



Bracknell Forest Council

Admission Arrangements In-Year

Community and Voluntary Controlled

Secondary and Primary Schools

**For entry in
2020-2021**

SECONDARY SCHOOL IN YEAR APPLICATIONS 2020/21

Applications for maintained community and voluntary controlled schools will be co-ordinated by the local authority.

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 Bracknell Forest community schools:**

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

Easthampstead Park 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 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.
- (B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁵
- (C) 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.

¹ A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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 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).

⁵ This includes children who were in state care in a place outside of England, if they were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

- (D) Children of staff at the school in question. Where a 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. Or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by each individual school by 1 July of the year of application and made available on the school website.
- (E) 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.
- (F) Children who live in the **designated area** of the school.
- (G) 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.
- (H) All other children.

Sibling does not include those in the 6th form of the school.

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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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.

PRIMARY IN YEAR APPLICATIONS 2020/21

If an application is received for any of the maintained primary 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 community primary schools**

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

The following criteria apply to these schools:

Ascot Heath Primary	New Scotland Hill Primary
Birch Hill Primary	Owlsmoor Primary
College Town Primary	The Pines Primary
Cranbourne Primary	Sandy Lane Primary
Fox Hill Primary	Uplands Primary
Harmans Water Primary	Whitegrove Primary
Holly Spring Primary	Wildridings Primary
Meadow Vale Primary	Wooden Hill Primary

Children with 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 Children⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁷ (or became subject to a child arrangements order⁸ or special guardianship order⁹) immediately following having been looked after.

(B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted¹⁰

⁶ A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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.

⁷ 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).

⁸ 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.

⁹ 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).

¹⁰ This includes children who were in state care in a place outside of England, if they were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

- (C) 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.
- (D) Children of staff at a particular school. Where a 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 the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by each individual school by 1 July of the year of application and made available on the school website and published in the relevant Guide to Primary Admissions.
- (E) 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.
- (F) Children who live in the **designated area** of the school
- (G) 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 the school at the time of the child's admission.
- (H) All other children

Children must be living in the designated area at the closing date of 15 January 2020 to be considered under this criterion.

Tie Break

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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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. This can be to three, four or five decimal places where necessary.

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live 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.

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

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.

o **Oversubscription criteria for the following voluntary controlled schools**

The LA is the admission authority for their voluntary controlled schools and sets the admission criteria.

These criteria apply to the following schools:

Winkfield St. Mary's CE Primary School	
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If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

Children with 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 Children¹¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹² (or became subject to a child arrangements order¹³ or special guardianship order¹⁴) immediately following having been looked after.
- (B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted¹⁵
- (C) 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

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¹⁴ 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).

¹⁵ This includes children who were in state care in a place outside of England, if they were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

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.

- (D) Children of staff at a particular school. Where a 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 the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by each individual school by 1 July of the year of application and made available on the school website and published in the relevant Guide to Primary Admissions.
- (E) 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.
- (F) Children who live in the **designated area** of the school
- (G) 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 the school at the time of the child's admission.
- (H) All other children

Children must be living in the designated area at the closing date of 15 January 2020 to be considered under this criterion.

Tie Break

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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live 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.

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

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.

○ **Oversubscription criteria for the following voluntary controlled primary schools**

The LA is the admission authority for their voluntary controlled schools and sets the admission criteria.

These criteria apply to the following schools:

Crowthorne CE Primary	Warfield CE Primary
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If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

Children with an Education Health and 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 Children¹⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁷ (or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹) immediately following having been looked after.
- (B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted²⁰
- (C) 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

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¹⁹ 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).

²⁰ This includes children who were in state care in a place outside of England, if they were accommodated by, a public authority, a religious organisation or other provider of care whose sole purpose is to benefit society.

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.

- (D) Children of staff at a particular school. Where a 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 the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by each individual school by 1 July of the year of application and made available on the school website and published in the relevant Guide to Primary Admissions.
- (E) 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 and whose parent(s) meet the **denominational** criterion.
- (F) 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
- (G) Children who live in the **designated area** of the school and whose parent(s) meet the **denominational** criterion.
- (H) Children who live in the **designated area** of the school.
- (I) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion.
- (J) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission
- (K) Children who do not live in the designated area of the school but whose parents meet the **denominational** criterion
- (L) All other children

Children must be living in the designated area at the closing date of 15 January 2019 to be considered under this criterion.

Tie Break

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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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for each direct distance measured. This can be to three, four or five decimal places where necessary.

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live 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.

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

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.

- **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 Britain and Ireland or the Evangelical Alliance

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.

- **Social and Medical Grounds**

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicants responsibility to obtain a Supplementary Social and Medical Information 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. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why the school in question is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school in question.

It is the applicants responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

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

Requests will be considered in accordance with the Equalities Act 2010.

FOR PRIMARY APPLICATIONS ONLY: 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.

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.

The procedure

Applications on social and medical need will be considered firstly by the panel of officers.

They will consider information on the Social and Medical Supplementary Information 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 does not meet the social and medical criterion.
- The recommendation will then be passed to the School Admissions Manager for a final decision

The decision on the application will be recorded and a letter will be sent to the applicant informing them of the outcome.

- **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 that they fulfil this criterion. This information will then be verified by the School Admissions Team..

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.

- **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 Admissions authorities must hear appeals submitted by within 30 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. 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.

The local authority will maintain waiting lists for own admission authority schools unless otherwise agreed.