

Appendix B



**In-Year Admission to Secondary School
and
Primary, Infant and Junior schools
For entry to schools in 2018-2019**

BACKGROUND

There is no statutory requirement for a co-ordinated admissions process for in-year applications however Bracknell Forest will continue to co-ordinate all applications for **ALL** schools within the local authority. If an application is received after the academic year has started then it will be treated as an “in year” application. If a parent requires a school place within another authority then they must contact that authority in the first instance.

When drawing up admissions arrangements, admissions authorities **must** ensure that the practices and the criteria used to decide the allocation of school places are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in the care of the LA, including those children who were previously in care. The Admissions Arrangements must also comply with the relevant legislation, including the equalities legislation. Bracknell Forest Local Authority’s admissions criteria for its maintained schools reflect these requirements. There is no guarantee that a school place will be available at the school(s) chosen by the parents. However, the Admissions Authority will adhere to the parent’s expressed preference subject to availability of a school places and in accordance with the relevant oversubscription criteria.

MAIN DETAILS OF THE CO-ORDINATION

The Local Authority (LA) will manage all in year applications for **ALL** schools within Bracknell Forest. Applicants who wish to apply for a place within a Bracknell Forest school will need to contact the School Admissions Team at the council to obtain a form or apply using the council’s online application process.

The Governors of a voluntary aided school or an academy set and apply their own admissions arrangements. A list of academies and voluntary aided schools within Bracknell Forest can be found in the Guide to In Year Applications. These schools will continue to be able to operate their own published over subscription criteria. The over subscription criteria **must** be clear, fair and objective and they must comply with the School Admissions Code.

However applications for these schools along with any applications for maintained schools must be made on the Common Application Form available from the School Admissions Team at Bracknell Council.

Voluntary aided (VA) schools or academies can prepare a Supplementary Information Form (SIF) to be completed if they require further information in order for them to allocate places at their school against their admissions criteria. Governing Bodies of VA schools and academies and the Local Authority will make the SIF available to parents/carers both in hard copy and as a document on their school website. The forms will be available from and can be returned to, either the individual schools or the Local Authority.

The LA will process all the applications for aided schools and academies and then transfer the request for a school place and all relevant information electronically to schools.

The LA will process and apply the relevant criteria to applications received for all maintained school within the borough.

It will be necessary for all schools to inform the LA at regular intervals of their numbers on roll. This information may be collected electronically.

If a parent wishes to apply for a school that is not within Bracknell Forest then they must contact the maintaining local authority in which the school is situated for advice on their procedure.

- **Making an Application**

Where a family is applying for a Bracknell Forest school then they can obtain a copy of the common application form (CAF) from the School Admissions Team or can apply using the online application form on the Council's website. This must be submitted to the School Admissions Team who will process applications for all schools within the borough. Both formats will be treated in the same way.

The form will allow parents to name three Bracknell Forest schools and parents are encouraged to do this. Parents will be asked to rank their preferences. It will also allow them to give reasons for each preference.

If the application is for a place in year 10 or 11 it is important that the child visits the school to ensure that they can meet their requirements for GCSE before making an application. This is important even when there are available school places.

If applicants wish for one or more of their preferences to be considered under the designated area criteria then they will have to send in a copy of their current council tax statement with their application in order to prove their residency. If an applicant does not have a copy of their council tax statement then they should contact their council tax office to obtain a copy. (Service families should refer to General Information section below). In order to accept the offer of a place, applicants will need to provide a copy of their child's short birth certificate.

Those children who are currently in a Bracknell Forest school and wish to change to another Bracknell Forest school can obtain a copy of the form from their current headteacher.

- **Information for parents**

If an application is received after the academic year has started then it will be treated as an "in year" application. For further information and guidance please refer to the booklet 'Guide to In Year Applications Bracknell Forest' This can be found on the Bracknell Forest website or a hard copy can be requested.

Before making an application parents should ensure that their child is able to start at the school within five school days of the offer. There are exceptions for service families.

Where demand exists, schools admit up to their admission number and no places are reserved for pupils moving into their designated area.

An application will normally be processed within 5 school days of receipt. This may take longer if it has to be forwarded to another admission authority for consideration (for example a VA school or an academy). The application may also be delayed if there is a need to refer to another agency or if it is to be referred to the Fair Access Panel (see General Information).

If the application is for the following academic year then the application can only be accepted after 1st July. Please refer to 'new academic year applications' section below for further information.

SECONDARY SCHOOL IN YEAR APPLICATIONS 2018/19

Within Bracknell Forest there are 6 secondary schools. 4 of these are community schools (see list below) maintained by Bracknell Forest. Two schools, Ranelagh School and Brakenhale School, are academies and set their own admission criteria which can be obtained direct from the school or from the school's website. (Another academy, Kings Academy, Binfield is planned to open).

However to make an application for an of the schools they must be listed on the CAF available from Bracknell Forest School Admissions Team or via the online site.

In circumstances where more applications than places are received for Bracknell Forest maintained schools, or if a year group has already reached its admission number then the application will be refused and ranked on the appropriate waiting list in the following criteria order

- **Oversubscription Criteria Bracknell Forest community schools:**

Bracknell Forest is the admission authority for community schools and sets the oversubscription criteria for the following five schools.

Easthampstead Park School
Edgbarrow School
Garth Hill College
Sandhurst School

If an application is received for one of the schools listed in the table above the following criteria will apply:

Children with a Statement of Special Educational Needs or an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after.

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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² 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).

³ 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

- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (C) Children who live in the designated area of the school.
- (D) Children who have brother(s) or sister(s) at the school (including sixth form), and who will still be attending school at the time of the applicant's admission. This will be checked as necessary before an offer is made. These siblings include children living as siblings in the same family unit and at the same address as the child and for whom the applicant has parental responsibility.

In some cases a tie-breaker will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil a combination of higher admission criteria. The combination of criteria will follow the same order of priority as the basic list of criteria. (eg. an applicant who fulfils designated area will take precedence over one who fulfils sibling and feeder primary; an applicant who fulfils designated area and sibling, will take precedence over one who fulfils sibling and feeder primary etc)

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council.

PRIMARY, INFANT AND JUNIOR SCHOOL IN YEAR APPLICATIONS 2018/19

Within Bracknell Forest there are 25 primary schools, 3 infant schools and 3 junior schools. Of these, 5 primary schools are voluntary aided schools and one is an

order.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

academy and set their own admission criteria. These criteria can be obtained direct from the schools or on the school websites.

However to make an application for any of the 31 schools they must be listed on the CAF available from Bracknell Forest School Admissions Team or via the online site.

- **Application For Maintained Infant, Primary and Junior Schools**

If an application is received for any of the maintained primary infant or junior schools within Bracknell Forest the following will apply:

In circumstances where more applications than places are received for Bracknell Forest community schools, or if a year group has already reached its admission number then the application will be refused and ranked on the appropriate waiting list in the following criteria order

- **Oversubscription Criteria for Infant, Primary and Junior Community School**

Bracknell Forest is the admission authority for community schools and sets the admission criteria.

The following criteria apply to these Bracknell Forest community schools:

Ascot Heath Infant	Harmans Water Primary	Uplands Primary
Birch Hill Primary	Holly Spring Infant	Whitegrove Primary
College Town Infant	Holly Spring Junior	Wildridings Primary
College Town Junior	Meadow Vale Primary	Wildmoor Heath Primary
Cranbourne Primary	New Scotland Hill Primary	Wooden Hill Primary
Crown Wood Primary	Owlsmoor Primary	
Fox Hill Primary	The Pines Primary	
Great Hollands Primary	Sandy Lane Primary	

If an application is received for one of the schools listed in the table above the following criteria will apply:

Children with a Statement of Special Educational Needs or an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children⁵ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁶ (or became subject to a child arrangements order⁷ or special guardianship order⁸) immediately following having been looked after.

⁵ 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

⁶ 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).

⁷ Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12

- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (C) Children who live in the designated area of the school.
- (D) Children who have statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.

In some cases a **tie-breaker** will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil a combination of higher admission criteria. The combination of criteria (categories) will follow the same order of priority as the basic list of criteria. (eg. an applicant who fulfils designated area and sibling will take precedence over one who fulfils designated area.

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council.

- **Oversubscription Criteria for Infant, Primary and Junior Voluntary Controlled School**

Bracknell Forest is the admission authority for their voluntary controlled schools and sets the admission criteria.

These criteria apply to the following schools:

Ascot Heath CE Junior Crowthorne CE Primary	Warfield CE Primary Winkfield St Mary's CE Primary
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If an application is received for one of the schools listed in the table above the following criteria will apply:

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.

⁸ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Children with a Statement of Special Educational Needs or an Education Health & Care Plan that names a specific school must, by law, be admitted to that school.

After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children⁹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁰ (or became subject to a child arrangements order¹¹ or special guardianship order¹²) immediately following having been looked after.
- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (C) Children who live in the designated area of the school.
- (D) Children who have statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.
- (E) Children whose parents choose the school on denominational grounds.

In some cases a **tie-breaker** will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil a combination of higher admission criteria. The combination of criteria (categories) will follow the same order of priority as the basic list of criteria. (eg. an applicant who fulfils designated area and sibling will take precedence over one who fulfils designated area)

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random

⁹ 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

¹⁰ 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).

¹¹ 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.

¹² See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council.

- **Faith-based school with a religious character**

A faith-based school with a religious character is required to offer every child who applies, whether of the faith, another faith, or no faith, a place at the school if there is a place available. However, faith-based schools are popular and often over subscribed. Such schools are permitted to use faith-based oversubscription criteria and allocate places by reference to faith where the school is oversubscribed.

- **Denominational Grounds for Voluntary Controlled Schools**

Where an application is submitted on the basis of denominational grounds (faith based) for a **voluntary controlled school**, it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following category of churches - Church of England, all the protestant non-conformist churches (e.g. Baptist, Methodist, United Reform) and Roman Catholic or any other Christian denominational church.

At least one of the parents/carers, who live at the same address as the child, must attend worship on at least two occasions in each calendar month for at least 8 months of the year in the 12 months prior to the date of application. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

Applicants will need to complete the relevant form in order to confirm that they are applying to the school on denominational grounds. In addition it will then be necessary for the form to be passed onto their local clergy for verification before it is sent to the School Admissions Team.

- **Voluntary Aided or Academy Schools**

Within Bracknell Forest there are currently 6 voluntary aided/academy primary schools and they are each their own admissions authority. These schools will continue to be able to operate their own published over subscription criteria. **However applications for these schools must be made on the Common Application Form available from the School Admissions Team at Bracknell Council or via the council's online service.** Some of these schools require Supplementary Forms to be completed. Further information and a copy of the form can be found on either the schools website, the council's website or from the school direct.

The 6 voluntary aided/academy primary schools currently within Bracknell Forest are as follows:

Binfield Primary CE School	St Margaret Clitherow RC Primary School
Jennett's Park CE Primary School	St Michael's East'd CE Primary School
St Joseph's RC Primary School	St Michael's Sandh't CE Primary School

A further primary academy is planned to open in 2018.

ALLOCATION OF PLACES

- **Applications for community and voluntary controlled schools**

The LA as the admissions authority for community and voluntary controlled schools will consider all applications and apply the admissions arrangements as published. The LA will advise all parents of the result of their application.

- **Application for Aided Schools or Academies**

The LA will process all the applications for the Aided schools and academies and the requests for a place in their school will be forwarded to the Governors for their decision. The Governing Bodies of Aided schools and academies will advise the LA of their decision.

- **Allocation of all school places**

Bracknell Forest School Admissions Team will offer places for all schools within Bracknell Forest. Where an application has been forwarded to the Governors of a school that is its own admission authority, the Governors will inform the LA of the outcome. A letter will be sent to the parent with the offer and start date and the parent will be asked to contact the school to arrange the start. They will issue refusals if necessary and give details of the appeals process and details regarding education transport.

If the LA cannot offer a place at any of the preferred schools a decision will be made to either:

In cases where a child is out of school or not attending a local school then an offer will be made to the parent for a place for their child at the next nearest school with vacancies to the home address of the family, this may not necessarily be their designated area school and it may be some distance from their home address.

In cases where a child is currently attending a local school a refusal will be sent and no alternative offer will be made.

- **Offers to non Bracknell Forest residents**

If an offer is made for a Bracknell Forest school to a child who is not a Bracknell Forest resident then we will ensure that we inform the relevant local authority of this offer.

NEW ACADEMIC YEAR APPLICATIONS

Where an application is for the start of the following academic year (ie to start in September of the new academic year) then this will not be processed until after 1st July. Parents will still be able to visit schools and obtain all of the necessary information and supplementary forms (as required) before this date.

Applications will then be processed in 'rounds'.

GENERAL INFORMATION FOR PRIMARY, INFANT, JUNIOR AND SECONDARY IN-YEAR APPLICATIONS

- **Child arrangements orders (previously shared residence orders)**

It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously known as) shared residence orders under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding shared residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The School Admissions Team may take legal advice on these matters as they relate to a specific case. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters unless this is requested.

- **Home address**

It is for the applicant to satisfy the Admissions Authority that they live at the address that they state. Providing an address where the child does not live permanently in order to secure a place at a school may amount to a fraudulent act. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn. If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the date the form was received.

If an applicant already owns a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg. a solicitor's letter showing exchange of contracts. The address must be a permanent address, temporary addresses are not acceptable. If applicants are in the process of moving house within Bracknell Forest they should contact School Admissions Team for further advice.

- **Appeals**

If an application is refused then with the refusal letter will be sent information on the right to appeal. The LA will also inform parents about the appeals process on behalf of the Governors of any own admission authority school. Appeals must be heard within 30 school days of the appeal being lodged.

- **Waiting lists**

If there is not a place at the preferred school then the applicant will be asked if they wish their child's name to be placed on a waiting list of their preferred school. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list, for example someone moving into the area is placed on the appropriate place on the waiting list. This information will then be passed to the relevant admission authority for them to process according to their arrangements. The LA will maintain the waiting lists on behalf of all primary schools

within Bracknell Forest. Waiting lists requests for Ranelagh School, which is an academy, will be forwarded to them. A new application will only be required after 1st July each year to be placed back on a waiting list for the following academic year.

- **Applicants from abroad**

If families are moving into the Bracknell Forest area from abroad, then they (including the child) must be resident in Bracknell Forest before an application for a school place can be accepted. Proof of residency within Bracknell Forest will be required.

- **Service Families**

Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering address.

For those who already live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted.

Families **must** indicate on the application form if they are a service family and wish to be considered under this category.

Where a child of UK service personnel family moves into the area is unable to secure a place at a local school they **may** be admitted to that school as an excepted pupil. Proof of the posting and / or residence is the same as above.

Further information on the documentation required can be obtained from the School Admissions Team.

- **Fair Access Protocol**

In line with the School Admissions Code Bracknell Forest has a fair access protocol which prioritises admission for certain categories of vulnerable children. The protocol takes priority on a school's waiting list and the LA may require a school to admit above their PAN. Further information on the Fair Access Protocol will be available on the website.

If an application is identified as being under the Fair Access Protocol then it will be heard at the next panel meeting and the applicant informed.

Social Grounds or Medical Grounds (criterion B)

If a parent has indicated on the Common Application Form that they wish their application to be considered on either social or medical need it is their responsibility to obtain a form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. The supporting evidence for medical grounds should be from the relevant registered professional(s) involved with the child or family. Examples include registered health professionals, such as Consultant, GP, Psychologist, Psychiatrist; or registered social care professionals such as a Social Worker / Care Manager. Please note, evidence from childminders will not normally be accepted as sufficient evidence. All evidence must be on letter headed paper.

This evidence must set out the particular reasons why the school in question is the **only** suitable school and the difficulties caused if the child had to attend another school. This evidence must be specific to the school in question; it must show why only that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support. Where relevant this school must be the most appropriate for the family circumstances. However it will not be possible to consider an application under this criterion if no supporting evidence is supplied. The Local Authority will **not** contact professionals involved with the family as it is for the applicant to supply this information when submitting the social/medical form. The LA reserves the right to ask parents to supply further evidence or clarification where the LA considers necessary. It is important that applicants seeking to rely on these grounds provide the fullest supporting evidence they can by the closing date. It is the parent's responsibility to produce this evidence. Where further evidence is required it will need to be supplied by the closing date so that the decision can be made alongside all other applications for places at the particular school. Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the LA may apply its discretion to consider evidence submitted after the closing date. It is therefore very important to submit all relevant evidence together with the application to avoid possible delay. But in any event all the relevant evidence must be submitted by the closing date to ensure full and proper consideration.

The local authority reserves the right to apply their discretion in exceptional circumstances.

Medical

If a child or the parent/ carer of that child has a medical condition, that is a serious chronic health condition, or one that would cause significant hardship or risk if the child could not attend the preferred school it must be indicated on the application as their highest preferred school.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Social

If a child or the parent/ carer of that child has a social need that would cause significant hardship or risk if the child could not attend the preferred school it must be indicated on the application as their highest preferred school.

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area **primary, infant or junior school only (this is not for a secondary school place)** as their highest preferred school for an older child and the local authority have been unable to meet this preference and a place has been allocated to this older child at an alternative school. If the parent then wishes to apply for this alternative school by the published closing date for their younger child the applicant must notify The School Admissions Team on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied. This information will be assessed as published in the procedure for dealing with social or medical applications.

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded by The School

Admissions Team at the time and will be used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

- **Looked After and Previously Looked After Children**

Criterion A includes Looked After Children¹³ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁴ (or became subject to a child arrangements order¹⁵ or special guardianship order¹⁶) immediately following having been looked after.

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application., for example a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

- **Admission of children outside their normal age group**

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group. If an application is received for a child outside of their normal year group the relevant admission authority must make a decision on the basis of the circumstances of each case and the parent will be informed of their right of appeal. This right does not apply if they are offered a place in another year group at the school.

Where a parent contacts the School Admissions Team with a request for their child to be admitted into a different year group than the relevant one according to their date of birth then the following will apply:

The parent will be required to put all information in writing to the School Admissions Team. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent. The paperwork must be submitted before the application will be processed outside their normal age group.

If the application is for a school where Bracknell Forest is the admission authority (community and voluntary controlled schools) the paper work will be forwarded to the Principal Educational Psychologist who will advise the admission authority. This advice will then be discussed with the Headteacher of the relevant school(s) and a final decision will be made.

¹³ 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

¹⁴ 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).

¹⁵ 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.

¹⁶ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

If the application is for a school that is their own admission authority (eg voluntary aided school, academies etc) then the request and the supporting documents will be forwarded to the Governors of that school for their decision regarding the request.

The decision from all relevant admission authorities will be sent to the parent from the local authority and this decision is final.

Further detailed guidance is available separately.

- **Definitions**

Parent

Parent is defined under S576 of the Education Act 1996 as:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of 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

Sibling refers to a 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.

Designated Area/Catchment area

Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school in question, at the main Bracknell library or at a council office on request.

Parents can also find their designated area school on the Bracknell Forest website via 'findmynearest' and entering their road name or postcode.