



**Bracknell Forest Council**

**Admission Arrangements**

**Community Secondary Schools**

**For entry to schools**  
**in**  
**2019-2020**

Applications for secondary schools will be processed according to the published co-ordinated scheme for 2019-2020. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled A Parent's Guide to Secondary School Admissions in Bracknell Forest starting September 2019. This guide will be available from 12th September 2018.

## **OVERSUBSCRIPTION CRITERIA**

Within Bracknell Forest there are 4 community secondary schools and the local authority sets the admission criteria for these schools. The criteria for all of these schools can be found in the 'Guide to Secondary Admissions within Bracknell Forest', on the Bracknell Forest Council's website or from the school.

In circumstances where more applications than places are received for Bracknell Forest community schools the following criteria will be used.

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

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

The following criteria apply to these four Bracknell Forest community schools:

Easthampstead Park School
Edgbarrow School
Garth Hill College
Sandhurst School

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 Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) 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.

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<sup>1</sup> 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.

<sup>2</sup> 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).

<sup>3</sup> 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.

<sup>4</sup> 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).

- (C) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission.
- (D) Children who live in the **designated area** of the school.
- (E) Children who do not live in the designated area of the school but who have a **sibling** at the school, and who will still be attending school at the time of the child's admission.
- (F) All other children.

Children must be living in the designated area at the closing date of 31 October 2018 to be considered under this criterion.

### **Tie Break**

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 0.000621318 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. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

As soon as all applications have been received, including those submitted on line and from outside Bracknell Forest, the LA will consider all applications equally for its maintained schools and apply the admissions arrangements as published.

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

- **Protected Sibling Status**

Parents of children attending a school that was their designated area school at the time of processing the application but where the designated area has changed will have a protection for any younger siblings for the next six years. The younger sibling's application will be processed as living in the designated area of the same school as the older sibling is attending even though the designated area has changed.

It is the parent's responsibility to inform the School Admissions Team on their application that they fulfil this criterion. This information will then be verified by

the School Admissions Team. Parents **must** enclose a copy of their current council tax notice.

The child must still be living at the address within the original designated area from where the parents applied for the older sibling. If a child's address has changed then this criterion will not be applied.

The older sibling must also still be attending the school where the protected sibling status is being requested.

Note that in all cases the normal admission process will be followed and there will be no guarantee of a place at the school.

### **SOCIAL GROUNDS OR MEDICAL GROUNDS (CATEGORY B)**

If a parent has indicated on the Common Application Form that they would like 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 has a serious health condition that would cause significant hardship or risk if the child could not attend the preferred school it must be indicated on the application.

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

- **Social**

If a 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.

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school (than the one offered) for an older child by the published closing date 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 (and the older child will still be attending at the date of admission of the younger child) then 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.

Late applications that could have been made by the closing date will not be assessed as fulfilling this criterion.

### **The procedure**

Applications on social or medical need will be considered firstly by three individual officers.

They will consider information on the social/medical application form and any evidence from the relevant professional(s). They will recommend whether a decision can be made to either:

- Allow the application\*
- To refuse the application –on the grounds that the circumstances of the case are not sufficiently exceptional to meet the social or the medical criteria, or if applying under medical grounds, no evidence from a professional is supplied.
- Request further evidence - if under medical grounds the professional evidence supplied is not sufficient then a letter will be sent to the parent identifying the insufficiencies in the evidence submitted and asking them to further clarify their evidence within a specified time. Once the specified deadline has passed, if the evidence has not been received then the application will be considered on the evidence available at that time.
- If a unanimous decision can not be reached by the Admissions Officer and the Admissions Assistants the matter will be referred to the Senior Admissions Officer for their consideration.

\*All applications irrespective of the decision will have to be approved by the Senior Admissions Officer

If an application is passed to The Senior Admissions Officer they retain the discretion to refer the matter to a relevant professional within the LA, or an outside agency or to make a final decision on the evidence received.

If The Senior Admissions Officer is unable to make a decision they will refer the matter to a Chief Officer within the Children, Young People and Learning Department for their consideration and final decision.

The decision on the application will be recorded and a letter will be sent informing the parent/carer if the application is being considered under the remaining admissions criteria, and not the social or the medical criterion.

#### **How the decision will be made:**

The LA will objectively assess whether the evidence supplied supports why it is more suitable for the child to attend **only** the school identified as opposed to any other school. Applications will be considered in accordance with the Equalities Act 2010.

It is important that applicants submit the very best evidence that they can in support of their applications by the due date.

Going to a Nursery class or Early Years provider will not usually on its own be considered to be a ground warranting consideration under the social or medical need.

Child care arrangements would also not usually on its own is considered to be a ground warranting consideration under the social or medical need.

- **Appeals**

If parents have been refused a place at one or more of their preferences they will be informed of their right of appeal. All appeals for Bracknell Forest schools must be submitted by 30 March 2019. Admissions authorities will then endeavour to hear all appeals submitted by this date within 40 school days.

- **Waiting lists**

The LA will maintain waiting lists for all Bracknell Forest maintained schools. Applicants not offered a place at a higher preference school than that which has been offered will automatically be placed on a waiting list for a school that is within Bracknell. 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. Waiting lists must be maintained in criteria order at all time. The LA will maintain the waiting lists for all Bracknell Forest maintained schools for the school year for which they have applied. Parents will be contacted at the end of the autumn and spring term and asked if they wish their child's name to remain on the relevant waiting lists(s). At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. No reminders will be sent.

**PUBLISHED ADMISSIONS NUMBERS (PAN) FOR COMMUNITY  
SECONDARY SCHOOLS**

**2019/20**

	<b>2019/20 PAN</b>
<i>Easthampstead Park School</i>	<b>240</b>
<i>Edgbarrow School</i>	<b>210</b>
<i>Garth Hill College</i>	<b>300</b>
<i>Sandhurst School</i>	<b>210</b>