

**School Admissions Arrangements
2015/16**



**Coordinated Scheme for Admission to
Secondary Schools, incorporating the
admission policy for community schools
For entry to schools in 2015-2016**

CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY ADMISSIONS 2015/2016

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 a LA including those children who were previously in care. Bracknell Forest Local Authority's admissions criteria for its maintained schools reflect these requirements. Admissions arrangements should also enable parents' preferences for schools to be met to the maximum extent possible.

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 over subscription 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 Secondary School Admissions in Bracknell Forest for children starting at a secondary school in the school year 1 September 2015 to 31 August 2016 for children born on or between 1 September 2003 and 31 August 2004. 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 secondary school either on line or using a Common Application Form. It must also be used if residents wish to apply for a 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). These forms will be available to the parents of those Bracknell Forest pupils in Bracknell Forest schools. Arrangements will also be made to ensure that parents of Bracknell Forest pupils in neighbouring LA's schools will also receive information on how to apply. Parents of pupils in Bracknell Forest schools who are not Bracknell Forest residents will receive secondary information from their home local authority.

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.

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.

Applications made on the Bracknell Forest Common Application Form for children within a Bracknell Forest primary school may be returned to the child's current Bracknell Forest primary school by 31 October 2014. The primary school will forward the form on to the LA's Admissions Team.

Bracknell Forest parents whose child attends a school in another LA and who wish to submit a paper application, can return their form either to their child's current school or directly to the Bracknell Forest Admissions Team by 31 October 2014. Bracknell Forest parents whose child attends an independent school will need to send their application form directly to Bracknell Forest's Admissions Team by 31 October 2014 or apply on line.

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

- **On Line Applications**

Parents can also complete an on-line application. Parents will be able to apply for a secondary school place on line via the Council's website. The site will be open for applications from 12 September to midday on 31 October 2014. On line applications have to be submitted by midday 31 October 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.

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.

- **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 make this statement available on their website. Hard copies can be request for those who do not have access to the internet.

- **Applications made after the closing date of 31 October 2014**

- **Late Application**

Where it can reasonably be assumed that an application could have been made by the closing date of 31 October 2014 the application will be processed by the School Admissions Team after 14 March 2015.

- **Moving into Bracknell Forest**

Where it can reasonably be assumed that an application could *not* have been made by the closing date of 31 October 2014 (for example if they have just moved into Bracknell Forest) but the application form is submitted before 14 February 2015 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 on or after 14 February 2015 it will be processed after 2 March 2015.

- **Moving within Bracknell Forest**

If parents move house within Bracknell Forest after the closing date of 31 October 2014 and before 14 February 2015 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 14 February 2015 the request will be processed after 1 March 2015.

ADMISSIONS CRITERIA

Within Bracknell Forest there are 6 secondary schools. Of these, one is an academy and sets its own admission criteria. The remaining 5 are community 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 Secondary 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 as a preference.

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

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

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

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

| |
|---------------------------|
| Easthampstead Park School |
| Edgbarrow School |
| Garth Hill college |
| Sandhurst School |
| The Brakenhale 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 Children¹(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 adopted² (or became subject to a residence order³ or special guardianship order⁴) immediately following having been looked after.

¹ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

³ 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

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

Children must be living in the designated area and/or attending a feeder primary at the closing date of 31 October 2014 to be considered under these criteria.

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

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

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

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

live.

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).

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.

○ **Academies**

Within Bracknell Forest there is one academy secondary school. Own admission authority schools can prepare a Supplementary information Form (SIF) to be completed if they require further information in order for them to allocate places at their school against their admissions criteria. The form 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 academy within Bracknell Forest is as follows:

| |
|---|
| Ranelagh Church of England Academy School |
|---|

THE 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.

Offers will be sent to parents by their home LA on 2 March 2015. 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 be required to accept their offer of a place by 14 March 2015. Failure to do this could result in the offer 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 at the beginning of the spring term 2015 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 2 March 2015.

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.

- **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 2 March 2015. 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 by the middle of January 2015. 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 applicant 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 2015 by the SEN Team.

GENERAL INFORMATION

- **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 31 October 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 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 own 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 exchange of contracts letter. 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, in the local area, 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 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 they wish their application to be considered 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 Children⁵(Any request for the

⁵ A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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 adopted⁶ (or became subject to a residence order⁷ or special guardianship order⁸) 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 of 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 Need (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.

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 relevant 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

⁶ Under the terms of the Adoption and Children Act 2002. See section 46 (adoption orders).

⁷ 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.

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

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.

Child care arrangements would also not usually on its own be 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 1 April 2015. Admissions authorities will then endeavour to hear all appeals submitted by this date within 40 school days.

- **Waiting lists**

Applicants not offered a place at one of their higher preference school than that offered are placed on a waiting list. The waiting list will be constructed using the same order of priorities as set out in the admissions criteria. 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. 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. The feeder primary 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 30th June 2015 for the academic year 2015/16.

The LA will maintain the waiting list for Ranelagh Church of England Academy School until 1 September 2015 when Ranelagh will maintain their own.

If the child has left their primary school the feeder primary school criteria will not be valid.

- **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 (31 October 2014) will only be allowed if the preferred school is not over subscribed; and then only after 2 March 2015 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 on the basis of the circumstances of each case and the parent will be informed of their right of appeal. This right does not apply if they are offered a place in another year group at the school.

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

The parent will be required to put all information in writing to the School Admissions Team. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent. The paperwork must be submitted before the published closing date.

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

DEFINITION

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.

**SECONDARY TRANSFER TIMETABLE
SEPTEMBER 2015 ENTRY**

| Date | Action |
|-----------------------------------|--|
| By 12 September 2014 | Composite prospectus for Bracknell Forest secondary transfers to be published on the council's website |
| By 12 September 2014 | Application packs sent out via pupil post where appropriate or to the home address |
| 12 September 2014 | Online application site open |
| 31 October 2014 | Closing date for paper applications |
| Midday 31 October 2014 | Closing date for online applications |
| 14 February 2015 | SEN Team to inform parents of statemented pupils of their allocated school |
| 14 February 2015 | Latest date for accepting applications for those moving into the area. |
| Beginning of the spring term 2015 | Own admission authorities to inform the local authority of their ranking |
| 24 February 2015 | Advise schools of indicative numbers |
| 2 March 2015 | Offer letters to be sent out using first class post |
| 28 February 2015 | Appeal timetable to be published on council's website. Own admission authorities to publish their own |
| 14 March 2015 | Deadline for parents to accept offers. Late applications begin to be processed |
| 1 April 2015 | Appeals should be submitted by this date to be heard together. |
| Summer Term 2015 | Local authority to advise schools of final allocation details Appeals to be heard |

PUBLISHED ADMISSIONS NUMBERS FOR 2015/16

| <i>Secondary Schools:</i> | 2015/16 PAN |
|---------------------------|------------------------|
| <i>Brakenhale</i> | 210 |
| <i>Easthampstead Park</i> | 240 |
| <i>Edgbarrow</i> | 210 |
| <i>Garth Hill</i> | 270* |
| <i>Ranelagh</i> | 155 |
| <i>Sandhurst</i> | 200 |

* May be increased subject to building work.