

**School Admissions Arrangements  
2014/15**



**Coordinated Scheme for Admission to Primary,  
Infant and Junior Schools, incorporating  
admission policies for community and voluntary  
controlled schools  
For entry to schools in 2014-2015**

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## CO-ORDINATED ADMISSIONS SCHEME FOR PRIMARY ADMISSIONS 2014/2015

### BACKGROUND

Legislation requires Local Authorities (LA) to draw up a statutory scheme for co-ordinating admission arrangements for all maintained schools in its area (excluding special schools, but including aided schools and academies).

The purpose of a co-ordinated scheme is to ensure that every parent of a child living in Bracknell Forest area who has applied for a place in the normal admissions round receives an offer of only one place on the same day. Any scheme should also aim to ensure that parents are treated fairly and consistently regardless of the status of the school for which they make an application.

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. Admissions arrangements should enable parents to express their preference. 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-ORDINATED SCHEME

- **Equal preferences**

The DfE (Department for Education) states that a co-ordinated scheme is based on equal preferences. In other words all preferences are treated as equal initially. If more than one place can be offered, the single offer will be for the school the parent/carer has ranked highest. If a place cannot be offered at any of the preference schools, then a place will be offered at the next nearest school with available spaces.

This system allows each preference that parents/carers give to be considered separately. If a child could be allocated a place at two or more of its preference schools, then the parents' ranking will be used as a tie breaker.

The scheme will not affect the duty of the Governors of Aided Schools or academies to set and apply their own admissions arrangements. These schools will continue to be able to operate their own oversubscription criteria and these **must** be clear, fair and objective and they must comply with the School Admissions Code.

- **Information for parents**

Information regarding the scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled A Parent's Guide to Primary School Admissions in Bracknell Forest for children starting at a primary or an infant school in the school year 1 September 2014 to 31 August 2015 for children

born on or between 1 September 2009 and 31 August 2010. This guide will be available on the Bracknell Forest website from 12th September prior to the admissions year and hard copies will be available for those who do not have access to the internet.

- **Making an Application**

Bracknell Forest residents can apply for a place for any primary or infant school either on line or using a Common Application Form. It must also be used if residents wish to apply for a primary or infant school outside the Borough. All applications will be recorded by the home LA and then sent to the maintaining LA for each of the preference schools in accordance with the co-ordinated scheme's timetable.

If Non Bracknell Forest residents wish to apply for a Bracknell Forest school they should use their home LA form or internet access site of their home LA to apply. That request will then be transferred electronically by that Local Authority to Bracknell Forest by the date in the scheme.

- **Common Application Form**

All applicants living in Bracknell Forest can use the LA's Common Application Form (CAF) to make an application. Parents will need to register with the School Admissions Team from May 2013 to receive a CAF.

The form will allow parents to name three 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, referring these to the admissions criteria.

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 the General Information section below.

Any Supplementary Information Forms issued by an aided school or an academy can either be returned to the school or to Bracknell Forest School Admissions Team. These forms are available on the Bracknell Forest website, the school website or on request from the School Admissions Team.

- **On Line Applications**

Parents also have the option of completing an on-line application. Parents will be able to apply for a primary school place on line via the council's website. Information on how to do this will be available in the Parent's Guide. The site will be open for applications from 1 November 2013 to midday 15 January 2014.

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. Service families should refer to the General Information section below.

- **Applications for Aided Schools or Academies**

Aided Schools or academies can prepare a Supplementary information Form (SIF) to be completed with the on line application/common application form 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 the Aided schools and academies and then transfer the information electronically to schools. On Line applicants who name a school that may require the completion of a SIF will be prompted by the system to complete and return the form in addition to their on line application if necessary.

The Governing Bodies of Aided schools and academies will need to meet within the timescales defined in the scheme in order to advise the LA of their ranking of their applications. The LA will require the Governors to produce a brief statement which will explain to applicants (and future appellants) how and why places have been ranked. The LA will send this statement out with all refusal letters.

- **Applications made after the closing date of 15 January 2014**

- **Late Common Application Form (CAF)**

Where it can reasonably be assumed that an application could have been made by the closing date of 15 January 2014 the application will be processed by the School Admissions Team after 30 April 2014.

- **Moving into Bracknell Forest**

Where it can reasonably be assumed that an application could **not** have been made by the closing date of 15 January 2014 (for example if they have just moved into Bracknell Forest) but the application form is submitted by 20 February 2014 the application will be considered on time. However evidence to support the reason for the late application will be required by the Local Authority. If the application is received after 20 February 2014 it will be processed after 16 April 2014

- **Moving within Bracknell Forest**

If parents move house within Bracknell Forest after the closing date of 15 January 2014 and by 20 February 2014 they must contact the Local Authority to discuss any changes they may be able to make to their preferences. They will be accommodated if at all possible. If parents move house after 20 February 2014 the request will be processed after 16 April 2014.

- **ADMISSIONS CRITERIA**

Within Bracknell Forest there are 25 primary schools, 3 infant schools. Of these, 6 primary schools are voluntary aided schools and set their own admission criteria. Of the remaining 19 are community school and 3 are voluntary controlled schools and the LA sets the admission criteria for these schools. The criteria for all of these schools can be found in the 'Guide to Primary Admissions within Bracknell Forest', on the Bracknell Forest website or from the school. However to make an application for any school (including schools outside of Bracknell Forest) they must be listed on the CAF.

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

- **Admissions Criteria for community schools**

The LA is the admission authority for community schools and sets the admission criteria.

The following criteria apply to these 19 Bracknell Forest community schools:

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

Children with a Statement of Special Educational Needs 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> (Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 of The Children Act 1989). As well as children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a residence 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

<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> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>3</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<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).

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 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 circumstances where:

- (a) the sibling is older and is attending the school because he or she was not able to secure a place at his or her designated school ; and
- (b) as a consequence is attending the school which is in an adjacent designated area

the applicant will be treated as a 'preferential sibling' and will be considered before other non-designated area applicants who have siblings at the school.

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 only).

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

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.

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

- **Admissions criteria for 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	Winkfield St Mary's 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 a Statement of Special Educational Needs 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>5</sup>(Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 of The Children Act 1989).As well as children who were looked after, but ceased to be so because they were adopted<sup>6</sup> (or became subject to a residence order<sup>7</sup> or special guardianship order<sup>8</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.
- (C) Children who live in the designated area of the school.
- (D) Children who have 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 circumstances where:

- (a) the sibling is older and is attending the school because he or she was not able to secure a place at his or her designated school ; and
- (b) as a consequence is attending the school which is in an adjacent designated area

the applicant will be treated as a 'preferential sibling' and will be considered before other non-designated area applicants who have siblings at the school.

- (E) Children whose parents choose the school on denominational grounds.

<sup>5</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>6</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>7</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>8</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).

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 only).

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

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.

- **Denominational Grounds**

Where denominational grounds are a reason for the application for a *voluntary controlled school* where the LA is the admission authority (Crowthorne CE School, Warfield CE School and Winkfield CE 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. 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 published closing date for admissions or the date of application if it is an in-year 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.



## **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.

### **o Voluntary Aided Schools**

Within Bracknell Forest there are 6 voluntary aided primary schools and they are each their own admissions authority. Some of these schools require Supplementary Information Forms to be completed. The forms can be found on either the schools website, the council's website or from the school direct and can be returned to either the school or the LA by the required deadline to be considered as part of the application.

The 6 voluntary aided primary schools 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

## **• ALLOCATION PROCESS**

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.

Allocation letters will be sent to parents by their home LA on 16 April 2014. The home LA will advise all parents of the result of their application. If they have been refused a place at one of their preference schools they will be informed of the reasons for refusal and the details of how to make an appeal. Parents will also be required to accept the offer of a place by 30 April 2014. Failure to do this could result in the offer of a school place being withdrawn. Parents will also be required to send a copy of their child's birth certificate at this time to the School Admissions Team.

The Governors of an aided school or an academy will make their decisions based on the information received from applicants on the common application form or on line and the SIF where necessary.

The Governors will rank all the applications for their school and advise the LA of the results. Their ranked list will include all on time applications. The Governors will provide a statement explaining how places have been ranked and (where appropriate) the reasons why all the preferences have not been met. This statement will be sent to parents by their home LAs with their allocation letter on 16 April 2014.

On behalf of the Governors of the aided school or academy the home LA will advise all applicants of the results of their application. The home LA will advise those applicants who are refused a place of their right of appeal and of the arrangements in place for making an appeal.

If the LA cannot offer a place at any of the preferred schools then an offer will be made to the parent for a place for their child at the next nearest school 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.

All parents will be offered a full time place for their child to start school in the September following their fourth birthday. Parents can request that the date their child is admitted to the school is deferred until later in the academic year or until the child's statutory school age. If this delayed date is September 2014 (for summer born children who reach statutory school age at this time), their child's entry will be as a year 1 child and a new application must be made. Parents can request that their child takes up a part time\* place until their child reaches statutory school age. For an explanation of statutory school age see General Information below.

\*Part time is defined as either 5 mornings or 5 afternoons a week.

- **The allocation process – non Bracknell Forest schools**

Parents who have applied for schools outside Bracknell Forest will be sent the results of their application by their home LA on 16 April 2014. In order to do this the maintaining LA will inform the home LA whether they are able to allocate a place at any of the preferred schools. The home LA will then consider all the preferences and possible offers. The home LA will offer a place at the school that was ranked the highest by the parent/carer.

If the home LA cannot offer a place at any of the preferred schools then an offer will be made to the parent for a place for their child at the next nearest school 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.

All non Bracknell Forest admissions authorities will be expected to provide the home LA with a detailed statement explaining how places have been allocated and (where appropriate) the reasons why all the preferences have not been met in order to inform the applicants where necessary.

- **The Allocation Process - Pupils with Statements of Special Educational Needs**

Admission of SEN pupils to school will be managed by the Special Needs Team in accordance with the Code of Practice for Pupils with Special Educational Needs. The parents will be informed of their child's allocated secondary school by 14 February 2014 by the SEN Team.

- **GENERAL INFORMATION**

- **Statutory school age**

Statutory school age is defined as the following:

If a child's birthday falls on or between **1 September and 31 December** they will become of statutory school age on the 1 January after they turn 5, which is defined as the start of the spring term. They will start in a reception class where they will spend two terms before starting in a Year 1 class in the following September.

If your child's birthday falls on or between **1 January and 31 March** they will become statutory school age on 1 April, which is defined as the start of the summer term. They will start in a reception class where they will spend one term before starting in a Year 1 class in the September.

If your child's birthday falls on or between **1 April and 31 August** they will become of statutory school age on the 1 September, which is defined as the start of the autumn term. **However you are unable to defer entry to a new academic year; a new application would have to be made for a place in Year 1.**

However all children will be offered a full time start in the September following their fourth birthday.

- **Multiple Births**

Where the LA has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) may be admitted as an exception.

- **Shared residence orders**

It is increasingly common that parents are agreeing, and courts are endorsing, 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**

The address where the child lives at the closing date of 15 January 2014 will be used to process the application. It is for the applicant to satisfy the Admissions Authority that they live at the address that they state. 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 closing date for the return of the Common Application Form.

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.

- **Applicants from abroad**

If families are moving (for the first time) 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. If they are living abroad and returning to a property that they own, within Bracknell Forest, then they will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from the School Admissions Team.

- **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 letter from the relevant service declaring a relocation date and a Unit postal address or quartering address.

For those service families who already live in Bracknell Forest or are moving to live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted if applying under the designated area criteria.

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

Criteria A includes those children from whom a request for the allocation of a place for a child has been made and who is Looked After Children<sup>9</sup> (Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 of The Children Act 1989). As well as children who were looked after, but ceased to be so because they were adopted<sup>10</sup> (or became subject to a residence order<sup>11</sup> or special guardianship order<sup>12</sup>) 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.

- **Social Grounds or Medical Grounds (category B)**

If a child or the parent/ carer of that child has a medical condition, that is a serious chronic health condition, or 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 Common Application Form as their highest preferred school.

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<sup>9</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>10</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>11</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>12</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).

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

If it is indicated on the Common Application Form that somebody wants 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 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 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 no evidence from a professional is supplied.
- Request further evidence - if 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 criteria.

- **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.

Applicants should be aware that this is a hard test to satisfy. It is therefore important that applicants submit the very best evidence that they can in support of their applications by the due date.

Note: being required to drop off or collect children at two different schools at the same start or end time will not usually on its own be considered to be a ground warranting consideration under the social or medical need.

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 15 May 2014. 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 over subscribed 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 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. For junior school applications the relevant feeder infant criteria will no longer be a valid criterion at this stage and so any new position on the waiting list may be affected. Parents can make this new application from the 30<sup>th</sup> June 2015 for the academic year 2015/16.

- **Changes of preference**

Parents who wish to amend their application (paper or online) before the closing date will be allowed to do so as long as they put their request in writing to the Admissions Team by the closing date.

Changes of preference after the closing date of 15 January 2014 will only be allowed if the preferred school is not over subscribed; and then only after 16 April 2014 in writing to the School Admissions Team.

- **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 of 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 published closing date.

If the application is for a school where Bracknell Forest is the admission authority 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.

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.

- **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**

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 areas/catchment areas**

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.

**ADMISSIONS TO JUNIOR SCHOOL**

**All information in the admission to primary and/or infant school above also relates to junior applications other than the admission criteria.**

Information regarding the scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled A Parent's Guide to Junior School Admissions in Bracknell Forest for children starting at a junior school in the school year 1 September 2014 to 31 August 2015 for children born on or between 1 September 2006 and 31 August 2007. This guide will be available from 12th September prior to the admissions year.

Any parents wishing to apply for a place at a junior school, will do so at the same time as for first admission for school, ie. by 15 January 2014 for entry in September 2014. The LA will issue all offer and refusal letters. Parents will be offered the right of appeal if necessary.

- **ADMISSIONS CRITERIA**

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

- **Admissions Criteria for community junior schools**



The LA is the admission authority for community junior schools and the following criteria apply to these Bracknell Forest community junior schools:

Holly Spring Juniors
College Town Juniors

Children with a Statement of Special Educational Needs 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>13</sup> (Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 of The Children Act 1989). As well as children who were looked after, but ceased to be so because they were adopted<sup>14</sup> (or became subject to a residence order<sup>15</sup> or special guardianship order<sup>16</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.
- (C) Children who live in the designated area of the school.
- (D) Children who have 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 circumstances where:
- (a) the sibling older and is attending the school because he or she was not able to secure a place at his or her designated school ; and
  - (b) as a consequence is attending the school which is in an adjacent designated area
- the applicant will be treated as a 'preferential sibling' and will be considered before other non-designated area applicants who have siblings at the school.
- (E) Children who are attending the infant school with close links to the paired junior school. If this criterion is used then the relevant pairs of Junior and Infant Schools are Holly Spring Junior School and Holly Spring Infant School and College Town Junior School and College Town Infant School.

<sup>13</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>14</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>15</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>16</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).

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 only.

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.

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

- **Admissions criteria for voluntary controlled junior schools**

The LA is the admission authority for this school and the following criteria apply to this junior school:

Ascot Heath Juniors
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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 a Statement of Special Educational Needs 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>17</sup> (Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 of The Children Act 1989).As

<sup>17</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.

well as children who were looked after, but ceased to be so because they were adopted<sup>18</sup> (or became subject to a residence order<sup>19</sup> or special guardianship order<sup>20</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.
- (C) Children who live in the designated area of the school.
- (D) Children who have 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 circumstances where:

- (a) the sibling is older and is attending the school because he or she was not able to secure a place at his or her designated school ;  
and
- (b) as a consequence is attending the school which is in an adjacent designated area

the applicant will be treated as a 'preferential sibling' and will be considered before other non-designated area applicants who have siblings at the school.

- (E) Children whose parents choose the school on denominational grounds.
- (F) Children who have attended the infant school with close links to the paired junior school. If this criterion is used then the relevant pairs of Infant and Junior Schools are Ascot Heath Infant School and Ascot Heath Junior Schools.

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 only).

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

<sup>18</sup> Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

<sup>19</sup> Under the terms of the Children Act 1989. See section 8 which defines a 'residence order' as an order settling the arrangements to be made as to the person with whom the child is to live.

<sup>20</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).

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.

Pupils do not just have to be in an infant school to be able to apply for a place at a junior school. However, the LA would not encourage parents to move a child who was already settled, out of a primary school into a junior school, unless they had a very good reason.

Junior waiting lists will be re-ordered at the end of the school year 2014/15 as the infant to junior feeder criteria will no longer be a valid criteria.

**If a child has left the infant school the feeder infant school criteria will not be valid.**

**TIMETABLE FOR THE PRIMARY AND JUNIOR CO-ORDINATED ADMISSIONS  
SCHEME  
2014/15**

<b>Date</b>	<b>Action</b>
By 12 <sup>th</sup> September 2013	Composite prospectus for Bracknell Forest primary and junior transfers to be published on the council's website
Oct half term 2013	Application packs posted to parents who have registered
1 November 2013	Online application site open
15 January 2014	Closing date for paper applications
midday on 15 January 2014	Closing date for online applications
7 February 2014	Information exchange with neighbouring authorities completed
By 14 February 2014	SEN Team to inform parents of statemented pupils of their allocated school
By 21 February 2014	Latest date for accepting applications for those moving into the area
By 14 February 2014	Transfer of information to Bracknell Forest own admission authority schools
21 February 2014	Closing date for receipt of supplementary information forms by own admission authority schools where applicable
By 28 February 2014	Own admission authority schools to advise the local authority of their ranked list
28 February 2014	Appeal timetable to be published on council's website. Own admission authorities to publish their own
By 28 March 2014	Final co-ordination with other local authorities
10 April 2014	Advise schools of indicative numbers
16 April 2014	Offer letters to be sent out using first class post
By 30 April 2014	Deadline for parents to accept offers. Late applications begin to be processed
By 21 May 2014	Appeals should be submitted by this date to be heard together.
Summer Term 2014	Local authority to advise schools of final allocation details Schools to send out registration forms. Appeals to be heard

**PUBLISHED ADMISSIONS NUMBERS FOR 2014/15**

<b>School</b>	<b>2014/15 PAN</b>
<b>Primary Schools:</b>	
Ascot Heath CE Junior	60
Ascot Heath Infant	70
Binfield CE Primary	60
Birch Hill Primary	60
College Town Infant	90
College Town Junior	90
Cranbourne Primary	30
Crown Wood Primary	60
Crowthorne CE Primary	30
Fox Hill Primary	30
Great Hollands Primary	60
Harmans Water Primary	90
Holly Spring Infant	90
Holly Spring Junior	90
Jennett's Park Primary	60
Meadow Vale Primary School	90
New Scotland Hill Primary	30
Owlsmoor Primary	90
Pines Primary	60
Sandy Lane Primary	90
St Joseph's RC Primary	30
St Margaret Clitherow RC Primary	30
St Michael's CE Primary (Sand.)	30
St Michael's (EHP) CE Primary	35
Uplands Primary	30
Warfield CE Primary	30
Whitegrove Primary	60
Wildmoor Heath Primary	30
Wildrigings Primary	60
Winkfield St Mary's CE Primary	30
Wooden Hill Primary	50