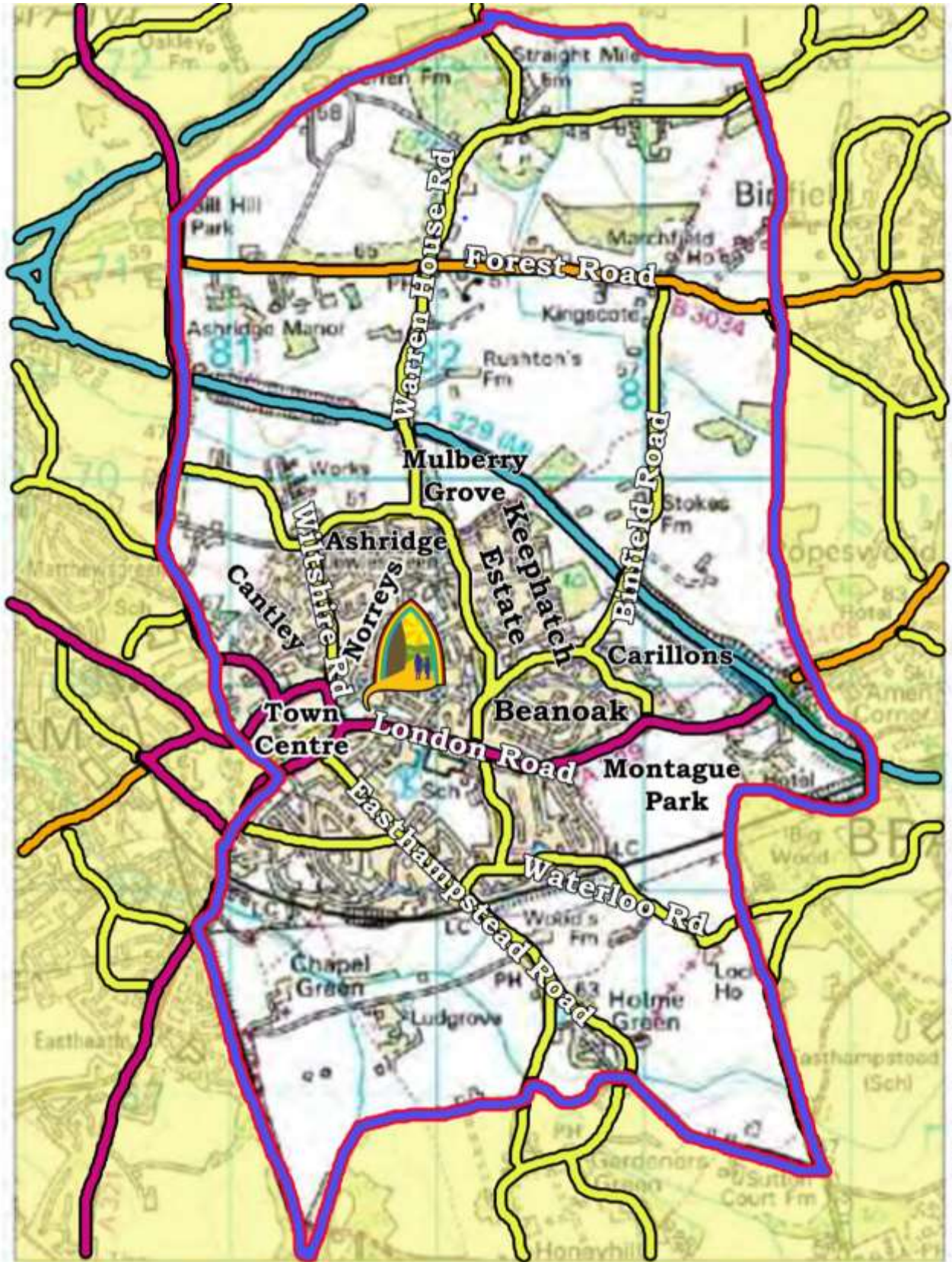
**Note 6** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 7** The straight line distance used to determine proximity of the home to the school will be measured by Wokingham Borough Council's computerised mapping system as described in the Wokingham Borough Council's admissions booklet.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras's Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance (measured as stated above) from school (including, for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place/s). This will be by supervised drawing of lots, carried out by at least two members of the Governing Body.

All Saints CE (Aided) Primary School and Nursery Catchment Area Map



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# **Finchampstead Church of England (Aided) Primary School**

## **Admission Policy for September 2019 – August 2020**

The School has a distinctive Christian ethos which is embodied in our Vision Statement: that our children

- feel cared for unconditionally and valued as unique creation made in the image of God
- become enthusiastic self-motivated learners with a thirst for life-long learning, built on a firm foundation
- have learnt from, and aspired to, excellence in a wide range of academic, sporting, musical, artistic and social activities
- have a strong set of Christian values, including tolerance, respect for the planet, self and others, honesty and sincerity, kindness and friendship, love and forgiveness, justice and personal responsibility

so that our pupils can create their place, and have a positive influence, in tomorrow's world.

As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2019**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 17 places (the published admission number) available. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 Sept 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child, (provided it is taken up during the school year 2019-20) although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer-born children, who do not reach compulsory school age until September 2020), parents who do not wish them to start school in school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if agreed, this should be clear before the national offer day (16 April 2019); their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019 -20 Reception Year group.

Until the child reaches compulsory school age, parents may request that s/he attends part-time. If parents wish to exercise this right, they should discuss detailed arrangements with the head teacher or Foundation Stage Leader. Appointments will be offered to parents during May/June 2019 (after offers have been accepted) to discuss part-time or deferred options. These appointments are intended to help parents decide what will be best for their child and enable the school to make appropriate staffing plans.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2019 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2019.

[In addition, all applicants under category 5 and 7 (St James' Finchampstead church connection, see below) must submit the school's Supplementary Information Form completed by the Rector of Finchampstead and California or other competent church authority at a time when there is no Rector.) This form is an essential part of a denominational application and must be submitted to the school by 15 January 2019, the same deadline as the Common Application Form. If the Supplementary Information Form is not received on time, the application will be considered under the next appropriate category (which may mean that no place is available.) The Supplementary Information Form can be obtained from the school or is downloadable from the school website, [www.finchampsteadschool.org](http://www.finchampsteadschool.org) or Wokingham LA's website, [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).]

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Finchampstead Church of England (Aided) Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see Note 2).
- 2 Children with a normal home address (see Note 3) in the catchment area (see Note 4) and who (or whose parent) have(has) exceptional medical or social needs that make it essential that the children attend Finchampstead Church of England (Aided) Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see Note 5).
- 3 Children with a normal home address (see Note 3) in the catchment area (see Note 4) and with a sibling (see Note 6) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address (see Note 3) in the catchment area (see Note 4).
- 5 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and from parents (see Note 1) one of whom is a regular worshipper (see Note 7) at the Parish Church of St. James', Finchampstead and who request admission on denominational grounds and with a sibling (see Note 6) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 6 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 7 Children with a normal home address (see Note 3) outside the catchment area (see Note 4) and from parents (see Note 1) one of whom is a regular worshipper (see Note 7) at the Parish Church of St. James', Finchampstead and who request admission on denominational grounds.
- 8 Children who (or whose parent) have(has) exceptional medical or social needs that make it essential that the children attend Finchampstead Church of England (Aided) Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see Note 5).
9. Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 8) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 9 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 17 places. Applications must be made directly to the Wokingham LA on a form available from Wokingham LA with whom the school has a voluntary co-ordination arrangement. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1 – 9 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the LA and Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age.

### **Waiting Lists**

The school and Wokingham LA maintain waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school and LA periodically seek confirmation that parents wish a child to be kept on the waiting list.

### **Multiple births**

In the case of twins, triplets etc or same cohort siblings where there are insufficient places available for all the children, the school will offer places in an order drawn by random allocation (multiple births) or to the eldest (birth dates in the same school year) up to the stated maximum of 17. The process will be conducted in the presence of a person independent of the school. If this results in splitting the family, parents may wish to decline the offer and seek places for all their children elsewhere. The school has to take this stance because of pressure on classroom space at Key Stage 2 (Juniors) when two year groups of 17 are together in one classroom.



## Fair Access

The school participates in Wokingham LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the School Office.

## Further information

For further information and to arrange visits, please contact the School Office.

Address: Finchampstead Church of England (Aided) Primary School

The Village

Finchampstead

Wokingham

Berkshire

RG40 4JR

Telephone: 0118 9732166

Email: [admin@finchampstead.wokingham.sch.uk](mailto:admin@finchampstead.wokingham.sch.uk)

## Notes

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** By "normal home address", we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about

which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 4** By "catchment area" we mean the area defined by the shaded area on the map attached (Finchampstead Village and surrounding roads). A list of the roads involved is also attached. The position of this category is in line with the school's Trust Deed.

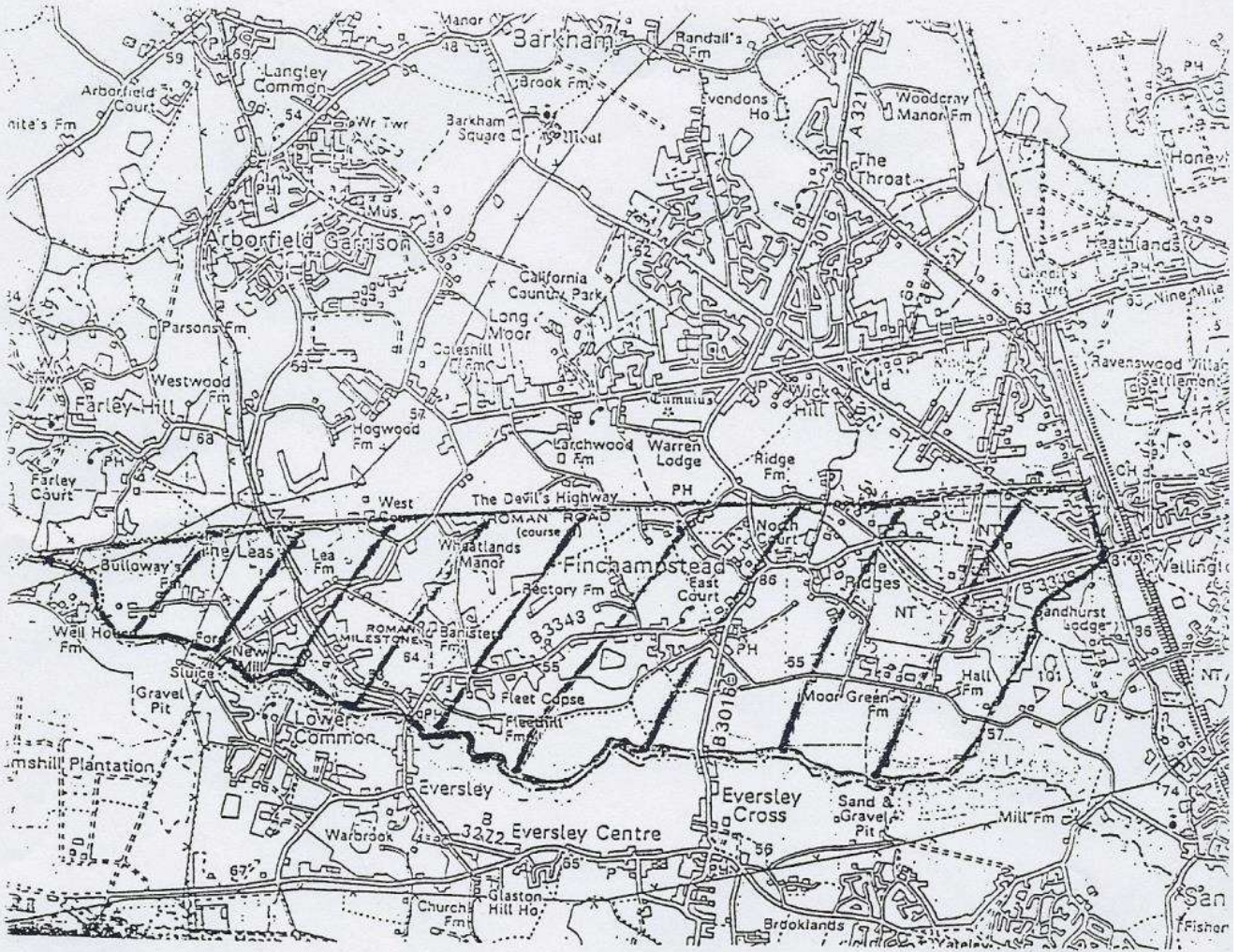
**Note 5** When applying under criterion 2 or 8 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Finchampstead Church of England (Aided) Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 6** By “sibling” we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/carer’s partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 7** By “regular worshipper” we mean attendance at church services by a parent/guardian at least twice a month over the twelve months preceding the application date or, in the case of long term sickness, being in receipt of regular Home Communion, as verified by the Rector on the school’s Supplementary Information Form. Families new to the area wishing to claim category 5 or 7 status will also need written references to confirm ‘regular worship’ from their previous rector/vicar/minister so that the two periods can be aggregated.

**Note 8** The straight line distance used to determine proximity of the home to the school will be measured by Wokingham LA’s Geographical Information System as described in the Wokingham LA admissions booklet.

Finchampstead Church of England (Aided) Primary School  
 ADMISSIONS – Catchment Area



- |                      |                             |
|----------------------|-----------------------------|
| Blackwater View      | Lower Wokingham Road (part) |
| Burnmoor Meadows     | New Mill Road               |
| Church Lane          | Park Lane (part)            |
| Corfield Close       | Priors Wood                 |
| Cricket Hill         | Reading Road                |
| Dell Road            | Rectory Hill                |
| Drift Lane           | Roman Ride                  |
| Fleet Hill           | Talisman Close              |
| Fleet Lane           | The Ridges                  |
| Forges Lane          | The Rise                    |
| Jubilee Road         | The Village                 |
| Liddell Close        | Wellingtonia Avenue         |
| Longwater Lane       | Woodmoor                    |
| Longwater Road       |                             |
| Lower Sandhurst Road |                             |

# **Grazeley Parochial C of E (Aided) Primary School**

## **Admissions Policy for September 2019- August 2020**

### **Rationale**

Grazeley Parochial C of E Aided Primary School has a distinctive ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect the Christian ethos of our school.

The Governing Body of Grazeley Parochial Primary School is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the co-ordinated admission arrangements, manages the application process.

A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy, which has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant Admission Authorities, in accordance with the School Admissions Code.

Due regard is paid to the Schools Admission Code and to the implications of wider policies ensuring fair access. The school will be participating in the LA 'in- year' fair access protocol. (see note 6)

Parents can express a preference for this school by completing the Common Application Form obtainable from the LA in which they live at the time of the application (the home LA), which may not be Wokingham or online.

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019.

The admission number to the Reception Year in September 2019 is 30. Years 1, 2, 3, 4, 5 and 6 also have 30 places.

Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019/20 (no later than the term, using three term year, after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer-born children), parents who do not wish them to start school in school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

## **Admission Over Subscription Criteria**

Children with an Education, Health and Care (EHC) Plan naming the school will always be admitted to the school whether there are places available or not. Once such children have been offered places, remaining places will be offered according to the criteria below and in that order.

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See note 5 on pages 6-7)
2. Families who have exceptional medical or social needs that make it essential that their child attends the school rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (see note 7 on page 7)
3. Children of a parent or parents with a normal home address in the Benefice of Loddon Reach (see map attached – see note 2 page 6) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school. (See note 3 page 6)
4. Children whose parents live outside the Benefice of Loddon Reach and with a sibling on the roll of the school at the time of the application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children with a normal home address in the Benefice of Loddon Reach (see map attached – see note 2 page 6)
6. Children of other parents who wish their child to attend this school.

## **Over-Subscription Criteria**

The criteria for admission are only applied if there are more applications than places.

In the event of there being more applications than places available fulfilling the first or subsequent admissions criteria then admissions to the school will be determined by the distance from the home address and the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the land property gazetteer address points for the respective home address and school. The child living closest to the school will be considered for a place. Where two applications share the same post code and are equi-distant from the school, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school

## **All Other Admissions**

In the case of twins or multiple births the admission criteria will be applied to each child for whom an application is made. Where one or more but not all the children could be admitted without exceeding the admission number or the number of places available then each child will be admitted.

## **Admission Outside Normal Age Group**

Children are admitted to school within their own age group. Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

The Governors of the school will participate in the LA In-year Fair Access Protocol.

This may result in the school being obliged to admit over its admission number.

In- year applications for places in the school will take priority on the school's waiting list in line with the In-year Fair Access Protocol.

Applications for admissions for entry to the Foundation Class in the school year 2018-2019 should be made in accordance with the LA co-ordinated scheme by the 15th January 2019, which is the national application deadline.

The school Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by the required deadline.

The school's Admissions Committee will make decisions on which children are to be offered a place and the home LA will inform parents of their decision on the nationally agreed offer date of 16th April 2019 (sent first class post to arrive the next day).

It is the Governors' policy not to reconsider applications within the same academic year unless there is a material change in circumstances.

Parents must accept or decline the offer of a place at the school by 3<sup>rd</sup> May 2019.

Applications made for other year groups must be made through the LA and will be subject to application of the criteria by the School's Admissions Committee. Parents will be informed in writing of the decision by the Local Authority.

### **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. A panel organised by the Oxford Diocesan Board of Education will hear the appeal.

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

### **Waiting Lists**

A waiting list is held by the Local Authority for applications which have not been successful. Should a place become available it will be offered to a child on the waiting list in line with the arrangements for the co-ordinated scheme. The order of priority on the waiting list is the same as the list of criteria for over subscription. The length of time on the waiting list will not be taken into account. The school will keep the LA informed of any places becoming available. Parents should note that if they would like their child to remain on the waiting list in September 2020, they would need to make a new application for their child and annually thereon after.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with an in year fair access protocol must take precedence over those children on the waiting list.

### **2018-2019 Applications**

Applications to school 2018/2019 were as follows:

75 applications were received and ranked according to the admissions criteria

0 were ranked in criterion 1

0 was ranked in criterion 2

21 were ranked in criterion 3

0 were ranked in criterion 4

48 were ranked in criterion 5

6 were ranked in criterion 6

For further details please contact the Admissions Governor at the school and the LA Admissions Department

The Admissions Governor  
Grazeley Parochial Primary School  
Mere oak Lane  
Grazeley  
Berkshire  
Tel: 01189883340  
Fax 01189886342

Wokingham Borough Council  
PO Box 156  
Shute End  
Wokingham  
Berkshire  
0118 974 6000  
[www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions)

## 8 Notes

1. **Parent;** a parent is any person who has parental responsibility for or is the legal guardian of the child.
2. **Normal home address;** child's permanent address at the time of the application. Home address may also include the place where the child spends the majority of the school week (Monday to Friday, nights included). Official documentation may be required if a child does not live at his or her parent's address and should be declared on the application form. **If you do not declare any arrangements that are made or use a relative's address, we may consider a false application has been made and withdraw your application and offer of a place.** Childcare arrangements are not sufficient reason for listing another address. If you are moving into the catchment area, we will ask for evidence of your move before considering any application for a place.
3. **Sibling;** Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.
4. If by offering all children a place the class would breach the infant class size legislation, the school will not offer places.
5. **Looked After Children;** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
6. **Fair Treatment:** All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without statements) or challenging behaviour. The Governing Body has made every effort to ensure that the Grazeley Parochial Primary School Admissions policy complies with the Admissions Code 2014 and all relevant legislation including that on infant class sizes and equal opportunities.
7. **Exceptional medical or social needs:** When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring the school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.



# Grazeley Parochial Church of England (Aided) Primary School Designated Area

The area marked blue is the designated area of Grazeley Parochial CE Aided Primary.

Areas marked in red are parts of the designated areas of Community or Voluntary Controlled schools that share some of the school's designated area.

1. Shared designated area with Lambs Lane Primary and Shinfield St Mary's CE Aided Junior
2. Shared designated area with Farley Hill Primary and Shinfield St Mary's CE Aided Junior
3. Shared designated area with Shinfield Infant and Shinfield St Mary's CE Aided Junior.



# Sonning Church of England (Aided) Primary School

## Admissions arrangements for September 2019– August 2020

The Governing Body of the school, not Wokingham Local Authority (the LA), is responsible for deciding on admissions to the school. The school is a partner in the coordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable. This policy has been prepared by the Governing Body in consultation with the Oxford Diocesan Board of Education and agreed with the relevant Admissions Authorities and parents. The Governing Body has made every effort to ensure this policy complies with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities. Sonning School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, other faith or no faith, but we expect parents to respect the Christian ethos of our school.

### Admission arrangements to the Reception Year in September 2019

Applications for entry to Sonning Church of England Primary School in the school year September 2019 - August 2020 must be included on the LA Common Application Form for the applicant's Home Authority (i.e. the Authority in which the parents/legal guardian pays council tax) and must be submitted to that LA. Parents may submit their applications to Reception Class on-line. Full details are available in the LA Admissions Guide.

The Governors' Admissions Committee will consider all applications during March 2019 and applications will be ranked in accordance with the oversubscription criteria. Wokingham LA will be notified by 15 March 2019. Offers and refusals of places will be posted by the home LA on 18 April 2019. Parents (see Note 1) will be given a date by which to accept an offer. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if you fulfil a higher criterion than that under which places have been offered to other applicants, your application will be unsuccessful.

For admission to school for the 2019/2020 school year, the school will offer all children a full time school place from the September following their fourth birthday. Parents may request that their child attends part-time until the child reaches compulsory school age.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may request that their child is not admitted until later in the school year 2019/2020 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached compulsory school age, this must be discussed with the Headteacher to agree the effective date.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer-born children), parents who do not wish them to start school in school year 2019-20, but to be admitted to the Reception Year in September 2020, should proceed as follows. They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception Class in September 2020. N.B. Parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible.

If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (N.B. it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year group.

The number of available places for the year commencing 1st September 2019 is 30. This number is compatible with the school's duty to comply with infant class size regulation.

**Please note that living in the school's catchment area does not guarantee places since this is dependent on the number of applicants for each admission criterion.**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming Sonning Church of England School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked-after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (see note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends Sonning School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See note 3)
3. A child with a normal home address in the Ecclesiastical Parish of Sonning, **and** with a sibling (see note 5) already on the roll of Sonning Church of England School at the time of application and who is expected to still be in attendance at the time of entry to the school.
4. A child with a normal home address in the Ecclesiastical Parish of Sonning where a parent has been a regular worshipper (at least twice per month) for a year prior to the date of application at any Christian church that is a member of Churches Together in Britain and Ireland. (see Note 6)
5. A child with a normal home address outside the Ecclesiastical Parish of Sonning where a parent has been a regular worshipper (at least twice per month) for a year prior to the date of application at St Andrew's Church Sonning, and whose name is on that Church's Electoral Roll (Church Membership List). (See Note 6)
6. A child with a normal home address outside the Ecclesiastical Parish of Sonning **and** with a sibling already on the roll of Sonning C of E School at the time of application and who is expected to still be in attendance at the time of entry to the school.
7. A child with a normal home address in the Ecclesiastical Parish of Sonning.
8. All other children.

Proximity of the child's home will be measured by Wokingham Borough Council's GIS system. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplying by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles. If there are two identical distances and only one place available, the place will be decided by random allocation in the presence of an independent person. Applications will not be considered more than once in a school year, unless there is a major change in circumstances, e.g. change of address.

**Waiting lists** – in the event of the school being over-subscribed, a waiting list will be maintained by Wokingham LA until 31st December 2019. The list will then be transferred to the school. The order of priority on the waiting list is the same as the list of criteria for over subscription. No account is taken of length of time on a waiting list. Children who may be allocated to the school in accordance with the In-Year Fair Access Protocol will take precedence over those children already on the waiting list.

## **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2019-2020 or the number of places (30) in other year groups.

## **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places. Applications for in-year admissions should be submitted to Wokingham LA. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-8 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

The school will participate in Wokingham Local Authority's In-Year Fair Access protocols which may mean children are admitted over the admission number.

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

## **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

## **Applications in the previous year**

In the year 2017/18 there were 90 applications for places at Sonning School via the Wokingham Borough Council's Coordinated Admissions System. Applications were made as follows:

Children with statements naming the school = 0

Cat 1 = 1

Cat 2 = 1

Cat 3 = 6

Cat 4 = 3

Cat 5 = 2

Cat 6 = 5

Cat 7 = 39

Cat 8 = 33

Number of places successful/allocated 2017/18= 30

There were no admissions appeals for this group.

As in previous years, there were a high number of applications naming Sonning School. 11 sibling places were offered for the 2017/18 academic year (Cats 3 and 6) and there were a high number of catchment and non-catchment applications (Cats 7 and 8).

## Appeals

There are established arrangements for appeals against non-admission. In the event of an appeal, parents should contact the school to obtain an Appeal Form which should be completed and returned to the Chair of Governors within 20 school days of being notified of the refusal of a school place. All appeals are held through the Diocese on behalf of the Governors. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1st September – 31st August) unless there has been a significant change of circumstances.

Parents may register their interest in the school for their child from the age of 2 years. They are welcome to visit the school during this period by prior arrangement. However, by registering their interest, this does not guarantee a child a place within the school. Any data held is for the purpose of gauging numbers for subsequent years. Application for a school place is a separate process which must be made directly through the appropriate Local Authority.

**For further information, in the first instance, please contact the Admissions Clerk at the school. (Tel: 0118 9693399 Email: [acarne@sonning.wokingham.sch.uk](mailto:acarne@sonning.wokingham.sch.uk))**

### NOTES:

**Note 1:** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2:** By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3:** When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person (e.g. doctor, psychologist, health visitor or social worker) who is aware of the situation and supports your reasons for preferring Sonning School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused to the child if they had to attend another school. The person supplying the evidence should be aware of the child's or the family's case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4:** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place.

We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable.

If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form.

If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

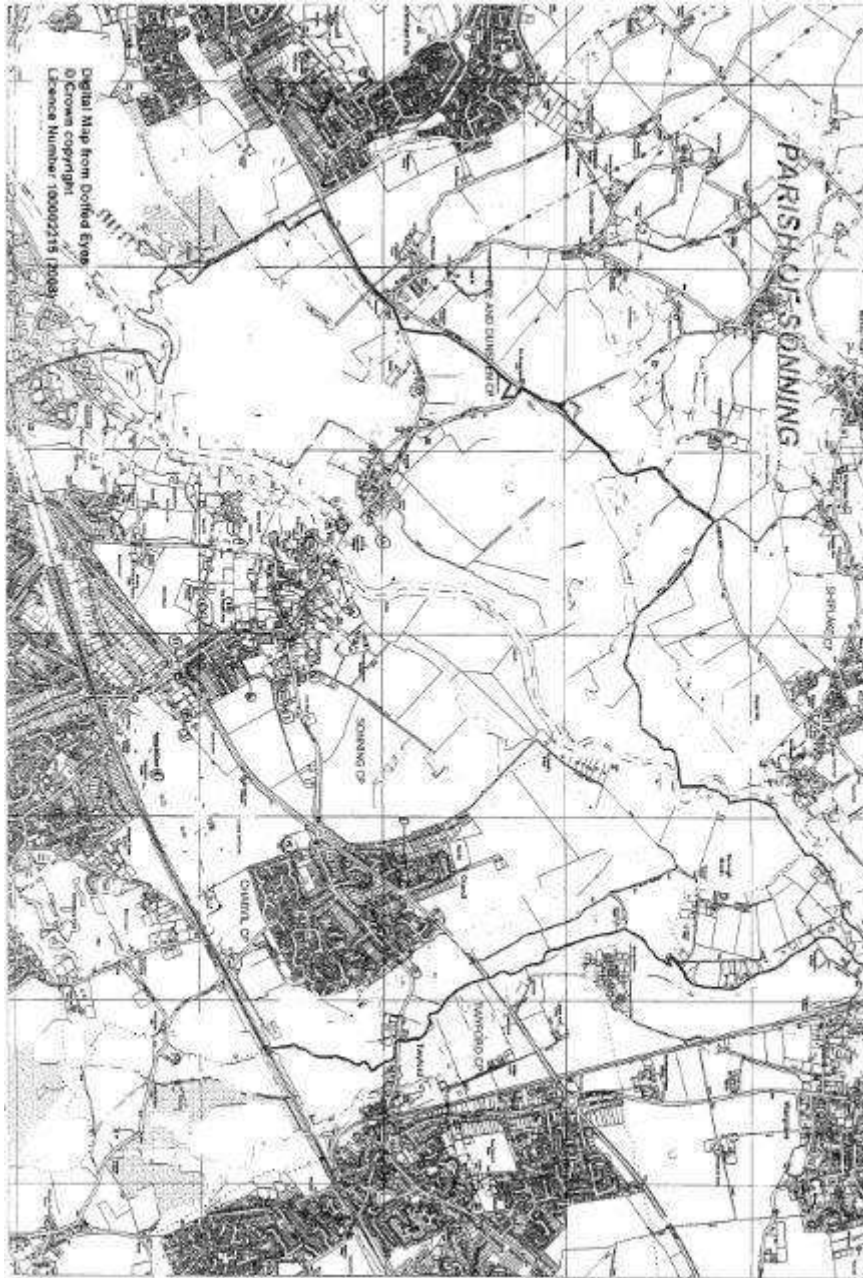
If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 5:** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 6:** The Governing Body asks the priest or minister to complete the faith form attached to this policy confirming church commitment. If a family has moved within the last 12 months, the governors will look at previous church attendance and a separate declaration form must be completed for both churches. The supplementary form must be returned directly to the school by 15th January 2019 for the main admission round or with the application form for in year applications.

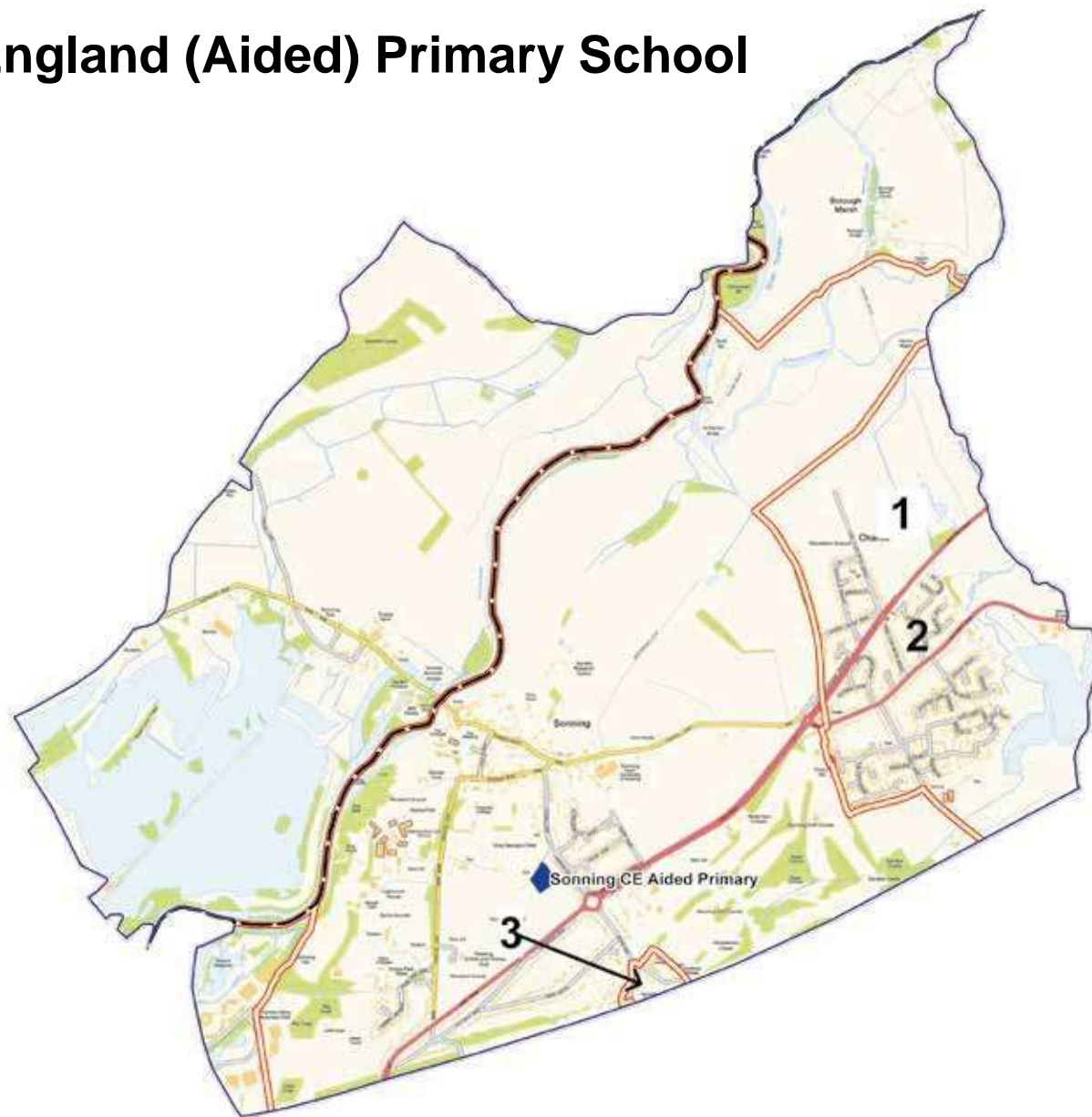


# Sonning Church of England (Aided) Primary School Designated Area

The area marked blue is the designated area of the Voluntary Aided school.

Areas marked in red are parts of the designated areas of Community or Voluntary Controlled schools that share some of the Voluntary Aided school's designated area.

1. Shared designated area with Robert Piggott Infant and Junior
2. Shared designated area with Polehampton CE Infant and Junior; The Colleton Primary School
3. Shared designated area with Willow Bank Infant and Junior.





# St Dominic Savio Catholic Primary School

## Admission Policy School Year 2019/2020

St Dominic Savio Catholic Primary School is a Voluntary Aided school in the trusteeship of the Catholic Diocese of Portsmouth and is maintained by Wokingham Borough Council.

The school principally serves the Catholic Parishes of Woodley, Earley, and Twyford.

The Parish Boundary map for the Diocese of Portsmouth can be found at <http://www.portsmouthdiocese.org.uk/docs/201607-Parish-Boundary-Map.pdf>

This policy was determined by the Governing Board in November 2017. Consultation was last carried out in December 2013.

### Admission Arrangements for 2019-2020

In the school year 2019-2020 the Governors will admit up to 60 children (Published Admission Number) who reach their 5th birthday between September 1st, 2019 and August 31st, 2020.

Classes in Reception Year and Years 1 and 2 cannot contain more than 30 pupils by law.

Additional children may be admitted under limited exceptional circumstances (See Explanatory Notes – iv.).

Admission to the school is the responsibility of the Governing Board. Wokingham Local Authority is responsible for co-ordinating all the arrangements across the authority.

In November 2018, common application forms (CAFs) will be sent by the local authority to parents/carers whose children will reach compulsory school age between September 1st, 2019 and August 31st, 2020. Applications for entry to St Dominic Savio Catholic Primary School in the school year commencing September 2019 must be made on the local authority CAF and this must be submitted to the local authority to whom the parent pays their council tax; in the case of Wokingham Local Authority the closing date is 15th January 2019. This can be completed online.

**In addition to the CAF**, applicants for categories 1,2,3 and 6 are also asked to complete a separate supplementary information form (SIF) *which must be returned to the school office, along with the supporting documentation listed below. (Page 2 – documentation required)*. These forms are available either from the school office, the school website or Wokingham Borough Council. The additional information on this form assists Governors in placing applications in the correct oversubscription category. If no SIF is submitted Governors can only rank the application on the basis of the information contained in the CAF. The deadline for submitting the SIF is also 15th January 2019.

In the event of more than 60 applications being received, Governors rank all applicants strictly according to the oversubscription criteria. The Governors will operate an Equal Preference Policy. This means that all applications will be treated equally, irrespective of need or ability. Offers of places will be made by the local authority on behalf of the Governing Board on 16th April 2019. Parents who apply online will also be able to view the results of their application on 16th April 2019. Parents are required to accept the offer of a place by 3rd May 2019.

### Admission criteria

Should there be more than 60 applications children will be ranked in the following category of priority:

Category 1 Baptised Catholic children in Local Authority Care and Baptised Catholic children previously in Local Authority Care.

Category 2 Baptised Catholic siblings of pupils of St Dominic Savio Catholic Primary school at the time of application and expected to still be there at the time of entry to the school.

Category 3 Baptised Catholic children.

Category 4 Other children in Local Authority Care and children previously in Local Authority Care.

Category 5 Other siblings of pupils of St Dominic Savio Catholic Primary School at the time of entry to the school.

Category 6 Children of other Christian denominations (as defined in Explanatory Note ii, Page 3)

Category 7 Other children.

Children with a Statement of Special Educational Need with the school named in the Statement or children with an Education, Health and Care Plan with the school named in the Plan will be allocated a place above all other applicants. The admission of children with a Statement or Education, Health and Care Plan will count towards the school's Published Admission Number.

### **Documentation required in support of applications**

Categories 1, 2 and 3: Child's baptismal certificate or letter from the parish priest confirming the child has been received in to full communion with the Catholic Church

Category 6: Child's baptismal certificate or statement of membership of a recognised Christian church (as defined in Explanatory Note ii, Page 3)

Note: Baptisms must have taken place before 15th January 2019 for your child to be considered in categories 1, 2, 3 and 6.

### **Oversubscription**

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiply by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by drawing of lots, carried out by at least two members of the Governing Board, supervised by an independent person.

- All children will be offered full time places from the September after their 4th birthday.
- Children born from 1 September 2014 to 31 August 2015 will normally enter school in September 2019. Parents have the right to defer entry until the start of the term following the child's fifth birthday, or to request part-time attendance until statutory age.
- Where entry is deferred, the school will hold the place for that child and not offer it to another child for the duration of that academic year
- However, if summer born children (1 April 2015 to 31 August 2015) defer entry until September 2020 which is a different school intake year, a new application for in year admission into Year 1 (or Reception if requested) would need to be made and **there can be no guarantee of a place.** (See Page 5 – Admission outside normal age group)

## **Explanatory notes**

### i. Catholic

A Catholic is a baptised member of a church in communion with the See of Rome or a person received in to full communion with the Catholic Church.

### ii Children of other Christian denominations

Children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit.

An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and of CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

### iii. Parent

S576 Education Act 1996

A parent in relation to a child, includes any person who is not a parent but has parental responsibility for a child or who has care of a child.

### iii. Siblings

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. A sibling will have a brother or sister still at the school in the academic year in which they join the first year of the Foundation Stage.

### iv. Exceptional Circumstances where children may be admitted even though class size is 30

- children admitted outside the normal admissions round with Statements of Special Educational Needs or an Education, Health and Care Plan specifying a school;
- children in Local Authority Care and children previously in Local Authority Care admitted outside the normal admissions round;
- children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- children admitted after an independent appeals panel upholds an appeal;
- children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- children of UK service personnel admitted outside the normal admissions round (maximum 2 children)
- children whose twin or sibling from a multiple birth or sibling born within the same school year is admitted otherwise than as an excepted pupil;

### v. Home Address

This is a child's permanent address at the time of the application. We regard this as where the child spends the majority of the school week (Monday to Friday including nights).

### vi. Children in Local Authority Care

A child who is looked after by a local authority in accordance with section 22 of the Children's Act 1989 at the time an application is made, and who the local authority has confirmed will still be in local authority care at the time when admitted to the school.

### vii. Children previously in Local Authority Care

Children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order 18 or special guardianship order 19). Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### viii. School Year

A school year is from 1st September – 31st August.

## **Appeals**

Parents have the right to appeal if the Governors refuse a place for their child. The appropriate form can be obtained from the address below. All appeals must be lodged within 20 school days from the date parents are notified that an application was unsuccessful. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements and have the chance to submit any relevant papers and to speak at the hearing. The Appeal Panel's decision is binding.

The Clerk to the Appeals Panel  
Democratic Services  
Wokingham Borough Council  
Shute End  
Wokingham  
RG40 1WQ  
Telephone: (0118) 974 6059

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further applications for appeals in the same school year (September 1 to August 31) unless there has been an exceptional change in circumstances.

## **Waiting List**

A list is maintained for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the list is the same as the list of criteria for oversubscription. No account is taken of length of time on the list. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the oversubscription criteria. The list is held by Wokingham Local Authority under the co-ordinated scheme until 31st December 2019. After that date the school will maintain the list although continuing to liaise with the local authority. We will seek confirmation periodically from parents that they wish their child to be kept on the list.

The Governors of St Dominic Savio Catholic Primary School will participate in the local authority Fair Access protocols adopted by Wokingham Borough Council.

Children who are the subject of a direction by a local authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol must take precedence over those on a waiting list.

## **Late Applications**

Late applications will be allocated according to the Admission Criteria after all other applications have been considered. If places are not available they will be added to the aforementioned list. Applicants will be notified by the local authority about the success of their application.

## **Applications outside the normal admissions cycle**

In accordance with the co-ordinated admissions scheme, applications for in year admission should be made on the common application form (CAF). Information on the availability of places and the common application form can be obtained from Wokingham Local Authority. All applications for this school must be made using the Wokingham CAF. The common application form is available on request or can be downloaded at:

[www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). **Applicants for categories 1, 2, 3 and 6 are also requested to complete a separate supplementary information form (SIF), which must be returned to the school office, along with supporting documentation as set out above. (See Page 2 – Documentation required)**

## **Admission outside normal age group**

Each case will be considered on its own merits and circumstances and will only be agreed by the Governing Board after consultation with parents and other relevant parties. Enquiries regarding admissions can be made to the Headteacher or local authority.

Any requests for further information should be addressed, in the first instance, to the School Secretary, on telephone number (0118) 969 3893, e-mail: [schoolsecretary@st-dominicsavio.wokingham,sch.uk](mailto:schoolsecretary@st-dominicsavio.wokingham,sch.uk).

# Academy Admission Policies

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# **THE PIGGOTT CHURCH OF ENGLAND SCHOOL**

## **ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2019-20**

### **PREAMBLE**

The vision of The Piggott School is to encourage the highest achievement in all its students, through inspirational teaching, opportunities and learning. To this end it has five main aims, namely to:

1. Develop enquiring minds which are capable of independent thought
2. Promote the value of lifelong learning
3. Be open to new ideas
4. Provide a caring environment based on Christian values
5. Encourage respect and tolerance

The Governors determined the admission arrangements in accordance with the applicable legislation and the school Admissions Code introduced and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements and reflect the fact that, as a result of the amendments to the school's Funding Agreement made on June 12 2013 and the opening of Charvil Piggott Primary School, The Piggott School became an all-through setting for pupils aged 4-18years from September 2013.

Children are normally admitted to school in the Early Years Foundation Stage 2 (EYFS2)/Reception, Year 7 and Year 12. Children will be admitted to other years when spaces are available. They will usually only be admitted to the year group normal for their age: i.e. to EYFS2 if they have had their fourth birthday in the previous school year, Year 7 if they had their eleventh birthday in the previous school year, to Year 8 if they had their twelfth birthday in the previous school year and so on. For exceptions to this see Part 5 below.

### **INITIAL ADMISSIONS TO RECEPTION (EYFS2)**

#### **ADMISSION NUMBER**

The Governors have determined an admission number for this cohort of 30.

#### **MAKING AN APPLICATION**

At Charvil Piggott, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 30 places (the published admission number) available. Our policy is normally not to offer admission in September 2019 to children who were born on or after 1 September 2015. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer-born children), who do not reach compulsory school age until September 2019, parents who do not wish them to start school in school year 2019-2020 but be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered. They should then

reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

Parents wishing to apply for the Reception [Foundation] Year in September 2019 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 14 January 2019. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 17 April 2019.

## **LATE APPLICATIONS**

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

## **OVER – SUBSCRIPTION CRITERIA**

In the event of there being a greater demand for admission than there are places available, a child with a statement of special educational need (or Educational Health Care Plan – EHC), which names The Charvil Piggott Primary School will always be admitted. Once places have been offered to these children, the following criteria will be applied in the order set out below:

- A. All looked after children or children who were previously looked after: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).
- B. Pupils whose permanent home address is in the school’s designated area and who have a sibling living at the same address who already attends the school (in any Key Stage, i.e. EYFS2 (Reception year) – KS5) by the deadline for applications. (For the definition of sibling see below);
- C. The children of staff at The Piggott School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.
- D. Pupils whose permanent home address is in the school’s designated area but who do not fall into criterion B;
- E. Pupils whose permanent home address is not in the school’s designated area but who would otherwise fall into criterion B;



- F. (Secondary admissions only) Pupils who attend one of the linked primary schools, who have not been admitted in an earlier criteria namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- G. Pupils whose parents have chosen the school on denominational grounds; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion a parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain and Ireland or The Evangelical Alliance over the year immediately preceding the date of application (frequent in this context means at least twice a month for at least eight months a year); and
- H. All other pupils.

Within each criterion applicants will be ordered according to the distance they live from the school site, Charvil Piggott Primary School or Wargrave Piggott Secondary School respectively, measured as a straight line between the Land Gazetteer address points for the home address and the relevant site, using WBC's computerized mapping system.

Children of multiple births are a permitted exception to the Infant Class Size rules and all siblings of multiple births (in all year groups) will be admitted even if this might result in the admission number being exceeded. This exception does not extend to children born in the same school year but who are not from a multiple birth. In this instance, the place will be allocated by the drawing of lots carried out by Wokingham Borough Council. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

The designated area referred to above is that defined by the school and held electronically by WBC. It may be viewed on its website. The definition of sibling is given below.

If the distances between the home address and School, as defined above, of two or more unconnected applications which fall in the same criterion are identical, then they will be placed in order by the drawing of lots.

Applications are processed on the basis of the pupil's single permanent home address as defined and determined by the LA. Evidence to support the validity of the claimed home address will be required by the LA (refer to the LA's published guide).

## **APPEALS**

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one school year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

## **OUT-OF-AGE ADMISSIONS**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

## **SIBLINGS**

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

## **PARENT**

When used in this document or the associated application forms, parent means any person who has parental responsibility for or is the legal guardian of the pupil.

A child who is above statutory school age may apply for a place in their own right. Children not above statutory school age may apply in their own right for entry to the Sixth Form (i.e children working ahead of normal year). When a child, with the right to do so, applies in their own right, as necessary references to parent should be read as references to the child.

## **LA**

In this document references to LA refer to the local authority within which the applicant resides. Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application for all applicants.

## **DRAWING OF LOTS**

When it is necessary, in accordance with this document, for the allocation of a place to be determined by the drawing of lots, the draw will be carried out by WBC in the manner prescribed for the drawing of lots to determine the allocation of places at the schools for which it is the admission authority.

## **DESIGNATED AREA**

A map of the school's designated area is available in the Wokingham Borough Council Admissions Guides and the school's website for both primary and secondary admissions.

## **PERMANENT HOME ADDRESS**

By permanent home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

## CONTACTS

School documents and copies of school forms are available on the school's web site [www.piggott.wokingham.sch.uk](http://www.piggott.wokingham.sch.uk). They can also be obtained from the Admissions Administrator, whose contact details are given below. Any queries concerning admission to the school should be addressed to the Administrator as well.

The Admissions Administrator  
The Piggott School  
Twyford Road  
Wargrave  
Reading RG10 8DS

Email [admissions@piggott.wokingham.gov.uk](mailto:admissions@piggott.wokingham.gov.uk)  
Telephone (0118) 9402357  
Fax 0871 2264213

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Copies of Wokingham Borough Council documents and forms are available on its web site [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Wokingham's admission arrangements should be addressed to the team.

School Admissions Team  
Pupils' Services  
Wokingham Borough Council  
P O Box 156 Shute End  
Wokingham  
Berkshire RG40 1WN

Email [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk)  
Telephone (0118) 9746146

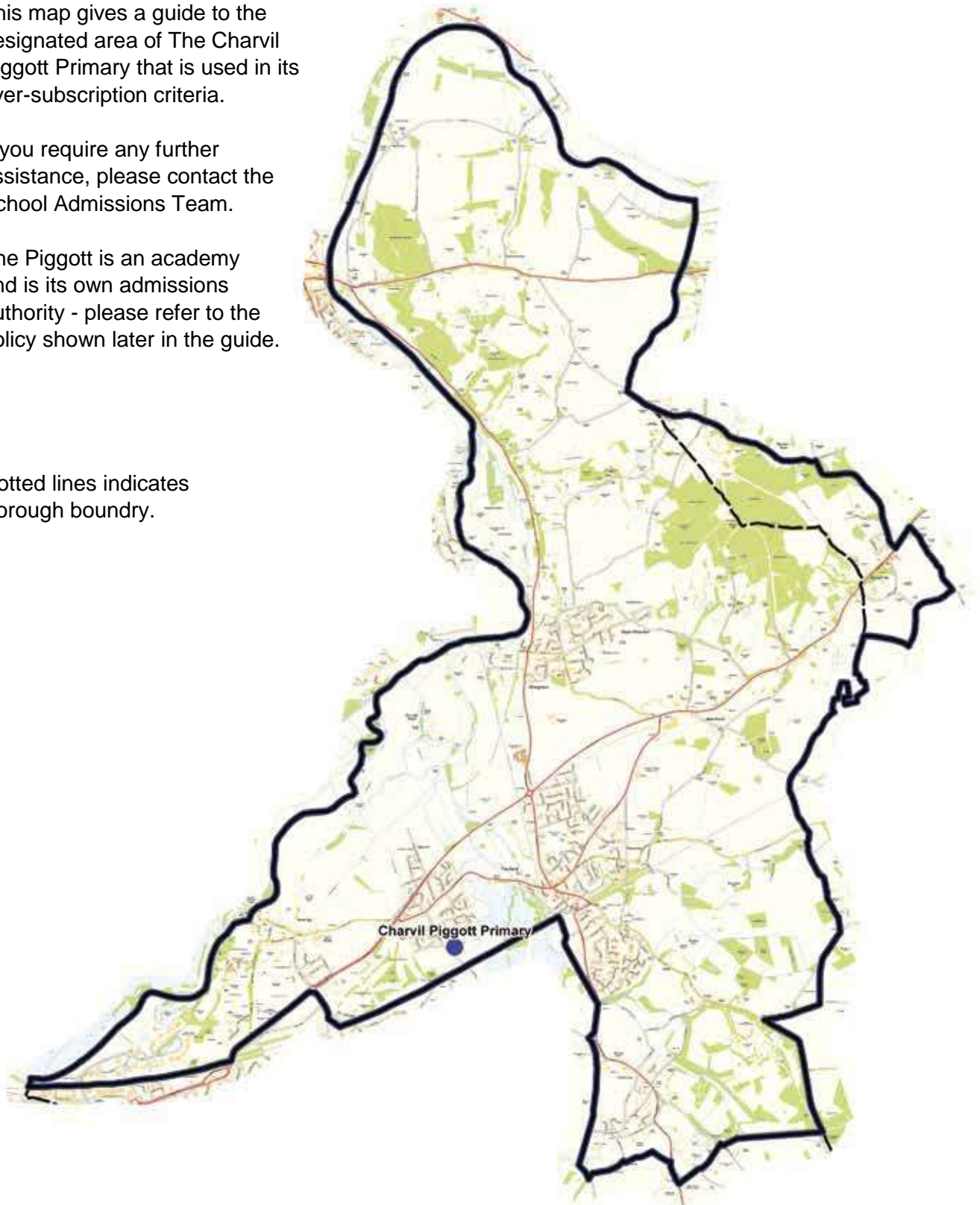
# Charvil Piggott Primary School designated area (part of the Piggott School)

This map gives a guide to the designated area of The Charvil Piggott Primary that is used in its over-subscription criteria.

If you require any further assistance, please contact the School Admissions Team.

The Piggott is an academy and is its own admissions authority - please refer to the policy shown later in the guide.

Dotted lines indicates Borough boundry.



# **Earley St. Peter's Church of England Primary School**

## **Admissions Policy for the Academic Year 2019-2020**

Earley St. Peter's CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

Every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2019**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 70 places (the published admission number) available. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer born children) who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2019-20 but to be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

(see Note 1) wishing to apply for the Reception Year in September 2019 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2019. Applications received after this date will normally only be considered after all those received on or before the cutoff date. Offers and refusals of places will be posted by the home LA on 16 April 2019.

NOTE: Any of the information given on the application form and the church attendance form (the supplementary information form) may be verified, and the application re-categorized in the light of any inconsistencies.

## **Over-subscription criteria**

Children with an Education Health and Care Plan (EHCP) or a Statement of Special Educational Needs naming Earley St. Peter's Church of England Primary School in the Plan or the Statement will always be offered admission.

If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

- 1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- 2 Children, one of whose parents is a regular worshipper (at least once a month for at least the 12 months preceding the application date) at Earley St Peter's Church. In order for an application to be considered under this criterion the parent must complete the school's Church attendance form (countersigned by the relevant Minister) and send this form directly to the School. For those who have recently moved into the area and are attending Earley St. Peter's Church, worship prior to the move at their previous Anglican church will be taken into account (so the total qualifying period will be regular worship at least once a month for at least 12 months prior to the application date). The parent will also be required to provide a church attendance form, countersigned by the relevant Minister of the previous church, with their application.
- 3 Children with a normal home address (see Note 3) in the catchment area (see Appendix) and with sibling (see Note 4) on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in the catchment area.
- 5 Children with a normal home address outside the catchment area and with sibling on the roll of the school at the time of application and who is expected still to be in attendance at the time of entry to the school.
- 6 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 5) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

NOTE: A separate admissions policy is applied to Earley St. Peter's Nursery and an offer of a Nursery place does NOT guarantee an offer of a school place.

## **All other admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 70 places. Applications must be made directly to the school on a form available from the school. If there is a vacancy, and there is no child on the relevant continued interest list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will be considered by the Governing Body only up to half a term in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the

main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **Admission outside normal age group**

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully eg. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However such admissions will not normally be agreed without a consensus between the parents, the school, the LA and any relevant professionals asked for their opinion by the Governing Body that it is in the best interests of the child.

### **Continued interest list**

The school maintains a continued interest list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the continued interest list is the same as the list of criteria for over-subscription. Continued interest lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria (unless an application has been received that takes priority over the continued interest list). Positions on continued interest lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a list. The school periodically seeks confirmation that parents wish a child's name to be kept on the continued interest list.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), or the place will be offered to the next name on the continued interest list.

### **Fair Access**

The school participates in the Wokingham Local Authority's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Appeals**

There are established arrangements for appeals against non-admission. These are heard by an independent appeal panel, convened by the Oxford Diocesan Director of Education. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

It should be noted that if a place is requested outside the normal age group and is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Further information**

Any requests for further information or to arrange a visit to the school should be addressed to the School. Telephone number 0118 926 1657 Email [admissions@earley-st-peters.wokingham.sch.uk](mailto:admissions@earley-st-peters.wokingham.sch.uk)

### **NOTES**

Terms used are as defined below:

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or

- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2 "Looked after" means a child in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3 "Normal home address" means the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it
- by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move when considering any application for a place.



We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 4 "Sibling" means brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form if the sibling has a different family name. When there is more than one sibling at the school, only the youngest need be listed on the application form.

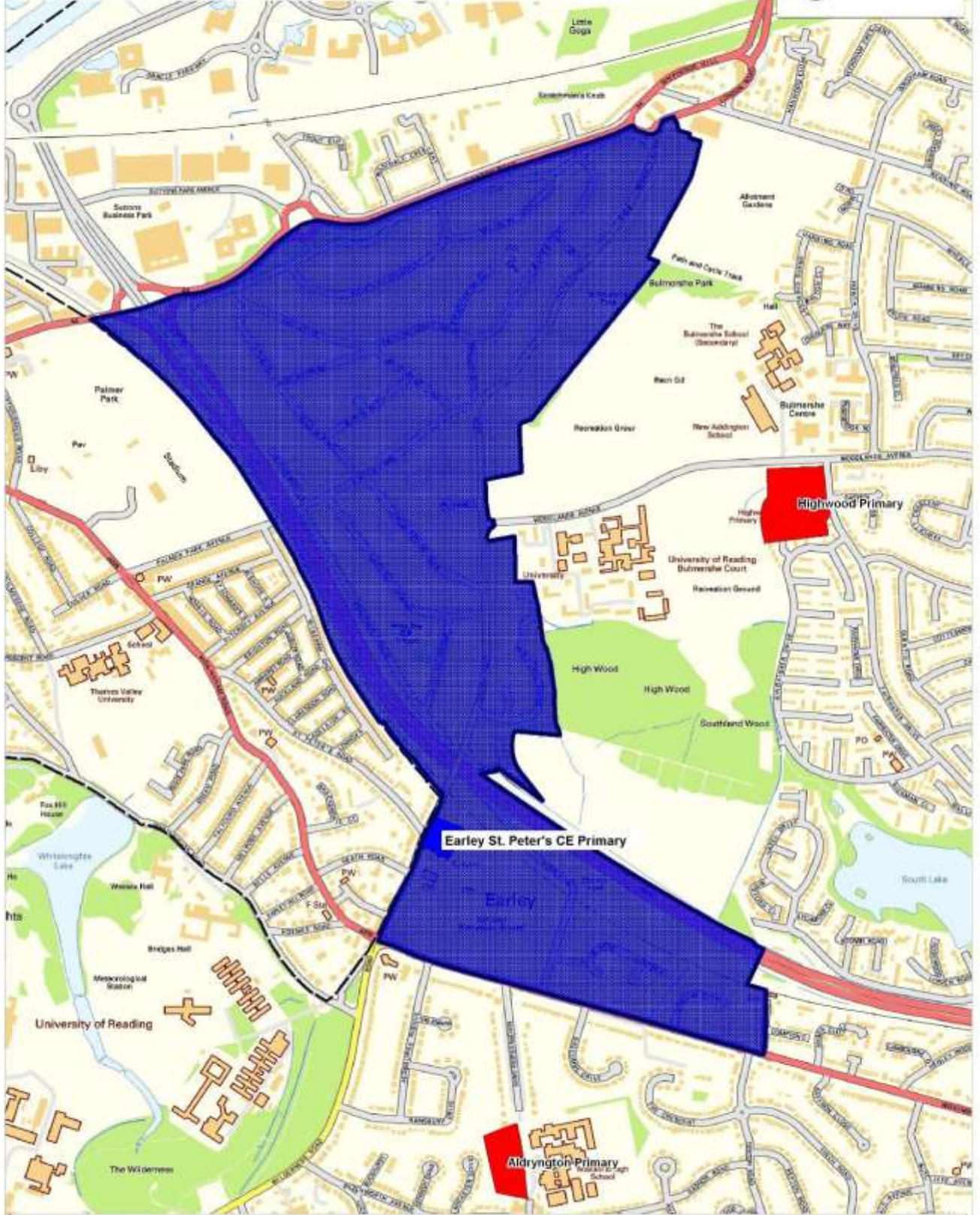
Note 5 The straight line distance used to determine proximity of the home to the school will be measured by a Geographical Information System adopted by the school, or by Wokingham Borough Council's system under which distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

## Appendix

The school's catchment area, shown on the map below, includes the following roads

Anderson Avenue	Erleigh Court Gardens	Nuthatch Drive
Barrington Close	Fairview Ave	Oldfield Close
Blackthorn Close	Gardner Place	Palmerstone Rd
Bridges Grove	Gladridge Close	Pitts Lane
Byron Rd	High Tree Drive	Pocket Place
Chiltern Crescent	Hilltop Rd	Sidmouth Grange Close
Church Rd (both sides excluding no.74 and odd nos. 1 – 67)	London Rd (south side nos. 228 – 404 only)	Sidmouth Grange Rd
Courts Rd	Mays Close	Stanton Close
Culver Lane	Mays Gate	Station Road (no 4, Corner House, No 5, Tudor Cottage, No 7, The Haven, No 9 Flats 1-5 and No 9, The Willows.
Delamere Rd	Mays Lane	The Drive
Eastcourt Ave	Milton Rd	Whitegates Lane
Erleigh Court Drive		Wokingham Rd (north side nos. 197 – 301 only)

# Primary School designated areas - Earley St. Peter's CE Primary



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# Evendons Primary School Admission Arrangements

## Admissions Policy 2019/20

Evendons Primary School aims to serve its local community by providing high quality education within an inclusive framework. It will incorporate no faith criteria in its admissions code. We believe that parents who choose this school for their child will do so knowing that it is a school which will provide their children with 21st-century skills focusing on entrepreneurial competencies and thus preparing them for a life in a rapidly-evolving society.

The school motto is **'Nurture, Inspire, Flourish'** and reflects our vision of providing a fun and vibrant learning environment with a focus on academic excellence in English and Science, Technology, Engineering and Mathematics subjects, whilst encouraging creativity in the Arts and camaraderie in Sport, and nurturing respect for others and the environment. This will be achieved in an inclusive environment, welcoming children from many different faiths and backgrounds. The school will adopt a holistic approach to ensure the personal and social, as well as academic, development of each child.

Evendons Primary School aims to be a 'walking' school as the children are likely to be drawn from the immediate vicinity of the school. We will expect our children to walk, scoot or cycle to school wherever possible.

### Admissions Criteria

The total pupil admissions number (PAN) will be 50 (two forms of entry of 25 children in reception year group). Wokingham Borough Council's school admissions team will manage the application and allocation process on behalf of Evendons Primary School. This means parents/carers wanting their children to attend the school must apply to their home Local Authority as they would for any other state-maintained school.

### In Year transfers

Parents who wish to transfer their child to Evendons Primary School during the 2019/20 academic year will need to apply to Wokingham Borough Council admissions team, who will co-ordinate in year transfers.

The School opened in September 2014 and in 2019/20 will have two classes across all year groups with the exception of year six, which will only have one class.

The governing body of Evendons Primary School is its own Admissions Authority. The Admissions Policy will be in full accordance with the School Admissions and Appeals Codes.

The Evendons Admissions Policy closely follows that of Wokingham Borough Council's oversubscription criteria for community schools. Evendons Primary school has a designated catchment area, of all postcodes with a central point within 1.5 miles circular from the central point of postcode RG41 4AA.



The map above shows the approximate designated area for Evendons Primary School. All postcodes that fall in the designated area will be provided to Wokingham Borough Council. A list of all the postcodes in catchment is available on the Evendons Primary School website <http://www.evendons-primary.co.uk/parents-info/admissions/catchment-area-check-2/>.

If there are fewer than 50 applications for any year group, all applicants will be offered a place.

Where the number of applications for admission is greater than the published admissions number for any relevant age group, Evendons Primary School will consider applications against the criteria set out in the sub-paragraphs following. This does not apply to those children whose statement of Special Educational Needs(1) (SEN) or Education, Health and Care plan names Evendons Primary School, who will be admitted first.

#### **Oversubscription Criteria:**

**The following oversubscription criteria will be applied in order of priority where the school receives more preferences than places available. All preferences will be treated on an equal basis:**

- A) Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B) Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2).
- C) Children whose permanent home address is inside the school's designated area and who has a sibling at the school at the time of the application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4).
- D) Children of staff in either or both of the following circumstances:
  - a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- E) Children whose permanent home address is inside the schools' designated area.
- F) Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of the application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4).
- G) Any other children

#### **Note 1**

A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by the local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children and Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the home local authority that the child is looked after or
- Confirmation by the local authority that last looked after the child confirming that the child was previously looked after immediately prior to the issuing of one of the orders detailed above.

**Note 2**

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why this school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 for consideration prior to the main allocation of places .

An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but will, if agreed by panel, affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

**Note 3**

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

**Note 4**

Occasionally a parent with more than one child can express a preference for their designated area school (s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). Parents must notify the school admission team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school (s), designated area status would still be applied.

Our admission arrangements take into account the requirements of the Equalities Act. Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available.

The definitions above were taken from 'Determined Coordinated Primary and Secondary admissions schemes and policy 2018-2019', for Wokingham Borough Council. This document can be found at <http://www.wokingham.gov.uk/schools-and-education/school-admissions/admission-arrangements-2018-2019/>

The Trust have sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers from Wokingham Borough Council will consider the application and supporting evidence provided. The panel's decision and reasons will be recorded, for the purpose of advising the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may, if agreed by panel, affect the applicant's position on a school's waiting list.

**Distances**

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial (straight line) distance.

Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

### **Split living arrangements**

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- Where the child is registered with the GP
- Any other evidence the parents may supply to verify the address

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address will be considered by an admissions panel of at least two officers and their decision is final.

### **Applicants from abroad**

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own by January 15, 2019. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team at Wokingham Borough Council.

### **Service Families**

Families of UK service personnel (and other Crown servants) who are **not yet living** in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield Garrison but are assigned to another base.

### **Pupils with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan**

Admission arrangements for pupils with a statement of special educational need or EHC plan will continue to be managed by the Special Educational Needs Team. Parents are invited to complete the common application form and where identified, preferences will be shared with the Special Educational Needs Team.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members/or two Evendons Primary School Trust representatives. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### **Verification of information**

#### **Home address**

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place

under criteria C or E. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is January 15, 2019. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

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.

### **Compulsory School Age**

For admission to the 2019/20 academic year, the local authority will offer all children a full time school place from the September following their fourth birthday.

Parents may request that their child attends part-time until the child reaches compulsory school age, the start of the first school term after their fifth birthday. Parents may defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date. A half-term's notice is required, running from the end of a full-term or half-term holiday.

Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

Children are normally allocated to their chronological year group. Where a parent considers that their summer-born child (with birthdays between 1 April and 31 August) will not be ready and would like their child to work a year behind; the admissions authority (in Evendons Primary School this is the Governing Body) would consider such requests in accordance with their policy relating to admission outside the normal age group (shown below). In order that such requests (supported by evidence from relevant professionals) can be fully considered, the parent will be asked to submit their request together with an application to Wokingham Borough Council for the normal age group by the deadline. This ensures that if the request is refused, the child's application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.



If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Requests to continue working out of normal age group would need to be made whenever the child moves schools.

An admissions panel will make decisions based on the circumstances of each case and in the best interests of the child concerned. (Where preferences are expressed for own admission authority schools such as Evendons Primary School, the parent must submit information to each school for consideration.) Consideration will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the head teacher, the admissions team at the Local Authority (Wokingham Borough Council) and the child's early years setting will also be taken into account.

When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and where possible, the decision will be made prior to the offer date for the child's chronological year group.

Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.

#### **Admission outside normal age group**

Requests from parents for school places outside a normal age group will be considered.

Each case will be considered on its own merits and circumstances and will only be agreed by an Admissions panel, following consultation with the Local Authority, parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion by the panel, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

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

Evendons Primary School will be participating in the co-ordinated in-year admissions scheme for Wokingham Borough Council and therefore in-year applications for the school should be made by completing the application form available from Wokingham Borough Council. The school will participate in Wokingham Local Authority's In-Year Fair Access protocols which may mean children are admitted over the admission number. Full details of the in year admissions scheme can be found on the Wokingham Borough Council website: [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions).

#### **Waiting list**

Waiting lists will be maintained by the local authority if the school has more applicants than places available. The waiting list will be maintained until the end of year 6 to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

The maintenance of waiting lists for Evendons Primary School is a bought in service from Wokingham Borough Council.

Parents will be able to apply online to Children's Services for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

Waiting list information will be available in accordance with the published timeline.

### **Late applications**

If the school is fully subscribed, late applicants will be placed on the waiting list according to the relevant criteria above.

### ***Applications made after the closing date but before offer date***

The closing date for applications for school places in the normal admission round will be January 15, 2019. Children's Services will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2019. Changes to existing applications received after January 15, 2019 will be considered as 'late' and considered after the allocation.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places. These late applications will be processed by the date given in the scheme.

### ***Applications made after the offer date but before August 31, 2019***

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the designated area school (if there are places available) or the most accessible school to the home address with vacancies if they live in the Wokingham Borough. No offer will be made to those children living outside of the Borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

### ***Change of preference***

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team or amend their online application by the closing date.

Parents who wish to amend their application **after** the closing date should put their request in writing to the School Admissions Team at Wokingham Borough Council. No consideration will be given to their request until after the offer date.

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, that any changes of preference can adversely affect access to assistance with school transport.

### **Exclusions**

We will follow Wokingham Borough's Protocol for Exclusions (Managed Transfers and Reintegration), including their appeals process.

### **Appeals procedure**

Applicants who are not allocated a place at Evendons Primary School will have the right of appeal. The appeals process for the school will be managed by Wokingham Borough Council as an acquired service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admissions team.

Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the on-line notification refusing a place. Applicants will be informed where the admission of additional children would breach the infant class size limit.

The local authority will not consider any further application for admission, nor is there any automatic right to a further appeal for admission within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

Appeals are normally heard for the year group applied for, to start in that year group; if a parent wishes to appeal for the next year group (applicable after the May half-term prior to a September start), a parent will be asked to submit a new application form for that year group. The later application will supersede the previous application. Children's Services can then ensure that there are no new circumstances to take into consideration prior to the issuing of a letter refusing the school place.

**Key dates for Evendons Primary school admissions process**

This process will be administered in conjunction with Wokingham Borough Council Admissions Team.  
Final dates TBC

<b>Dates</b>	<b>Action</b>
September 11, 2018	Composite Prospectus for Primary Schools published by Wokingham Borough Council
November 2018	Applicant packs sent out by Wokingham Borough Council
November 13, 2018	Online admissions open for entry to Primary School on Wokingham Borough Council website
January 15, 2019	National closing date for applications and evidence to be provided to meet criteria.
By February 28, 2019	Appeals timetable will be published to the website.
March 15, 2019	Ranked lists will be submitted by Wokingham Borough Council after ratification by Evendons Primary School admissions panel.
April 16, 2019	National offer day - offer to be posted online, letters posted first class
May 3, 2019	Deadline for acceptance of offer, Waiting list available, Late applications to be processed
May 18, 2019	Closing date for appeals to be logged
End May / Early June 2019	Local authority to advise Evendons Primary school of final allocation details
June / July 2019	Deadline for appeals to be heard

\* 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.

	Children with Statements of Special Education Need or Education, Health and Care Plans and Criterion A - looked after or previously looked after children	Criterion B - exceptional medical or social needs	Criterion C - children of founders	Criterion D - Siblings living inside designated area	Criterion E - Designated area	Criterion F - Siblings living outside designated area	Criterion G - Any other children	Published admissions number	Number allocated	Number of preferences (1st, 2nd, 3rd & 4th preferences combined) for the school received by the deadline
2017/18	2	0	0	25	23	0	0	50	50	216
2016/17	0	1	0	17	32	0	0	50	50	289
2015/16	1	0	1	11	37	0	0	50	50	234

#### 2017/18

The last child offered under criterion E lived 0.643 miles from the school according to the local authority's computerised mapping system.

There were insufficient places for the remaining 38 children (26 in criterion E, 1 in F and 11 in criterion G) and these children have been provisionally placed on the waiting list pending confirmation from the parents that they wish their child to remain on the waiting list for the school.

#### 2016/17

The last child offered under criterion E lived 0.922 miles from the school according to the local authority's computerised mapping system.

There were insufficient places for the remaining 39 children (28 in criterion E and 11 in criterion G)

#### 2015/16

19 children living in the designated area could not be allocated. The last child allocated lived 0.866 miles based on radial distance.

Appeals information: Lodged 1, Rejected

# Floreat Montague Park Primary

## School Admissions Criteria 2019/20

### Primary - Reception Admission Criteria

#### INTRODUCTION

The admissions policy for Floreat Montague Park Primary School complies with the requirements of the Schools Admissions Code, the School Admissions Appeals Code and admissions law. Our admissions process is designed to be inclusive, open, fair and transparent.

#### ADMISSIONS NUMBER

Floreat Montague Park Primary School has an admission number of 60 for entry in Reception. The school will accordingly admit this number of pupils each year if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied. Where more applications are received, the oversubscription criteria will be used to allocate places.

#### SPECIAL EDUCATIONAL NEEDS

Floreat Montague Park Primary School will admit any child with a Statement of Special Educational Needs or Education, Health and Care Plan where that Statement or Plan names Floreat Montague Park Primary School as the most appropriate school for the child in question. This is not an oversubscription criterion and applies even where in admitting this pupil the school would exceed its published admission number.

#### OVERSUBSCRIPTION CRITERIA

The over-subscription criteria for Reception admission in September 2019 are:

- i Children looked after and those who ceased to be children looked after because they were adopted, or because they became subject to a residence order or a special guardianship order (note 1);
- ii Children with a professionally supported exceptional medical need or exceptional social need for a place at a particular school, as decided by the Governing Body;
- iii Brothers and sisters of children on the roll of the school on the date of admission (note 3);
- iv Children eligible for the early years pupil premium, the pupil premium or the service premium who have attended the school's nursery class;
- v Children in order of straight line distance from home to school\* as measured by Wokingham Council's Geographical Information System (note 4);

If there are more applications than places within any category, applications will be considered in order of straight line distance from home to school as measured by Wokingham Council's Geographical Information System (note 4).

Notes:

1. A child looked after is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A residence order is defined by section 8 of the Children Act 1989. A child arrangement order is defined by section 8 of the Children Act 1989 as amended by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

2. Applications made on exceptional medical grounds must be supported by a current letter from a specialist health professional. Applications made on exceptional social grounds must be supported by a

current letter from a social worker or other care professional working with the family. The letters must give reasons why the child's condition or circumstances make it necessary for the child to attend the school applied for, and the difficulties that would be caused if the child had to attend an alternative school. If this information is not provided by the application closing date, the application will not be considered under this criterion. The Director of Education and Social Services may request professional advice, from within or outside Wandsworth Council, before reaching a decision.

3. A sibling is a full brother or sister, a step/half brother or sister living at the same address, a child who is living as part of the family by reason of a court order, or a child who has been placed with foster carers as a result of being looked after by a local authority.

4. The straight-line measurement used to prioritise applicants for admission to schools in Wokingham commences in all cases at the location of the property and terminates at the central point of the school site\* as determined by Wokingham Council's Geographical Information System. Measurements by alternative systems and/or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random.

5. The only permanent address of the parent/guardian with whom the child is living on the closing date for applications will be used for this purpose. A childminder's address will not be accepted. A parent/carer may be asked to provide evidence to verify that an address is permanent.

6. There is no automatic right of transfer from the nursery class to the infant reception class within the same primary school. If there are more applications than places available, priority will be based on the above criteria alone.

#### **TIE-BREAKER**

If there is one place available and two or more children next in order of priority or next on the waiting list meet the appropriate criterion equally, the place will be allocated using the distance criterion. If the distances are equal, the place will be allocated by drawing lots in the presence of an independent witness.

Parents should note that admission to Reception classes is determined using the admission criteria for primary schools. Attendance at a nursery does not guarantee a Reception place at the attached infant or primary school. Admission to the primary school from the nursery is therefore not automatic and cannot be guaranteed.

Late applications will only be considered after offers have been made to applicants who applied by the closing date.

#### **DEFERRED ENTRY FOR INFANTS**

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

#### **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP**

Parents may request that their child is admitted outside their normal age group. When such a request is made, the academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the parent.

The process for requesting such an admission is as follows: a letter should be sent to the Headteacher at the school. This will be discussed with members of the governing body in the admissions committee where a decision will be made. This decision will be communicated back to the parents by the Headteacher in writing.

## **APPLICATION PROCESS**

The school will be participating in coordinated admission arrangements administered by Wokingham Borough Council. Parents/carers must apply on the Common Application Form of the local authority where they live. This can be completed online via the local council website or on a paper form available from the school or the local council's School Admissions Team.

The closing date for Reception class applications will be 15th January 2019. Notification letters will be sent out on 16th April 2019. Applications received after the set closing date will be accepted but will not normally be considered for a place at the school until after the initial offer date.

## **WAITING LIST**

The school will maintain a waiting list for applicants who are unsuccessful in obtaining a place, in accordance with the published oversubscription criteria. Should a child join the waiting list after places have been allocated, he or she will be placed on the waiting list in the order determined by the application of the published admission criteria. This means that the place of a child on the waiting list may change if a child with higher priority by the application of the selection criteria joins the list.

## **IN-YEAR ADMISSIONS**

Should there be a vacancy in a year group during the academic year; places will be offered after applying the above admissions criteria to all applicants including those on waiting list.

## **APPEALS**

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should obtain an appeal form from the Wokingham Independent Appeal Service (Clerk to the Appeals Panel, Wokingham Borough Council, Shute End, Wokingham Berkshire RG40 1WH). The form should be sent to reach the Clerk to the Appeal Panel, c/o the Wokingham Independent Appeal Service, within 20 school days of the date of the letter confirming the Governors' decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

# Hatch Ride Primary School Admission Policy

## Admissions arrangements for September 2019

Hatch Ride Primary School has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2019.

These are given below, and further information is available on the Council website at [www.wokinghamboroughcouncil.gov.uk/schools/admissions](http://www.wokinghamboroughcouncil.gov.uk/schools/admissions)

1. The published Admission numbers for Hatch Ride Primary School in 2019 is 30.
2. Applications for admission at the normal intake will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions.
3. Applications for Reception places must be made by 15th January 2019
4. Places at Wokingham Primary Schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.
5. Children with an Education Health Care Plan that names Hatch Ride Primary School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement or plan that has named the school.
6. When Hatch Ride Primary School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order.

### Oversubscription Criteria

- A. 'Looked after' and children who were 'looked after', but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order (previous 'looked after' children) (see note 1).
- B. Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2).
- C. Children whose permanent home address is inside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- D. Children whose permanent home address is in the schools' designated area.
- E. Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- F. Any other children

### Notes relating to oversubscription criteria

**Note 1:** A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).



A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangements orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

**Note 2:** When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

**Note 3:** A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

**Note 4:** Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). This only applies to preferences submitted on an original application. Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

## **Important Information**

### **Tie breaker**

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

### **Residency requirements**

#### **Home address**

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement. Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2019. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The governing body 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.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Wokingham Borough Council staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### **Waiting lists**

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until year 6. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

Parents will be able to apply on line to Wokingham Borough Council for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception, the waiting list will transfer to own admission authority schools on 31 December 2019, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list

### **Appeals**

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Wokingham Borough Council as a contracted service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admissions team.

Applicants will be informed where the admission of additional children would breach the infant class size limit

# NINE MILE RIDE PRIMARY SCHOOL

## Admissions Arrangements 2019/20

### 1. Introduction

Nine Mile Ride Primary School takes pride in developing outstanding teaching and learning by holding the highest expectations of all our pupils and knowing the pupils well. We challenge all pupils to strive for academic, creative, emotional, sporting and personal accomplishment within a broad, vibrant and enriched curriculum. Our vision is for all pupils to leave Nine Mile Ride Primary as independent learners with the knowledge, concepts, skills and attitudes that make them ready for being responsible citizens of the 21st century.

Our values of being respectful, resilient, resourceful and reflective will enable pupils to develop a personal ethic and a moral attitude that will positively affect behaviour and equip them with the skills needed for successful lives both now and in the future and contribute positively to society.

We celebrate growth mind sets and promote learning power skills to ensure that pupils are capable of doing new things, being creative and inventive and are not frightened to make mistakes. We encourage pupils to take ownership of and responsibility for their learning and decisions, so they have the confidence and curiosity to ask questions, solve problems and communicate well.

In order to create an inclusive school where everyone can shine, we promote an ethos where we believe in all our pupils, where challenge is valued and celebrated – both within school and the wider world. Special care is taken to build respectful relationships and educate everyone at Nine Mile Ride about the needs of others and how best to meet them. We foster open and honest communication with parents, carers and specialists and actively seek to engage with all members of the Nine Mile Ride community in a positive and supportive manner.

Preparing pupils to thrive in this ever changing world relies on parents as educators too and it is our aim to continue to work with you so that pupils leave Nine Mile Ride Primary ready and fully equipped for the next stage in their journey through life.

Nine Mile Ride Primary School is an Academy and part of a multi-academy Trust called The Circle Trust. The Circle Trust is the admissions authority for this school. The Trust works in close collaboration with Local Authorities to manage the admission process for parents and carers.

The Trustees have determined the admission arrangements in accordance with the applicable legislation and the school Admissions Code introduced and after consultation with the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements.

### 2. Pupil Admission Number (PAN)

The Trustees have determined a pupil admission number for this cohort (2018 -19) of 50.

### 3. Making an application for a place(s)

Applications to this school are in accordance with a coordinated scheme determined by the Local Authority (LA) within which the applicant resides. It is to that LA that applications for a place at Nine Mile Ride School should be sent and that LA will advise the applicant of the result of their application. Coordinated admission schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The Circle Trust is the admission authority for Nine Mile Ride School and as such the Trust will receive and consider any applications made for a place at this school. The outcome of that consideration will be communicated to the applicant by, and in accordance with the procedures of, the relevant LA.

At Nine Mile Ride School, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2013 and 31 August 2014 may apply for them to be admitted to the Reception

Year in September 2018. There are 30 places (the published admission number) available. Our policy is normally not to offer admission in September 2018 to children who were born on or after 1 September 2014. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide. <http://www.wokingham.gov.uk/schools-and-education/school-admissions/starting-infant-or-primary-school-ages-4-5/>

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age.) The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. Please note parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

If parents choose to defer their child's admission, or take up the place part-time before their child has reached compulsory school age, they must discuss this with the Headteacher to agree.

Parents wishing to apply for the Reception [Foundation] Year in September 2018 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 14 January 2018. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2018.

### **Late applications for a place(s)**

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents/carers are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

### **Criteria for admissions for a place(s)**

The Trustees will admit all applicants to Reception if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:

The Criteria for a place(s) at Nine Mile Ride School

A - Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order (previous looked-after children) (see note 1)

B - Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2)

C - Children whose permanent home address is inside the schools' designated area and who has a sibling at the school, at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)

D - Children whose permanent home address is in the schools' designated area

E - Children whose permanent home address is outside the schools' designated area and who has a sibling at the school, at the time of application; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)

F - Any other children

**Note 1:**

The "looked after child" is a child who is (a) in the care of a Local Authority, or (b) being provided with accommodation by a Local Authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989). A previously looked after child is a child who was looked after by a Local Authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the Local Authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- Confirmation by the Local Authority that the child is looked after or
- Confirmation by the Local Authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

**Note 2:**

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs).

This evidence must be specific to the school in question; it must show why that this school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support. Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2016 for consideration prior to the main allocation of places.

An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the admission authority after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

**Note 3:**

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

**Note 4:**

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the Local Authority is unable to meet this preference. The Local Authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area).

#### **4. Designated area**

All designated areas for schools can be found at <https://www.google.co.uk/search?q=Wokingham+LA+designated+areas+for+schools&oq=Wokingham+LA+designated+areas+for+schools&aqs=chrome..69i57.9315j0j7&sourceid=chrome&ie=UTF-8>

Parents/Carers can check your eligibility on the home page of the Wokingham Borough website. <http://www.wokingham.gov.uk/> scroll down to "Find my nearest" and enter postcode this will then show you your catchment schools.

#### **5. Allocation of places**

Should there be more applicants than 50 TBC, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those with a statement or Education Health and Care plan then those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school.

As previously stated the Trustees are required to admit all pupils with statements of special educational needs or Educational Health and Care plan which names Nine Mile Ride School in the statement/plan. To the extent that the Trustees are aware of any such pupils in the above categories to be admitted to Reception in 2018-19 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number of 50.

#### **6. Accepting or declining the offer of a place**

Parents/Carers are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the Local Authority within their stated time limit, this is normally two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn. Parents/Carers are requested to advise this school at any stage, if they are not accepting the place for any reason.

#### **7. Appeals for a place(s)**

Parents/Carers have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one school year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

The Circle Trust ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with



## **8. Waiting list for a place(s)**

The Circle Trust as the admissions authority for Nine Mile Ride School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. Parents/Carers are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the school.

Pupils admitted under the Wokingham Fair Access Protocol may take priority over children on the Waiting List.

## **9. In-year Admissions applications for a place(s)**

Parents/Carers wishing to apply for a place at this school should obtain a copy of the common application form from Wokingham from the school's website. This applies to pupils living in other Local Authorities, where these Authorities are not using the in-year coordinated scheme. This should be completed and returned to the Local Authority in accordance with its instructions. The Local Authority will notify the parent/carer of the outcome of the application once the Trustees have advised them of the decision made by the Admissions Committee.

If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to that year group. Pupils will be admitted from the waiting list in order as space becomes available.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Trustees will determine a place can be offered to the applicant. If however at the time of this determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions and will be considered in that order. Unless they are statutorily obliged to admit the applicant or the application is covered by the Local Authority's Fair Access Protocols, Trustees will, when reaching a decision on an application for admission to a full year group, normally refuse a place.

Unsuccessful applicants will be placed on the waiting list if they confirm that they wish to be.

## **11. Appeals for a place(s)**

Anyone whose application is unsuccessful may appeal.

The Circle Trust adheres to the appeals process for admissions as set out in The Schools Admission Appeals Code

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

The Circle Trust ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with the Appeals Code or was set up wrongly, and that this affected the outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

If the EFA finds that the appeal arrangements have breached the Code, The Circle Trust may be required to establish a fresh appeal to hear the case again if EFA finds that such a breach affected the outcome of the appeal.

Complaints to the EFA about the appeal panel process (not the outcome) should be submitted by sending a completed complaint form by email to [academyquestions@efa.education.gov.uk](mailto:academyquestions@efa.education.gov.uk) or by post to the Admission Appeal Complaints team at the Education Funding Agency. The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download.

## 12. Definitions for the purpose of admissions

Throughout this document there is reference to key roles or processes for clarity these are explained and when required defined below:

**Academic Year** A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.

**The Admission Code** The Admission Code (2014) is the statutory guidelines set out by Government that The Circle Trust must follow  
[https://www.gov.uk/government/uploads/systems/uploads/attachment\\_data/file/389388/SchoolAdmissionsCode2014-19Dec.pdf](https://www.gov.uk/government/uploads/systems/uploads/attachment_data/file/389388/SchoolAdmissionsCode2014-19Dec.pdf)

The Trust also adheres to the appeals process for admissions as set out in The Schools Admission Appeals Code  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389388/School\\_Admissions\\_Code\\_2014\\_-\\_19\\_Dec.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf)

**Admission Authority** Is the body responsible for setting and applying a school's admission arrangements. For Academies such as St Crispin's School, this body is the Academy Trust which is The Circle Trust [thecircletrust.co.uk](http://thecircletrust.co.uk)

**Admission Arrangements** The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.

**Admission Number (or Published Admission Number – (PAN))** The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements.

**Common Application Form** This is the form parents/carers complete, listing their preferred choices of schools, and then submit to Local Authorities when applying for a school place for their child as part of the local co-ordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish.

**Composite prospectus** The prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools in the area (including admission numbers and catchment areas).

**Determined Admission Arrangements** Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.

**Determination Year** The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.

**Designated area or catchment** This is the geographical area, from which children may be afforded priority for admission to a particular school. A catchment area is part of a school's admission arrangements and must therefore be consulted upon, determined and published in the same way as other admission arrangements. A map of the school's designated area is available in the Wokingham Borough Council Admissions Guides and all schools' websites  
<https://www.google.co.uk/search?q=Wokingham+LA+designated+areas+for+schools&oq=Wokingham+LA+designated+areas+for+schools&aqs=chrome..69i57.9315j0j7&sourceid=chrome&ie=UTF-8>

**First Preference First** Oversubscription criterion that giving priority to children according to the order of other schools named as a preference by their parents, or only considering applications stated as a first preference. The First Preference First oversubscription criterion is prohibited by this Code.

**Home Local Authority** A child's home local authority is the local authority in whose area the child resides.

**Infant Class Size Exceptions** The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15 of the Admissions Code

**Infant Class Size Limit** Section 1 of the SSFA 1998 limits the size of an infant class (i.e. a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.

**Local Authority (LA)** In this document references to LA refer to the local authority within which the applicant resides.

Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application for all applicants.

**Local Government Ombudsman** An independent, impartial and free service that investigates complaints about maladministration of certain public bodies.

**Looked After Children (see also Previously Looked After Children)** Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school.

**National Offer Day** The day each year on which local authorities are required to send the offer of a school place to all parents of secondary age pupils in their area. For secondary pupils, offers are sent out by the home local authority on 1 March. For primary pupils, this will be on a locally determined date in 2013, then on 16 April from 2014 onwards.

**Normal Admissions Round** The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.

**Offer Year** The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.

**Out-of-Age Admission** Requests from parents/carers for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The Trustees will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

**Oversubscription** Where a school has a higher number of applicants than the school's published admission number.

**Oversubscription Criteria** This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

**Parent/Carer** A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in The Children Act 1989) for a child or young person. Having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law.

### **Permanent Home address**

Permanent home address, means the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. The Circle Trust will take into account, for example, the following:

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school of the contact details and home address supplied to it by the parents
- Where the child is registered with his/her GP
- Any other evidence the parents may supply to verify the position.

The Trust may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV license, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The Trust works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

The Circle Trust regards a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the Trust must be informed. If parents are moving, we will ask for evidence of the move, before considering any application for a place. We cannot accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home and may refuse to base an allocation of a place on an address which might be considered on temporary. Nor can we accept an address where the child is resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would

not normally accept an address where only part of a family had moved unless connected with a divorce or permanent separation, in which case we would require proof.

### **Previously Looked After Children**

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

**Reception Class** Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.

**Relevant Age Group** The age group to which children are normally admitted. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.

**Relevant Area** The area for a school (determined by its local authority and then reviewed every two years) within which the admission authority for that school must consult all other prescribed schools on its admission arrangements.

**Schools Adjudicator** A statutory office-holder who is appointed by the Secretary of State for Education, but is independent. The Adjudicator decides on objections to published admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools.

**School Year** The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.

**Sibling** A sibling is defined as a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address, who will be at the school when the applicant will enter the school. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

**Statement of Special Educational Need (SEN)** A Statement of Special Educational Need is a statement made by the local authority under Section 324 of the Education Act 1996, specifying the special educational provision required for that child

**Twice Excluded Pupils** A child who has been permanently excluded from two or more schools

**Waiting Lists** A list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

### **13. Helpful contacts**

All admission documents and copies of admission forms are available on Nine Mile Ride School's website <http://www.ninemileride.co.uk/>

Any queries regarding admissions can be directed via [admissions@thecircletrust.co.uk](mailto:admissions@thecircletrust.co.uk)  
The Data and Admissions Manager  
C/o St Crispin's School  
London Rd, Wokingham  
RG40 1SS

Any queries about Wokingham's admission arrangements should be addressed to the team  
School Admissions Team Email [schooladmissions@wokingham.gov.uk](mailto:schooladmissions@wokingham.gov.uk)  
Pupils' Services Telephone (0118) 9746146  
Wokingham Borough Council Fax (0118) 9746135  
P O Box 156 Shute End  
Wokingham, RG40 1WN

# Oaklands Infant School Admission Policy

## Admissions arrangements for September 2019

Oaklands Infant School has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2019.

These are given below, and further information is available on the Council website at [www.wokinghamboroughcouncil.gov.uk/schools/admissions](http://www.wokinghamboroughcouncil.gov.uk/schools/admissions)

1. The published Admission numbers for Oaklands Infant School in 2019 is 60.
2. Applications for admission at the normal intake will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions.
3. Applications for Reception places must be made by 15th January 2019
4. Places at Wokingham Primary Schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system.
5. Children with an Education Health Care Plan that names Oaklands Infant School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement or plan that has named the school.
6. When Oaklands Infant School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order:

### Oversubscription Criteria

- A. 'Looked after' and children who were 'looked after', but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order (previous 'looked after' children) (see note 1).
- B. Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2).
- C. Children whose permanent home address is inside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- D. Children whose permanent home address is in the schools' designated area.
- E. Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- F. Any other children

### Notes relating to oversubscription criteria

**Note 1:** A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the

Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

**Note 2:** When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2019 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

**Note 3:** A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria C or E if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission.

#### **Linked Infant School**

Emmbrook Infant School  
Gorse Ride Infant School  
Oaklands Infant School  
Polehampton CE Infant School  
Robert Piggott CE Infant School  
Shinfield Infant & Nursery School  
Walter Infant School  
Wescott Infant School  
Willow Bank Infant School

#### **Linked Junior School**

Emmbrook Junior School  
Gorse Ride Junior School  
Oaklands Junior School  
Polehampton CE Junior School  
Robert Piggott CE Junior School  
Shinfield St Mary's CE Aided Junior School  
St Paul's CE Junior School  
Westende Junior School  
Willow Bank Junior School

**Note 4:** Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). This only applies to preferences submitted on an original application. Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

## **Important Information**

### **Tie breaker**

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff members.

### **Residency requirements**

#### **Home address**

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement. Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home



Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2019. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The governing body 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.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will be offered even if this will result in the school going above the admission number with one exception; where to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Wokingham Borough Council staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

## **Waiting lists**

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until year 2. Positions on the list will be determined by applying the oversubscription criteria outlined above. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a waiting list.

Parents will be able to apply on line to Wokingham Borough Council for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

When the normal round of admissions closes (August 31) for F2 Reception, the waiting list will transfer to own admission authority schools on 31 December 2019, unless the governing body indicates that they want the local authority to hold their lists and there is agreement to this.

Waiting list information will be available in accordance with the published timeline.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list

## **Appeals**

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Wokingham Borough Council as a contracted service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admissions team.

Applicants will be informed where the admission of additional children would breach the infant class size limit

# Saint Sebastian's Church of England Primary School

## Admissions Policy 2019/2020

Saint Sebastian's Church of England Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, environment where everyone is welcome and every child is motivated to acquire skills for life and a love of learning. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

The governing body of the school, not Wokingham Borough Council, is responsible for deciding on admissions to the school. However, under co-ordinated admissions arrangements, applications to the school for entry to the Reception year 2019-20 must be made to the home LA (i.e. the Local Authority you pay your Council Tax to) which may not be Wokingham. Full details of Wokingham LA's co-ordinated admission arrangements are published in the Children's Services' Parents' Guide to Primary School Admissions by the relevant authority. This explains how parents can express a preference for a school and give reasons for that preference. Saint Sebastian's School operates an equal preference scheme for admissions.

### Application, Admission Decisions and Offer Dates:

These dates are applicable to Wokingham Borough Council residents – other local authority dates may vary

Applications for entry in the school year September 2019-August 2020 to be received by the LA by:	15 January 2019
Decisions on which children are to be offered a place will be made available to the LA by:	15 March 2019
Coordination between local authorities	29 March 2019
Offer letters will be sent out by the LA by:	16 April 2019
Acceptances received by	3 May 2019

Applications received after date to be advised by WBC but before the first day of the school year will be considered as late, and will be subject to the following constraints. These applications will only be considered after all those received by 15 January 2019. This means if no places are left after considering all the applications received by 15 January 2019, even if you fulfil a higher criterion than that under which places have been offered to other applicants, you may be unsuccessful.

### Published admissions information

All applications, where a parent expresses a preference for the school will be considered equally. Prior to making an application, parents may visit the school to look around and have an informal discussion with the Headteacher, but this will not be used to determine the allocation of places. Admission to the Reception Year 2019-20

If parents wish to apply for a place in the Reception Year 2019-20, a home authority (i.e. the authority who you pay Council Tax to) common application form is to be completed and returned to the home LA. The Admission number for entry to the Reception Year in 2019-20 is 26. The school's, and not the home LA's admissions Over-subscription criteria will be used to determine places. If you are applying under criteria numbers 3, or 6, the school's own supplementary information form (available from the school's Website) will also need to be completed and returned to the school by 15 January 2019 for entry in the year September 2019 – August 2020. Parents may also make their application online. All successful applicants will be asked to produce proof of age. Should this not be forthcoming by the start of the autumn term the governing body will deem the place to be obtained fraudulently and therefore withdraw it.

Children are admitted in the September of the school year in which they reach the age of five. The school does not accept applications for earlier entry.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer born children) who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2019-20 but to be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2019-20 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher. The Governing Body of the school decides the criteria used to admit children. Saint Sebastian's is a Church of England school and, therefore, our criteria may be different from those of an LA community school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 26 places. Applications must be made directly to the school on a form available from the school. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-8 below), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

## Over-subscription Criteria and Arrangements for Admission to the School

The Governors' admissions committee meets as necessary, to formulate policy and allocate places and in the event of there being a greater demand for admission than there are places available, the following criteria will apply in order of priority. Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming the school will always be admitted. Subsequently, all applications will be considered equally against these criteria irrespective of ability.

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order."<sup>1</sup>
2. Families who have exceptional medical or social needs that make it essential that their child attends Saint Sebastian's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family<sup>2</sup>.
3. Children one of whose parents<sup>3</sup> worships regularly<sup>4</sup> at St Sebastian's Church. Verification of regular worship is required in the form of the incumbent's signature on the supplementary form.
4. Children who have a sibling<sup>5</sup> on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school
5. Children who live in the Ecclesiastical Parish of St. Sebastian's<sup>6</sup> . (Map attached to this policy document).
6. Children, one of whose parents worships regularly at another Christian Church, which is Trinitarian in doctrine<sup>7</sup> . Verification of regular worship from the minister at the relevant Church is required in the form of his/her signature on the supplementary form. The school may subsequently contact the Minister by telephone.
7. Other children

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then divide by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Where the application of oversubscription criteria results in splitting siblings with the same birth dates, places will be offered even if this will result in the school going above the admission number. Where there are 2 or more applicants with identical distance measurements, the place will be allocated by random allocation in the presence of an independent person.

If an application is received for a child to be admitted outside their normal age group (e.g. gifted and talented, those with additional needs or those who may have missed a significant amount of schooling due to ill health), we will judge each such application individually based on the circumstances of each case. Additional evidence may be requested.

A parent should make an application for their child's normal age group at the usual time, but submit a request for admission out of the normal age group at the same time and the school will ensure that the parent receives the response to their request before primary national offer day

Once decisions have been made, the school will not reconsider applications unless there is genuine reason for doing so, for example, if the family has moved address.

## **Appeals**

Parents of children who have been refused a place have the right of appeal against the decision of the Governing Body. Letters of appeal should be addressed to the Chairman of Governors, c/o the school and should be received within twenty-one days of the date of the letter of refusal. An Independent Appeal Panel will be convened to hear the appeal. Parents will be fully informed of the arrangements. Parents and the Governors will have a chance to send in any papers they wish and to speak at the hearing. The Appeal Panel's decision as to whether or not a child can come to St Sebastian's School is binding. Parents should please refer to the school office for a copy of the Appeals procedure. It should be noted that in the event of an unsuccessful appeal, it is the Governing Body's policy not to reconsider applications within the same academic year. However, parents have the right to a second application within the same academic year if there is a major change in circumstances e.g. change of address.

## **Waiting List**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list

## **Admissions without discrimination**

The school's equal opportunity policy will operate in all cases of admissions to the school. There is no charge or cost related to the admission of a child to the school.

## **Fair Access**

The school participates in Wokingham LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

**Review:** This policy is subject to review on a yearly cycle by the Governing Body.  
Next Review Date: Autumn 2018

For further information please contact the School:  
The Headteacher  
St Sebastian's C of E School  
Nine Mile Ride  
Wokingham  
Berkshire  
RG40 3AT  
Telephone: 01344 772427

<sup>1</sup> By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."

<sup>2</sup> When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Saint Sebastian's School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

<sup>3</sup> A parent is any person who has parental responsibility for, or is, the legal guardian of the child.

<sup>4</sup> Attending a regular church service at least once a month over the year preceding the application. For applicants who have moved into the area, previous church attendance will be taken into account. Provided that verification from a previous church is included in the application.

<sup>5</sup> Sibling refers to brother or sister-, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

<sup>6</sup> Permanent home address denotes the address where a child lives with a parent for the majority of each school week. For this purpose the school week begins at 6pm on Sunday evening and ends at 6pm on Friday evening including night times.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- Any other evidence the parents may supply to verify the position.

Governors reserve the right to investigate for evidence of a child's address. If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

Please contact the school if further information is required.

<sup>7</sup> By this we mean a church which believes in God as Father Son and Holy Spirit.

Map of St Sebastian's Parish





# ST TERESA'S CATHOLIC PRIMARY SCHOOL

## ADMISSIONS POLICY 2019/2020

St Teresa's School welcomes and respects each pupil as a child of God, recognises individual capabilities, nurtures potential and celebrates success.

Admission to the school is the responsibility of the Governing Body and not the Local Authority (LA). The school is a partner in the co-ordinated admission arrangements for primary admissions in Wokingham Borough Council (WBC) and follows their admission timetable.

This policy has been prepared by the Governing Body following the last consultation between 22 November 2017 and 3 January 2018. Parents are asked to ensure that they read and fully understand the conditions of admission to the school. They are asked to pay particular attention to the over-subscription criteria and to the evidence required with the application.

### **Admission of children below compulsory school age and deferred entry to school**

- A child reaches compulsory school age on the first of these dates following a fifth birthday: 31 December; 31 March; 31 August
- At St Teresa's we follow the statutory requirement to offer all children a full time school place from the September following their 4th birthday.
- Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year.
- Parents may request that their child attends part-time until the child reaches compulsory school age.

### **Admission of children outside their normal age group (see <http://bit.ly/2155wRi> for WBC guidance)**

- Parents may seek a place for their child outside their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Additionally, parents of a summer born child (1 Apr to 31 Aug) may choose not to send that child until the September following their fifth birthday and may request that they are admitted out of their normal age group, i.e. to reception rather than Year 1. (The needs of working parents and associated childcare arrangements will not be considered under this heading.)
- Such applications must be submitted to WBC as part of the normal main admissions round, but the written agreement of the Governors, obtained through the Headteacher, must be sought and obtained prior to such an application being granted. The application will be considered strictly in accordance with the Oversubscription Criteria detailed below. In the circumstances of an out of age application failing, a child will not be considered for admission to the normal age group unless the normal age group application has also been made.
- In considering whether to endorse an application outside the normal age group, the Governors will consult with the Headteacher, deciding each case on its merits and the best interests of the child. They will take into account the views of the Headteacher, the parents' views, information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. When informing a parent of their decision on the year group the child should be admitted to, the school will set out clearly the reasons for their decision.
- Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached statutory school age, this must be discussed with the Headteacher to agree the effective date.

Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school.

## St Teresa's Pre-School

Children who are enrolled in the Pre-School will not transfer automatically to St Teresa's School and parents must make a separate application for admission to St Teresa's.

The School will consider all applications solely in the light of its Admissions Policy. Enrolment in St Teresa's Pre-School confers no advantage or preference.

Applications for entry to St Teresa's Catholic Academy in the academic year September 2019 – August 2020 must be included on the Common Application Form and submitted to your home local authority (the local authority to whom you pay council tax); the closing date is 15 January 2019. This can be completed online.

In addition to the Common Application Form parents/carers applying under one of the faith categories are asked to complete a separate Supplementary Information Form (SIF), available from the school or from Wokingham Borough Council. The additional information on this form assists governors in placing applications in the correct over-subscription category. All completed SIFs should be returned to St Teresa's School.

Decisions on which children are to be offered a place will be made by the Governors' Admissions Committee of the school during February 2019 and WBC will be notified by the 15 March 2019. Offers of places will be made on behalf of the Governing Body on the 16 April 2019. Parents are required to accept the offer of a place to their home local authority in accordance with their co-ordinated scheme. Parents who apply online will also be able to view the results of their application on 16 April 2019.

Any offer of a place will be on the basis that the information supplied is accurate and up to date.

Applications received after the deadline for receipt will only be considered after all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if an application fulfils a higher criterion than that under which places have been offered to other applicants, it will be unsuccessful.

The published admission number (PAN) of children to be admitted in 2019/2020 is intended to be 45. All year groups have a maximum of 45 children. The admission number is compatible with the duty to comply with Infant class size legislation. The teaching group size at Key Stage 1 will not exceed 30.

### Oversubscription Criteria

Children with a Statement of Special Educational Need or Children with a Statutory Education, Health and Care Plan (EHCP)

Children with an Education, Health and Care Plan that names this school will be allocated a place and will count towards the admission number.

The Governing Body will consider all applications equally, irrespective of ability or need and without reference to the positioning in the ranked list on the application form. In the event of more than 45 applications being received, places will be allocated strictly in the following order of priority:

1. Catholic\* 'Looked After Children' or 'Previously Looked After Children'\*\*\*\*
2. Baptised Catholic\* children with a baptised Catholic\*sibling in attendance at St Teresa's School (not including the pre-school) at the time of application and expected to still be there at the time of entry to the school. (Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.)
3. Baptised Catholic\* children
4. Non-Catholic 'Looked After Children' or 'Previously Looked After Children' \*\*\*
5. Unbaptised children of baptised Catholic\* parents

6. Other pupils with a sibling at the school, not including the pre-school (sibling defined as in 2 above).
7. Children of parents who are practising members of other Christian denominations who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and of CYTUN are deemed to be included in this definition\*\*
8. Children of parents who are members of other faiths\*\*
9. Other children

\*For the purposes of these admissions arrangements, a baptised Catholic means a person baptised in a church which is in communion with the See of Rome or a person received into the Catholic Church. Proof of baptism is required.

\*\* If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as the SIF is returned to the school.

\*\*\* A 'Looked After Child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions at the time of making an application to a school. 'Previously Looked After Children' are children who were looked after, but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order 18 or special guardianship order 19).

### **Tie Breaker**

Should there be more applicants than places in any of the above categories, priority will be given to children living closest to the school. Distances will be measured in accordance with the definition contained in the Local Authority's Parents' Guide.( <http://bit.ly/1NFilCL> )

In the unlikely event that two or more children live at the same distance from school and if there are insufficient places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by drawing of lots, carried out by at least two members of the Governing Body, supervised by an independent person.

In the case of a multiple births' application falling at the cut-off point, if only one sibling is not offered a place within the Admission Number, then they will be admitted as an exceptional circumstance. If more than one sibling from that multiple birth is not offered a place within the Admission Number, the parent/carer will make the decision as to which child or children are admitted.

### **SUMMARY OF EVIDENCE REQUIRED WITH APPLICATION**

Please see detailed information above, in summary:

All categories Proof of residence in the form of a current utility bill

Categories 1,2,3,5,7,8, A fully completed Supplementary Information Form

Categories 1,2, 3 Child's baptismal certificate or certificate of reception

Category 5 Parent's baptismal certificate or certificate of reception

Categories 7,8 A letter confirming membership of Christian denomination or other faith signed by the appropriate minister or faith leader

Applications made on the LA's Common Application Form, without submission of a Supplementary Information Form and/or relevant supporting evidence described above, will still be considered by the Governors' Admissions Committee, but under category 9 of the over-subscription criteria. For those children who are not offered a place a waiting list will be maintained by the LA for the academic year ending in July. The order of priority on the waiting list is the same as the list of criteria for over-subscription. Looked after children, previously looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, take precedence over those on a waiting list. No account is taken of length of time on a waiting list. The waiting list will close at the end of each academic year, and parents with a child still on the list who wish the child's name to remain there, must at that time contact the LA to advise their wish for the child to be placed on the waiting list for the following year.

Parents of prospective pupils are welcome to visit the school by prior arrangement.

The Fair Access Protocol for Wokingham Borough Council Schools has agreed arrangements to secure the timely placement of all pupils in schools. All admissions, including St Teresa's, have agreed a protocol for in-year admissions (including children moving into the area). Parents should apply to Wokingham Borough Council or to their home authority if a co-ordinated in-year scheme is in operation. Please refer to the LA's booklet. In-year applications for places at St Teresa's are considered using the same criteria. Applications for a school place outside a child's normal age group are considered by the Full Governing Body on an individual basis.

### **Appeals**

Parents have the right of appeal if an application is rejected. This right does not apply where a child has been offered a place, but it is not in the parents' preferred age group. Details of the procedure and the appropriate form can be obtained from: The Clerk to the Appeals Panel, Democratic Services Team, Wokingham Borough Council, Shute End, Wokingham RG40 1WQ (Tel: 0118 974 6059).

# **The Coombes CE Primary School**

## **Admission Arrangements for 2019/20**

The Coombes CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2019**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2014 and 31 August 2015 may apply for them to be admitted to the Reception Year in September 2019. There are 75 places (the published admission number) available. Our policy is not to offer admission in September 2019 to children who were born on or after 1 September 2015.

Parents of a child whose fifth birthday falls between 1 September 2019 and 31 March 2020 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2019-20), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2020 and 31 August 2020 (summer born children) who do not reach compulsory school age until September 2020, parents who do not wish them to start school in school year 2019-20 but to be admitted to the Reception Year in September 2020, should proceed as follows: They should apply at the usual time for a place in September 2019 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2020. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2019), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2020) for a Reception place in September 2020. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2019 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2020 for a Year 1 place in September 2020. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2019-20 Reception Year group. Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2019 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2019. Applications received after this date will normally only be considered after all those received on or before the cutoff date. Offers and refusals of places will be posted by the home LA on 16 April 2019.

### **Over-subscription criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care Plan (EHCP) naming The Coombes CE Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- 2 Families who have exceptional medical or social needs that make it essential that their child attends The Coombes CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
- 3 Children with a normal home address (See Note 4) in the catchment area shown on the map in the Appendix and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 4 Children with a normal home address in the catchment area shown on the map in the Appendix.
- 5 Children with a normal home address outside the catchment area shown on the map in the Appendix and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 6 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 75 places. Applications must be made to Wokingham Borough Council on a form available from that Council.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

## **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

## **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

## **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 75 for Reception 2019-20 or the number of 75 places in other year groups.

## **Fair Access**

The school participates in ABC LA's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

Further information can be obtained from the Admissions Secretary at the school via email [admin@coombes.wokingham.sch.uk](mailto:admin@coombes.wokingham.sch.uk) or telephone 0118 9760 751.

## **Notes**

**Note 1** "Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

**Note 2** By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Note 3** When applying under criterion ii (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring XYZ School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

**Note 4** By normal home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address
- supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.



We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**Note 5** By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 6** The straight line distance used to determine proximity of the home to the school will be measured by a Geographical Information System adopted by the school, or by Wokingham Borough Council's system under which distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

Appendix – The catchment area of The Coombes CE Primary School



1. Shared designated area between Lamb's Lane Primary and Skinfield Infant School.

2. Shared designated area between Fairley Hill and The Coombes CE Primary.

3. Fairley Hill Primary School designated area and determined area of 2nd priority for The Coombes CE Primary School.

# Wheatfield Primary School

## Admissions Arrangements for September 2019

Wheatfield Primary School has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2019. These are given below, and further information is available on the Council website at [www.wokinghamboroughcouncil.gov.uk/schools/admissions](http://www.wokinghamboroughcouncil.gov.uk/schools/admissions)

1. The published Admission numbers for Wheatfield Primary School in 2019 is 30.
2. Applications for admission at the normal intake will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions. Please see Wokingham's co-ordinated scheme on the Borough's website for further details regarding applications, processing of offers, late applications, postal offers and acceptance procedures, deferment of school places, part-time entry, changes of preference and for information relating to requests from parents for school places outside the normal age group.
3. Applications for Reception places must be made by 15th January 2019.
4. Places at Wokingham Primary Schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system
5. Children with a Statement of Special Educational Needs or Education Health Care Plan that names Wheatfield Primary School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement or plan that has named the school.
6. When Wheatfield Primary School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order.

### **First priority: Looked after and previously looked after children**

Within the admission arrangements for all Wheatfield Primary School looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22(1) 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 and who have left that care through adoption (see section 12 of the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders), a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by 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) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Applications received under this priority must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child

confirming that the child was looked after immediately prior to the issuing of one of the following orders:

- (i) adoption order
- (ii) child arrangements order
- (iii) special guardianship order

This criterion is not applicable to those children adopted under private adoption arrangements. Places will be allocated under this criterion when places are first offered at a school and Wokingham Borough Council's Admission Team may also ask schools to admit over their Published Admission Number at other times under this criterion.

When Wheatfield Primary School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order.

### **Second priority: Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

### **Third Priority – Designated area and sibling**

Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school.

### **Fourth Priority – Designated Area**

Children whose permanent home address is in the schools' designated area.

The designated area for each community and voluntary controlled school is held electronically and can be viewed through the Council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available

### **Fifth priority – Siblings living outside designated area**

Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school.

## **Sixth priority: any other children**

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but Wokingham Borough Council's Admission Team is unable to meet this preference. Wokingham Borough Council's Admission Team will then allocate a place at a lower ranked preferred school or the most accessible school with places. If this is Wheatfield Primary School, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, Wheatfield Primary School may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

## **Important Information**

### **Addresses**

Within the admission arrangements for Wheatfield Primary School the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it is the address of the parent who claims Child Benefit for the child. In other cases it is where the child spends most of the time.

The address to be used for the initial allocation of places to Year R will be the child's address at the closing date for applications. Changes of address may be considered in accordance with Wokingham's Co-ordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Wokingham Borough Council's Admission Team of any change of address.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will not be offered as this will result in the school going above the admission number and to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### **Tie Breakers**

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's Admission Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting

and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

### **Waiting lists**

A waiting list will be maintained by the Wokingham Borough Council's Admission Team for Wheatfield Primary School where necessary for children not offered a school place until the end of year 6. Parents will need to re-apply for each year they wish their child to remain on the waiting list. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received, therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

It is the responsibility of parents to ensure that the Wokingham Borough Council's Admission Team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

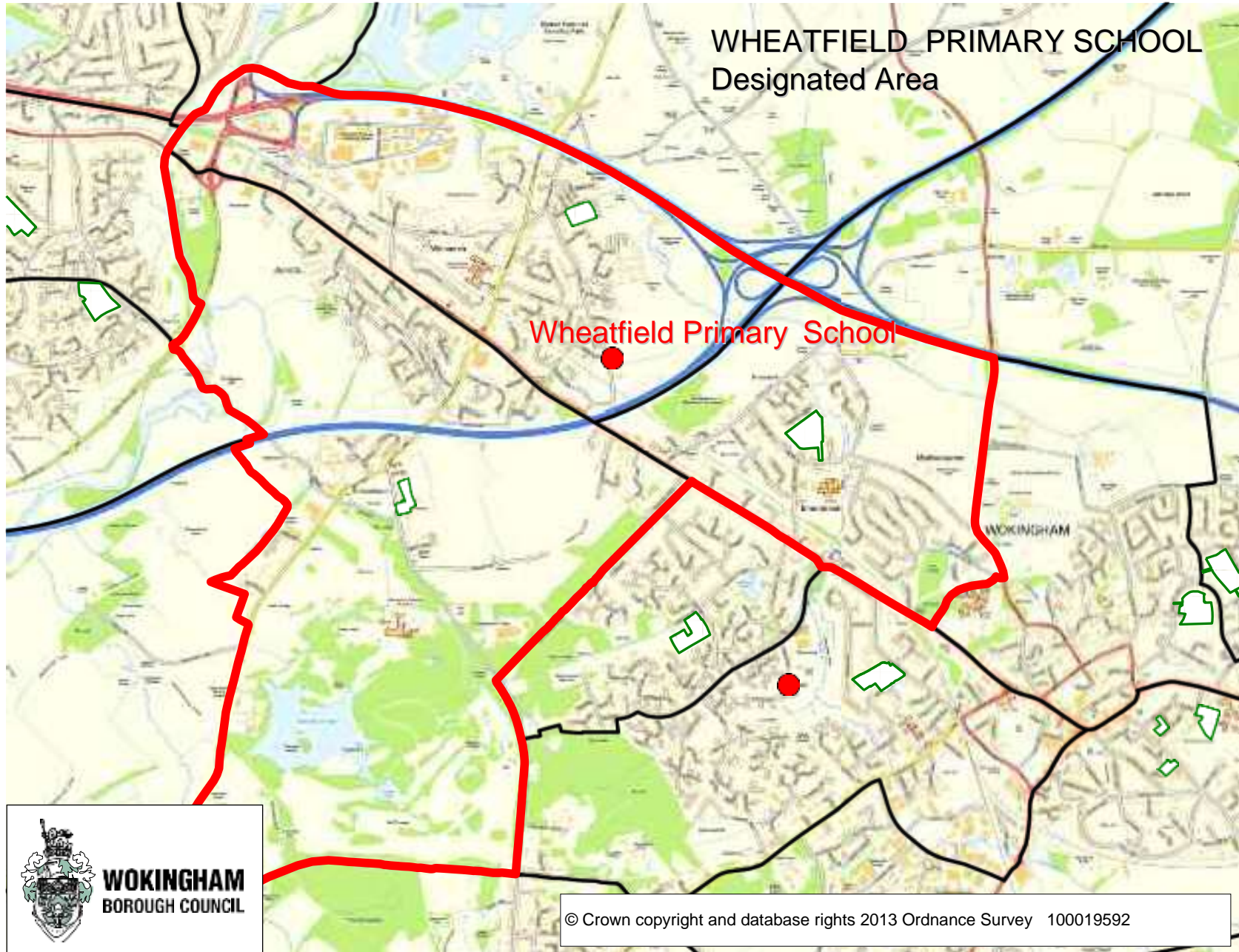
Waiting list information will be available in accordance with the published timeline.

### **Appeals**

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Wokingham Borough Council's Admission Team as a contracted service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admission Team.

Applicants will be informed where the admission of additional children would breach the infant class size limit.

# WHEATFIELD PRIMARY SCHOOL Designated Area



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# Windmill Primary School

## Admissions Arrangements for September 2019

Windmill Primary School has adopted Wokingham Borough Council's determined admission arrangements for Community and Voluntary Controlled schools for September 2019. These are given below, and further information is available on the Council website at [www.wokinghamboroughcouncil.gov.uk/schools/admissions](http://www.wokinghamboroughcouncil.gov.uk/schools/admissions)

1. The published Admission numbers for Windmill Primary School in 2019 is 30.
2. Applications for admission at the normal intake will be managed in accordance with Wokingham's co-ordinated scheme on primary admissions. Please see Wokingham's co-ordinated scheme on the Borough's website for further details regarding applications, processing of offers, late applications, postal offers and acceptance procedures, deferment of school places, part-time entry, changes of preference and for information relating to requests from parents for school places outside the normal age group.
3. Applications for Reception places must be made by 15th January 2019.
4. Places at Wokingham Primary Schools will be offered on the basis of the preferences that are shown on the application form. Parents will be asked to rank up to four preferences and these will be considered under an equal preference system
5. Children with a Statement of Special Educational Needs or Education Health Care Plan that names Windmill Primary School will be allocated a place before other applicants are considered. In this way the numbers of places available will be reduced by the number of children with a statement or plan that has named the school.
6. When Windmill Primary School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order.

### **First priority: Looked after and previously looked after children**

Within the admission arrangements for all Windmill Primary School looked after and previously looked after children will receive the top priority for a place. Looked after and previously looked after children will be considered to be:

Children who are registered as being in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22(1) 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 and who have left that care through adoption (see section 12 of the Adoption Act 1976 and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders), a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by 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) or special guardianship order (in accordance with Section 14A of the Children Act 1989).

Applications received under this priority must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child



confirming that the child was looked after immediately prior to the issuing of one of the following orders:

- (i) adoption order
- (ii) child arrangements order
- (iii) special guardianship order

This criterion is not applicable to those children adopted under private adoption arrangements. Places will be allocated under this criterion when places are first offered at a school and Wokingham Borough Council's Admission Team may also ask schools to admit over their Published Admission Number at other times under this criterion.

When Windmill Primary School is oversubscribed for any year group, applications for entry in 2019-2020 will be ranked in the following order.

### **Second priority: Exceptional social/medical need**

Occasionally there will be a very small number of children for whom exceptional social or medical circumstances will apply which will warrant a placement at a particular school. Supporting evidence from a professional is required such as a doctor and/or consultant for medical cases or a social worker, health visitor, housing officer, the police or probation officer for other social circumstances. This evidence must confirm the circumstances of the case and must set out why the child should attend a particular school and why no other school could meet the child's needs.

Providing evidence does not guarantee that a child will be given priority at a particular school and in each case a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other.

### **Third Priority – Designated area and sibling**

Children whose permanent home address is in the school's designated area and who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school.

### **Fourth Priority – Designated Area**

Children whose permanent home address is in the schools' designated area. The designated area for each community and voluntary controlled school is held electronically and can be viewed through the Council's website. These electronic maps have been adopted as the definitive descriptions of primary school designated areas for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place, as there may be more applications from parents living in the designated area than places available

### **Fifth priority – Siblings living outside designated area**

Children who have a sibling - brother or sister, half brother or sister, adopted brother or sister, step brother or step sister or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling and who will be at the school when the child will enter the school.

### **Sixth priority: any other children**

Occasionally a parent with more than one child can express a preference for their designated area school for the older child, but Wokingham Borough Council's Admission Team is unable to meet this preference. Wokingham Borough Council's Admission Team will then allocate a place at a lower ranked preferred school or the most accessible school with places. If this is Windmill Primary School, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, Windmill Primary School may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident within designated area). Parents must notify at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

## **Important Information**

### **Addresses**

Within the admission arrangements for Windmill Primary School the child's home address excludes any business, relative's or childminder's address and must be the child's normal place of residence. In the case of formal equal shared custody it is the address of the parent who claims Child Benefit for the child. In other cases it is where the child spends most of the time.

The address to be used for the initial allocation of places to Year R will be the child's address at the closing date for applications. Changes of address may be considered in accordance with Wokingham's Co-ordinated Scheme if there are exceptional reasons behind the change, such as if a family has just moved to the area. The address to be used for waiting lists, after the initial allocation, will be the child's current address. Any offer of a place on the basis of address is conditional upon the child living at the appropriate address on the relevant date. Parents have a responsibility to notify Wokingham Borough Council's Admission Team of any change of address.

### **Multiple births or children with birth dates in the same academic year**

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth; places will be offered even if this will result in the school going above admission number.

Where the application of oversubscription criteria results in children with dates of birth in the same school year in the same family, places will not be offered as this will result in the school going above the admission number and to do so will result in the school breaching infant class size legislation at Key Stage 1 (e.g. class size must not break 30 children to 1 qualified teacher). In this instance, the places will be allocated by the drawing of lots carried out by at least two Children's Services staff members. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

### **Tie Breakers**

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and waiting list order.

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's Admission Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance or additional distance (measured as stated above) from school (including, for example, flats within the same building), and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Children's Services staff.

### **Waiting lists**

A waiting list will be maintained by the Wokingham Borough Council's Admission Team for Windmill Primary School where necessary for children not offered a school place until the end of year 6. Parents will need to re-apply for each year they wish their child to remain on the waiting list. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with a Fair Access Protocol, will take precedence over those on a waiting list.

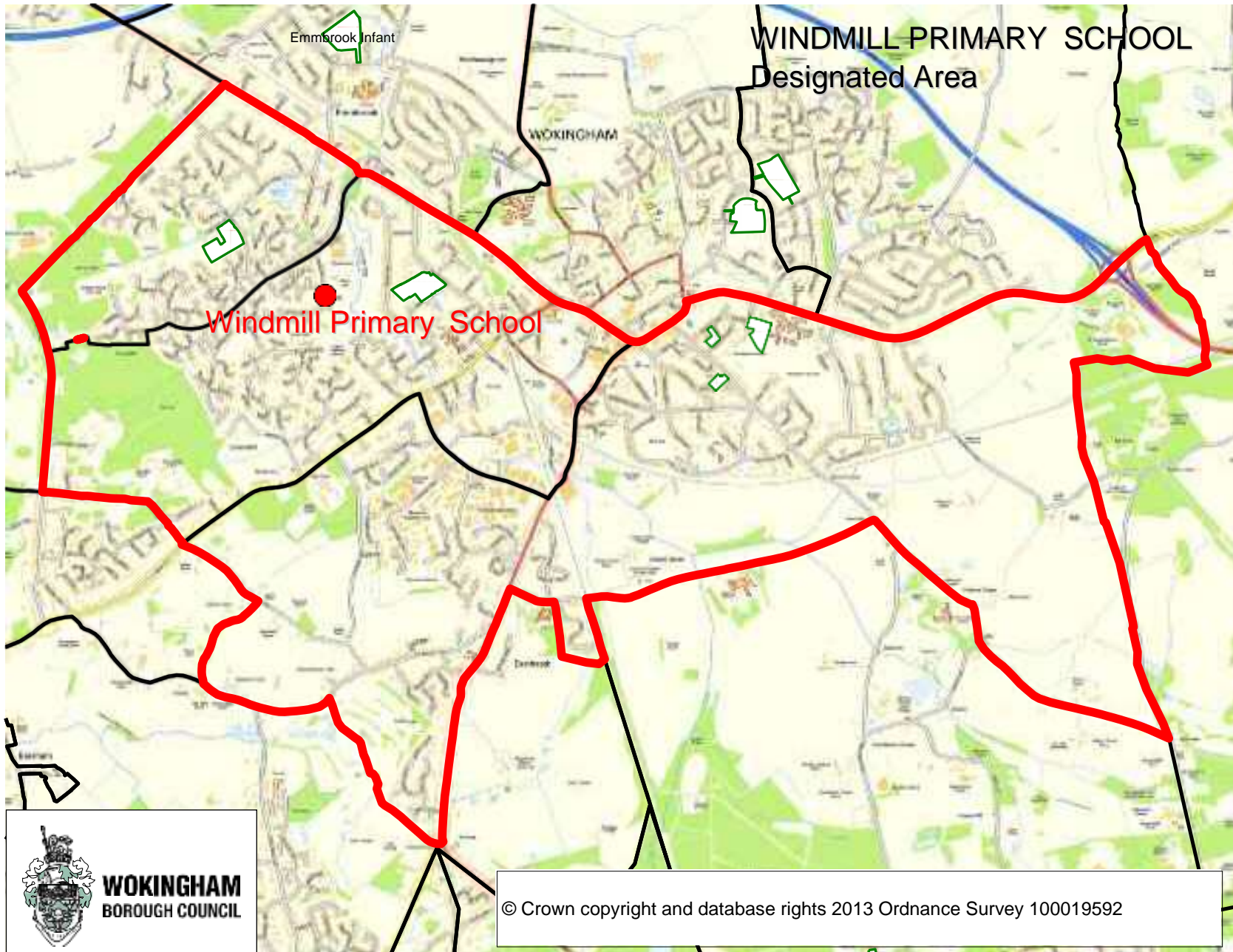
It is the responsibility of parents to ensure that the Wokingham Borough Council's Admission Team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

Waiting list information will be available in accordance with the published timeline.

### **Appeals**

All applicants who were not allocated a preferred school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Wokingham Borough Council's Admission Team as a contracted service. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Wokingham Borough Council's Admission Team.

Applicants will be informed where the admission of additional children would breach the infant class size limit.



Notes

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If you or someone you know, would like this information provided in a different format  
(e.g. audio tape or braille), please call (0118) 974 6113

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