

**TO: EXECUTIVE MEMBER CHILDREN, YOUNG PEOPLE & LEARNING**  
**DATE: 24 AUGUST 2015**

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**CONSULTATIONS ON CHANGES TO ANNUAL ADMISSIONS ARRANGEMENTS 2017/18 AND  
SCHOOL DESIGNATED AREAS**  
**Director, Children, Young People and Learning**

**1. PURPOSE OF DECISION**

- 1.1. To seek the Executive Member's agreement to the annual admission arrangements to apply from 2017/18 and on the proposed consultation on changes to designated areas.

**2. RECOMMENDATIONS**

- 2.1. **That the consultation plan attached as Appendix A be approved.**
- 2.2. **That views are sought on the proposed changes to the admission arrangements for 2017/18.**

**3. REASONS FOR RECOMMENDATIONS**

- 3.1. To ensure that the admission arrangements for Bracknell Forest comply with the requirements in the School Admission Code.

**4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1. None. There is a legal obligation to consult on and provide annual admissions arrangements.

**5. SUPPORTING INFORMATION**

- 5.1. The Executive approved on 23 June 2015 changes to be made to school designated areas and admission arrangements with effect from 2017/18 and that non-statutory and statutory consultation will take place between 1 September and 20 November.
- 5.2. Detailed proposals for the consultation are attached in the Consultation Plan as Appendix A.
- 5.3. Annual admission arrangements for 2017/18 include changes to reflect the proposed designated area changes, the protection for siblings and, in the secondary arrangements, to consult on removal of the feeder primary criterion (it will still remain within the infant to junior criteria). The proposed co-ordinated admission arrangements for community and voluntary controlled schools are attached:
- Appendix B sets out the arrangements for children starting primary phase schools in 2017/18.
  - Appendix C sets out the arrangements for children starting secondary schools in 2017/18.
  - Appendix D sets out the arrangements for students starting sixth form in 2017/18.
  - Appendix E Sets out the arrangements for children starting nursery in 2017/18.
  - In-year admissions arrangements for 2017/18 are attached at Appendix F.
- 5.4. Academy and Aided schools set their own admission arrangements. They will be consultees in this process.

## 6. CONSULTATION

### Principal Groups Consulted

- 6.1 Consultation on this paper is not needed. The paper outlines the arrangements to be undertaken in the planned consultation.

### Method of Consultation

- 6.2 Not applicable.

### Representations Received

- 6.3 Not applicable.

## 7. ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

### Borough Solicitor

- 7.1 The relevant legal provisions are contained within the main body of the report.

### Borough Finance Officer

- 7.2 The Borough Treasurer is satisfied that no significant financial implications arise from this report.

### Equalities Impact Assessment

- 7.3. Bracknell Forest Council has an inclusive admissions policy and children will not be discriminated against as laid down by the Equality Act 2010, Human Rights Act 1998, Disability Discrimination Acts 1995 and 2005 and Equality Act 2010.

### Strategic Risk Management Issues

- 7.4. Significant Risks Include:

ISSUE		RISK	COMMENT
	If the required consultation arrangements are not set, the Local Authority would be in breach of the School Admissions Code.	Low	The Local Authority could be reported to the Adjudicator for failure to comply with the School Admissions Code.

### Background Papers

Paper to the Executive on 23 June 2015 - 'Changes to admission to schools as a basis for consultation'.

School Admissions Code 2014, DfE

### Contacts for further information

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## CONSULTATION PLAN

### CHANGES TO ADMISSION ARRANGEMENTS AND DESIGNATED AREAS

#### 1. Introduction

The consultation has two purposes: to seek views of local people and other interested parties on changes to:

- Admission arrangements to apply from 2017/18 and beyond. This is a statutory consultation. Note that necessary changes to admission arrangements in following years will be subject to annual statutory consultations.
- Designated areas - The consultation will outline the desired future pattern of designated areas in the light of planned significant housing developments, expanded and new schools. Changes will be enacted in stages, as required, through annual statutory admissions consultations.

Over the past few years in excess of 5,000 school places have been created. Projecting forward, up to 13 additional primary forms of entry (FE) and up to 10 secondary FE are required as a result of new housing. Although there was a review of school provision in South Bracknell 10 years ago, there has been no significant review of designated areas for over 15 years. The only change to our schools' designated areas was made by RBWM to Charters School DA in 2001 which removed Forest Park from their designated area. Forest Park was added to the DA of Brakenhale School.

The consultation is relevant to:

- Children and young people
- Their parents and carers
- Schools and governing bodies
- Early years and other educational providers and services
- A range of partnership partners
- Wider community

#### 2. Background

All local authorities must plan for the provision of sufficient school places for children in its area. The Council has identified significant areas of new housing that are scheduled to be built in the current planning period through to 2028. These bring the implication of a need for further school places and the Council works with developers to have these places provided through the development process. The following changes are expected:

- Warfield CE Primary is to expand to meet new needs in Warfield West. The expansion is due to be operational from September 2016.
- Crowthorne CE Primary is to expand to meet new needs arising in Crowthorne through the TRL development. The expansion is currently likely to be operational from September 2018.
- New schools will be commissioned to meet:
  - Needs for primary spaces in Amen Corner, 2 schools, North and South, currently likely in September 2017 and September 2019 or 2020.
  - Needs for primary spaces in Binfield, and secondary spaces to meet needs across the wide North Bracknell area. These are to be provided through a Binfield Learning Village development to open in September 2017.
  - Needs for further spaces in Warfield East from September 2019 onwards.

All these changes have implications for designated areas which need to be addressed. Changes to admission arrangements are also needed.

### **3. Details**

A detailed specification of the changes, and reasons for them, is attached as Annex 1.

### **4. Consultation scope**

The Consultation Mandate is attached as Annex 2.

The Council is committed to understanding the views of everyone with an interest in the admission of children and young people to schools. These views will:

- Inform the statutory consultations in 2015/16 (to apply for admission arrangements in 2017/18) and in later years.
- Help establish the desired picture of the eventual pattern of designated areas throughout the Borough so that annual changes can be defined accurately and consistently.

The consultation should ensure that the following list of people are consulted. Failure to consult effectively may be grounds for subsequent complaints and appeals.

- a) 'parents of children between the ages of two and eighteen;
- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination'.

A mapping of consultees is attached as Annex 3.

### **5. Consultation process and methods**

The consultation methodology will include a range of consultation methods ensuring a balance between consulting with children and young people, with their parents and carers, with local schools and local educational service providers and with the wider community.

Methods will include:

- Information and a questionnaire available on the Council's consultation portal, website and on paper.
- School-based meetings
- Display in Time Square

Promotion will include:

- Circulating information to interested parties
- Use of Council press releases
- Use of Council social media feeds
- Information on the Council's website and links on all schools' websites

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- Promotion – display and/or leaflets available - of the consultation at Council offices, libraries, sports centres and other venues

See detailed timetable/project plan available as Annex 4.

### 6. Proposed questions

1. Do you agree with the proposal to remove the secondary school 'feeder primary' criterion? Yes / No

Comments

2. Do you agree with the proposed changes to designated areas for 2017/18 admissions? Yes / No

Comments

3. Do you agree that the expected pattern of designated areas is the best way of planning for the necessary increase in school places? Yes / No

Comments

4. Are there any other points you would like to raise in relation to our admission arrangements?

5. Do you have children of nursery or school age?  
Yes / No

If Yes ...

6. What (is) are the age(s) of your child(ren)?

7. Are you? (Tick as many as appropriate)  
A parent of a child(ren) aged 2-18 / A BF resident? / Living in Hatch Ride or Oaklands DA? / Not a BF resident (and not living in Hatch Ride or Oaklands DA) / A member of school staff (Teaching, Non-teaching) (and at which school) / a School Governor (and at which school)

8. Are you making a response on behalf of:  
A Local Authority / An own admissions authority / A Diocese

### 7. Timescales

The consultation will be open for the period Tuesday 1 September to Friday 20 November 2015 (12 weeks). This comprises a 4½ week period of non-statutory consultation from 1 September to 1 October at which date the statutory consultation will start and run until the start of half term (7½ weeks; it must be a minimum of 6 weeks)

The Executive Member for CYPL will consider the outcomes of the consultation and agree recommendations in January / February 2016.

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## Background paper: School catchment changes

### *Changes to admission arrangements and designated areas.*

#### **1. Background**

The Council is proposing to change the admission arrangements and the designated areas (otherwise known as catchment areas) in the light of significant new housing that is likely to be built over the next 10 years. Admission arrangements are what are used to decide who is offered a place when a school has more applicants than places.

New housing will lead to the creation of significant numbers of additional school places in existing or new schools. Up to 13 additional primary school forms of entry (FE) and up to 9 secondary school FE are required to be built as a result of new housing in the next 10 years. Current admission arrangements need to change to reflect these developments.

Although there was a review of school provision in South Bracknell 10 years ago, there has been no significant review of designated areas for over 15 years. The only change to our schools' designated areas was made by the Royal Borough of Windsor and Maidenhead to Charters School DA in 2001 which removed Forest Park from their designated area. Forest Park was added to the designated area of Brakenhale School.

#### **2. In summary**

There are proposed to be two significant changes:

- 1. Removal of secondary school 'feeder primary' criterion.**
- 2. Changes to designated areas (DAs) to establish DAs for the new or expanded schools with consequential revision to the DAs of schools affected.**

In addition there is the opportunity to address over the years ahead two historic DA features: in some areas there are DAs shared by two schools and there are some local instances where boundary lines are inconsistent and it is proposed that these be 'tidied up'.

It is recognised that changes to DA boundaries are sensitive and create a lot of interest with schools, parents and local communities. As a complex project it is sensible and desirable to:

- Outline this year the planned pattern of designated areas (DAs) when there are 6 more primary school sites and 1 more secondary school.
- Work towards this year by year through annual statutory admissions arrangements consultations when school providers are known and when schools are ready to open.

The changes demonstrate that the Council is responding positively, transparently and fairly to new housing and the need for new schools.

### 3. New housing and school places

New housing developments are planned at Amen Corner (on two sites, North and South), Binfield Learning Village at Blue Mountain, the Transport Research Laboratory site (TRL) near Crowthorne and in Warfield (on two sites, West and East).

Up to 13 additional primary FE and up to 9 additional secondary FE places are being planned through school expansions or new Academies as part of all these developments. The timing of additional school places being available are currently scheduled as:

<i>School</i>	<i>Likely to be provided as Academy / Expansion</i>	<i>Phase</i>	<i>Due to open Sept.</i>
Warfield West	Expansion	Primary	2016
Binfield Learning Village	Academy	Sec'y & Primary	2017
TRL site at Crowthorne	Expansion	Primary	2018
Amen Corner North	Academy	Primary	2017
Amen Corner South	Academy	Primary	TBA
Warfield East	Academy	Primary	TBA

### 4. The proposals in more detail

#### 4.1 Removal of secondary school 'feeder primary' criterion

Current Community secondary schools admission arrangements include provision for feeder primary schools. This has proved over time to be an effective feature of the admission arrangements. The School Admissions Code (2014) states that the use of a feeder school as an over-subscription criterion must be 'transparent and made on reasonable grounds'.

The current arrangement of the five Community secondary schools having feeder primary schools is recommended for removal.

The table below is a simplified illustration of the admissions criteria for community secondary schools before and after the change. Children are admitted in a combination of the criteria listed below\*:

<i>Current admission criteria</i>	<i>Proposed admission criteria</i>
Children with a statement of special educational needs that names the school.	Children with a statement of special educational needs that names the school.
Children 'looked after' by the local authority.	Children 'looked after' by the local authority.
Children who have either medical or social grounds for admission to the school.	Children who have either medical or social grounds for admission to the school.
Children who live in the designated area of the secondary school.	Children who live in the designated area of the secondary school.
Children who have brother(s) or sister(s) at the school.	Children who have brother(s) or sister(s) at the school.
Children who attend a primary school that is formally linked with ('a feeder to') the secondary 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 will follow the same order of priority as the basic list of criteria. (e.g. Under current arrangements 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 designated area 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.

If there are feeder school arrangements then there must be a reasonable and transparent likelihood of gaining admission to the fed school. The reason for this proposed change is that the current arrangements will become untenable in two ways.

1. With the current feeder school arrangements there is no provision for one part of a primary school DA to feed one secondary school, and another part to feed a different secondary school.
  - New school places at TRL are to be provided as an expansion of the adjacent school, Crowthorne CE Primary, onto a second site. However the DA of the current school feeds into Edgbarrow School, and the DA of TRL would feed into Easthampstead Park School.
  - Similarly, the new Warfield West development is to be served by an expansion of Warfield CE Primary onto a second site. The DA of the current school feeds into Garth Hill College, and the new area would feed into the new Binfield Learning Village secondary provision.
2. Additionally the Council is likely to need to respond to RBWM's removal of the feeder school criteria for Charters which will affect Ascot Heath and Cranbourne schools.

Secondary schools can continue to have working links (for visits, study days, resource sharing etc.) with primary schools in their designated area.

The proposed changes will affect all schools in the Borough. The changes will be implemented for admission in 2017/18.

## 4.2 Changes to designated areas

### Establishing DAs for new / expanded schools

There is a need to establish DAs for the new/expanded schools, with consequential revision to the DAs of schools affected. The proposed pattern is based on knowledge of future school locations, the numbers of houses to be built and the envisaged size of schools. The aim is to create designated areas that are more in line with the numbers of houses and families within its area.

Two **primary** schools are expanding onto a second site - Warfield and Crowthorne CE Primaries. For these schools primary DAs will not need to be created, but will need adjusting:

<i>New primary places</i>	<i>Currently in the DA(s) of:</i>
Warfield West	Warfield/Whitegrove, Sandy Lane & Meadow Vale
TRL/Crowthorne	Crowthorne, Hatch Ride and Oaklands (Wokingham schools)

Four Academy **primary** schools are likely to be forthcoming. There will be a need for primary school DAs to be created from existing DAs in the following areas:

<i>New primary places</i>	<i>Currently in the DA(s) of:</i>
Amen Corner North	Binfield
Amen Corner South	Binfield

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Binfield Learning Village<sup>1</sup>      Binfield and Meadow Vale  
Warfield East                      Warfield/Whitegrove

The new **secondary** phase of the 'all-through' school to be built at the Binfield Learning Village at Blue Mountain is planned to take children from the western half of the current Garth Hill College DA. A new DA is required for the Binfield Learning Village secondary provision and a subsequent revision made to Garth Hill College's DA.

### Removal of shared DAs

Four areas of the Borough are currently shared by more than one primary school which makes admissions arrangements more complicated for parents. It is recommended that these shared areas be removed when the opportunity is presented.

- Binfield and Warfield / Whitegrove
- Warfield and Whitegrove
- College Town and Owlsmoor
- New Scotland Hill and St Michael's Sandhurst

It should be noted that, in order to be flexible and plan admissions to the new schools, some additional shared areas will be created for a limited time.

### Inconsistent boundaries

It is proposed that boundaries of the following schools which currently follow an inconsistent line be addressed when the opportunity is presented. This is normally where a garden has been sold for development and the line is not consistent with the rest of the road

- Cranbourne and Ascot Heath
- Meadow Vale and Sandy Lane
- Holly Spring and Sandy Lane

### Summary

Changes to designated areas are likely to affect the following schools in North Bracknell, Sandhurst and Crowthorne. ***The DAs of other schools will not be affected.***

School affected	New/ expanded primary school	New secondary school	Shared DA	Inconsistent boundary	To be implemented in which year
Binfield CE ~	Y		Y		2017/18*
Warfield CE	Y		Y		2017/18
Whitegrove	Y		Y		2017/18*
Sandy Lane	Y			Y	2017/18
Meadow Vale	Y			Y	2017/18

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<sup>1</sup> Note that primary provision at Binfield Learning Village at Blue Mountain is part of a proposed 'all-through' school for children aged 5-18 years old.

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Garth Hill College		Y			2017/18
Crowthorne CE	Y				2017/18
Hatch Ride (in Wokingham)	Y				2017/18
Oaklands (in Wokingham)	Y				2017/18
Holly Spring				Y	Later year
Cranbourne				Y	Later year
Ascot Heath				Y	Later year
College Town Infant & Junior			Y		Later year
Owlsmoor			Y		Later year
New Scotland Hill			Y		Later year
St Michael's CE Sandhurst ~			Y		Later year

\* Note that these schools will also be the subject of consultations in future years.

~ Binfield and St Michael's Sandhurst are both Voluntary Aided schools which determine their own admission arrangements. If proposals are taken forward, the Council will need to work with the governing bodies of these schools to bring about changes.

### 5. Changes in designated areas to be introduced from 2017/18

The specific content of consultation for 2017/18 entry will be to:

- Establish DAs for the new Binfield Learning Village at Blue Mountain – primary and secondary.
- Make the necessary changes in North Bracknell involving Binfield CE, Warfield CE, Whitegrove and Sandy Lane schools.
- Establish a DA for the new school at Amen Corner North, involving Binfield CE School.
- An expanded DA for Crowthorne CE School to include the TRL area, currently in Wokingham BC.
- Address historic issues of shared DAs and inconsistent boundaries

### 6. Likely changes to designated areas in the longer term

There will be further changes in DAs in coming years. The proposal is to work towards this pattern year by year through annual statutory admissions arrangements consultations when school providers are known and when schools are ready to open.

## **7. Protected Sibling Status within the designated area**

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

## **8. Timescales**

The consultation will be open for comments between 1 September to 20 November (this period includes the necessary statutory 6 week period of consultation)

The Council will then consider responses and is due to make a decision in January.

**The Council is committed to understanding the views of everyone with an interest in the admission of children and young people to schools.**

**Your views are welcome on these changes to designated areas and admissions criteria.**

**Please respond by email to [consultation.education@bracknell-forest.gov.uk](mailto:consultation.education@bracknell-forest.gov.uk), on paper or by using the Council's website **xxxxxx****

## **9. Contacts**

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**Consultation mandate**

	<b>Consultation mandate 7 elements</b>	<b>Your consultation mandate</b>
1	We	Bracknell Forest Council, Children, Young People and Learning (CYPL)
2	Need to understand the views of (target audiences/stakeholders – such as residents, local businesses)	Headteachers, governors, school staff, parents, children & young people and the local community.
3	Concerning (issue)	Future admission arrangements, including revising school designated areas, to apply from 2017 onwards.
4	So that (actor – such as Executive or Executive Member, a Director, lead officer or team)	CYPL DMT
5	Can (take an action)	Seek views on proposals.
6	Between (date)	1 September 2015 and 20 November 2015
7	So as to accomplish/in order to (wider aim)	Ensure that all school places for maintained schools are allocated and offered in an open, clear, fair and objective way throughout Bracknell Forest.



## Timetable / Project Plan

## Annex 4

Initial liaison		Notes	Earliest	Latest	Progress
Liaise with Wokingham re 'triangle' (LA)		Piers/Sue Riddick require formal request incl. maps	Now	31 July	Complete
Wokingham consult re 'triangle' (GS/LA)			Now	31 October	
Liaise with Dioceses re denominational changes (LA)		CoE re VC schools			Complete
Liaise with church school GBs to get view (LA)			14 May	22 July	
Preparation, political briefing and approvals					
Paper to DMT (GS)			31 March		Complete
Lead Member Briefing (GS)			21 April		Complete
Leaders' Briefing	Papers				
	Meeting		19 May		Complete
Members' Briefing	Meeting		20 May		Complete
	Papers		20 May		Complete
Paper to CMT (LA)	Papers		20 May		Complete
	Meeting		27 May		Complete
PRG	Papers		28 May		Complete
	Meeting		2 June		Complete
Schools' Briefings		Link to school briefings overleaf	21 May		Started
Executive Briefing	Papers		2 June		Complete
	Meeting		9 June		Complete
Executive	Papers		16 June		Complete
	Meeting		23 June		Complete
Consultation preparation					
Meet or send email to schools involved	Binfield	VA school compulsory for them to agree change. Need to ask them to include in their consultation in 2015 for 2017/18 admission	May	June	Complete
	Whitegrove	Explain about changing DA	May	June	Complete
	Warfield	Explain about changing DA	May	June	Complete
	Crowthorne	Explain about changing DA	May	June	Complete
	St Michael's Sandhurst	VA school compulsory for them to agree			

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		change. Need to ask them to include in their consultation in 2016 for 2018/19 admission			
	Garth Hill College	Explain about changing DA, and Binfield LV implications			Complete
	Owlsmoor	Explain about changing DA			
	New Scotland Hill	Explain about changing DA			
	Sandy Lane	Explain about changing DA			Complete
	Meadow Vale	Explain about changing DA			Complete
	Holly Spring Inf & Jun	Explain about changing DA			
	College Town	Explain about changing DA			
	All schools (incl. above)	Removing the Feeder	June		Complete
Book roadshow (LA)	Edgbarrow	12 Oct 7pm			Booked
	Sandhurst	19 Oct 7pm			Booked
	EP	14 Oct 7pm			Booked
	Garth	21 Oct 7pm			Booked
	Brakenhale	7 Oct 7pm			Booked
	Warfield	23 Sept 7 pm			Booked
	Binfield	TBA			
	Meadow Vale	18 Sept 9.00am			Booked
	Sandy Lane	16 Sept 2.30pm			Booked
	Crowthorne	2 Oct 11.00am			Booked
	Ascot Heath Infants	22 Sept 9.00am			Booked
	Time Square reception				
FAQs (GS/LA)				Before consult	Underway
Dates in diaries for those attending consultation (LA)				Before consult	
Prepare displays (GS/LA)				Before consult	
Write AAA (LA)				Before consult	
Prepare wording/ marketing of roadshow (GS/LA)				Before consult	
Leaflet to send to affected people (GS/LA)				Before consult	
Finalise maps and phases (LA)				Before consult	Underway. Revisions needed
Set up consultation on web (GS)				Before consult	

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Press release (Comms)			Before consult	
List of consultees (LA)	Follows this table		Before consult	Underway
Warfield leaflets for builders (LA)			Before consult	Underway
<b>Consultation</b>				
Consultation start		1 Sept	5 Oct	
Statutory consultation	6 weeks (excl. half-term)	5 Oct	20 Nov	
Liaison with VA and Academies		July	20 Nov	
<b>Approvals - Review outcomes and agree</b>				
DMT Papers				
Meeting		15 Dec	5 Jan	
CMT Papers				
Meeting		23 Dec	13 Jan	
PRG Papers				
Meeting		5 Jan	19 Jan	
Executive Briefing Papers				
Meeting		12 Jan	26 Jan	
Executive Papers				
Meeting		26 Jan	9 Feb	
Statutory deadline			28 Feb	

**NB: School Admissions Code 2014 states that:**

Statutory consultation. Minimum of 6 weeks, not school holidays, between 1 October 2015 and 31 January 2016.

Decision to be made by 28 February 2016.

Admission authorities **must** consult with:

- a) parents of children between the ages of two and eighteen;

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- b) other persons in the relevant area who in the opinion of the admission authority have an interest in the proposed admissions;
- c) all other admission authorities within the relevant area (except that primary schools need not consult secondary schools);
- d) whichever of the governing body and the local authority who are not the admission authority;
- e) any adjoining neighbouring local authorities where the admission authority is the local authority; and
- f) in the case of schools designated with a religious character, the body or person representing the religion or religious denomination.

For the duration of the consultation period, the admission authority **must** publish a copy of their full proposed admission arrangements (including the proposed PAN) on their website together with details of the person within the admission authority to whom comments may be sent and the areas on which comments are not sought.

Admission authorities **must** also send upon request a copy of the proposed admission arrangements to any of the persons or bodies listed above inviting comment. Failure to consult effectively may be grounds for subsequent complaints and appeals.

**Failure to consult effectively may be grounds for subsequent complaints and appeals.**

**Appendix B**

**School Admissions Arrangements  
2017/18**



**Coordinated Scheme for Admission to  
Primary, Infant and Junior Schools,  
incorporating admission policies for  
community and voluntary controlled schools  
For entry to schools in 2017-2018**

## **CO-ORDINATED ADMISSIONS SCHEME FOR PRIMARY ADMISSIONS 2017/2018**

### **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 September 2017 to 31 August 2018 for children born

on or between 1 September 2012 and 31 August 2013. The guide also provides information for parents of those children applying to transfer from infant to junior school. 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 2016 to receive information on how to apply for a school place.

Parents will be allowed to name up to three schools and parents are encouraged to do this. Parents will be asked to rank their preferences. They will also be allowed 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 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 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 and on the Bracknell Forest website. The site will be open for applications from 1 November 2016 to midday 15 January 2017.

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 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 make this statement available on their website and hard copies will be available on request.

- **Applications made after the closing date of 15 January 2017**

- **Late Application**

Where it can reasonably be assumed that an application could have been made by the closing date of 15 January 2017 the application will be processed by the School Admissions Team in the second round which begins on 2 May 2017.

- **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 2017 (for example if they have just moved into Bracknell Forest) but the application form is submitted by 9 February 2016 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 9 February 2017 it will be processed in the second round which begins on 2 May 2017.

- **Moving within Bracknell Forest**

If parents move house within Bracknell Forest after the closing date of 15 January 2017 and by 9 February 2017 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 9 February 2017 the request will be processed in the second round which begins on 2 May 2017.

- **OVERSUBSCRIPTION CRITERIA**

Within Bracknell Forest there are 25 primary schools, 3 infant schools. Of these, 6 primary schools are either voluntary aided or academy 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 as a preference.

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

- **Oversubscription 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 or an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children<sup>2</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>3</sup> (or became subject to a child arrangements order<sup>4</sup> or special guardianship order<sup>5</sup>) immediately following having been looked after.

<sup>2</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>3</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>4</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>5</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).

- (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 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.

#### ○ **Oversubscription 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 or an Education Health and Care Plan that names a specific school must, by law, be admitted to that school.

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

- (A) Looked After Children<sup>6</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>7</sup> (or became subject to a child arrangements order<sup>8</sup> or special guardianship order<sup>9</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.
- (E) Children whose parents choose the school on denominational grounds.

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

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<sup>6</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>7</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>8</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>9</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. 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.

### **Application for Warfield CofE School**

Applications for Warfield C of E School are made for the school not a particular site. Places will be available across both sites - All Saints Rise and at Woodhurst Park.

Parents should in the usual way name Warfield as one of their preferences on their common application form. They can then request which site they would prefer their child to attend. However this is just a request and does not form part of the application and admission process. The offer of a school place will be made for the school not the site.

If there are more applicants than places within the same criteria then the tie break will be distance as follows:

- Each applicant will be measured using the distance to the mid point between the two sites.
- The tie break will be those nearest the mid point.

The school will be given the list of those allocated a place and their preferred site. The school will also be given information around siblings and distances to both sites to help them organise their classes across the two sites.

After all places has been accepted the parent will be written to by the school and the parent will be informed as to which site their child will be taught on.

Should parents then turn down the offer of a place (either because they no longer wish for the site offered or for another reason) then the offer will be withdrawn. The Department for Education guidance states that there is no right of appeal for a site, only for a school.

### **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.

### **○ Voluntary Aided and Academy Schools**

Within Bracknell Forest there are 6 voluntary aided or academy 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 5 voluntary aided primary schools within Bracknell Forest are as follows:

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

There is 1 academy primary school within Bracknell Forest

St Margaret Clitherow RC Primary School
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## **• 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 18 April 2017. 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 2 May 2017. 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 available on the Bracknell Forest website on 18 April 2017 and a hard copy can be sent to parents if requested.

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 2017 (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 18 April 2017. 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 children with a statement of Special Educational Needs (SEN) or Education Health and Care Plan (EHCP) 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 2017 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.

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

It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called 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 these arrangement orders, 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 2016 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.

- **Protected Sibling Status**

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

It is the parent's responsibility to inform the School Admissions Team on their application that they fulfil this criterion. This information will then be verified by the School Admissions Team. Parents **must** enclose a copy of their current council tax notice.

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

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

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

- **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>10</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>11</sup> (or became subject to a child arrangements order<sup>12</sup> or special guardianship order<sup>13</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 (criterion B)**

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

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<sup>10</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>11</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>12</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>13</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).

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.

### **Medical**

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

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

### **Social**

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

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as their highest preferred school for an older child by the published closing date and the local authority have been unable to meet this preference and a place has been allocated to this older child at an alternative school. If the parent then wishes to apply for this alternative school by the published closing date for their younger child (and the older child will still be attending at the date of admission of the younger child) then the applicant must notify The School Admissions Team on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied. This information will be assessed as published in the procedure for dealing with social or medical applications.

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded by The School Admissions Team at the time and will be used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

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

- **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 17 May 2017. 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. Waiting lists will be re-ordered at the end of the academic year 2016/17 as the infant to junior feeder criterion will no longer be a valid criterion at this stage. If a child has left the infant school the feeder infant school criteria will not be valid.

- **Changes of preference**

Parents who wish to amend their paper application 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. Online applications can be amended up until the closing date.

Changes of preference after the closing date of 15 January 2017 will only be allowed after 18 April 2017 in writing to the School Admissions Team and will be processed in the second round.

- **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. Where the parents of a summer born child chooses not to send that child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to reception rather than year 1. 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 for their child's date of birth.

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 oversubscription 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 2017 to 31 August 2018 for children born on or between 1 September 2009 and 31 August 2010. 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 2017 for entry in September 2017. The LA will issue all offers and refusals. Parents will be offered the right of appeal if necessary.

## • **OVERSUBSCRIPTION CRITERIA**

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

### ○ **Oversubscription 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 Junior
College Town Junior

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

- (A) Looked After Children<sup>14</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>15</sup> (or became subject to a child arrangements order<sup>16</sup> or special guardianship order<sup>17</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.

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<sup>14</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>15</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>16</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>17</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).

- (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.
- (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.

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.

- **Oversubscription 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 Junior
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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 or Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children<sup>18</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>19</sup> (or became subject to a child arrangements order<sup>20</sup> or special guardianship order<sup>21</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.
- (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 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.

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<sup>18</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>19</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>20</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>21</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 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 2016/17 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 2017/18**

<b>Date</b>	<b>Action</b>
By 12 <sup>th</sup> September 2016	Composite prospectus for Bracknell Forest primary and junior transfers to be published on the council's website
Oct half term 2016	Application information posted to parents who have registered
1 November 2016	Online application site open
15 January 2017	Closing date for paper applications
midday on 15 January 2017	Closing date for online applications
5 February 2017	Information exchange with neighbouring authorities completed
By 12 February 2017	SEN Team to inform parents of statemented pupils of their allocated school
By 3 February 2017	Latest date for accepting applications for those moving into the area
By 8 February 2017	Transfer of information to Bracknell Forest own admission authority schools

24 February 2017	Closing date for receipt of supplementary information forms by own admission authority schools where applicable
By 3 March 2017	Own admission authority schools to advise the local authority of their ranked list
28 February 2017	Appeal timetable to be published on council's website. Own admission authorities to publish their own
By 1 April 2017	Final co-ordination with other local authorities
12 April 2017	Advise schools of indicative numbers
18 April 2017	Offer emails sent. Letters sent using second class post
By 2 May 2017	Deadline for parents to accept offers. Second round begins
By 17 May 2017	Appeals should be submitted by this date to be heard together.
Summer Term 2017	Local authority to advise schools of final allocation details Schools to send out registration forms. Appeals to be heard

#### **PUBLISHED ADMISSIONS NUMBERS FOR 2017/18**

<b>School</b>	<b>2017/18 PAN</b>
<b>Primary Schools:</b>	
Ascot Heath CE Junior	
Ascot Heath Infant	
Binfield CE Primary	
Birch Hill Primary	
College Town Infant	
College Town Junior	
Cranbourne Primary	
Crown Wood Primary	
Crowthorne CE Primary	
Fox Hill Primary	
Great Hollands Primary	
Harmans Water Primary	
Holly Spring Infant	
Holly Spring Junior	
Jennett's Park Primary	
Meadow Vale Primary School	
New Scotland Hill Primary	
Owlsmoor Primary	
Pines Primary	

Sandy Lane Primary	
St Joseph's RC Primary	
St Margaret Clitherow RC Primary	
St Michael's CE Primary (Sand.)	
St Michael's (EHP) CE Primary	
Uplands Primary	
Warfield CE Primary	
Whitegrove Primary	
Wildmoor Heath Primary	
Wildridings Primary	
Winkfield St Mary's CE Primary	
Wooden Hill Primary	

\* May be increased but subject to building work being completed.

Appendix C

School Admissions Arrangements  
2017/18



**Coordinated Scheme for Admission to  
Secondary Schools, incorporating the  
admission policy for community schools  
For entry to schools in 2017-2018**

DRAFT

## CO-ORDINATED ADMISSIONS SCHEME FOR SECONDARY ADMISSIONS 2017/2018

### 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 2017 to 31 August 2018 for children born on or between 1 September 2005 and 31 August 2006. 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 2016. 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 2016. 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 2016 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 2016. On line applications have to be submitted by midday 31 October 2016.

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 2016**

- **Late Application**

Where it can reasonably be assumed that an application could have been made by the closing date of 31 October 2016 the application will be processed by the School Admissions Team in the second round which begins on 15 March 2017.

- **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 2016 (for example if they have just moved into Bracknell Forest) but the application form is submitted before 31 December 2016 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 31 December 2016 it will be processed in the second round which begins on 15 March 2017.

- **Moving within Bracknell Forest**

If parents move house within Bracknell Forest after the closing date of 31 October 2016 and before 31 December 2016 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 31 December 2016 the request will be processed in the second round which begins on 15 March 2017.

## **OVERSUBSCRIPTION 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.

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

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

The following criteria apply to these 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 or an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children<sup>22</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>23</sup> (or became subject to a child arrangements

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<sup>22</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>23</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

order<sup>24</sup> or special guardianship order<sup>25</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 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.

Children must be living in the designated area at the closing date of 31 October 2016 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 and sibling will take precedence over one who fulfils just designated area.

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

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

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

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<sup>24</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>25</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).

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
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## **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 1 March 2017. 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 15 March 2017. 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 2017 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 published by the home LA on 1 March 2017 on their website. Hard copies will also be available.

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 1 March 2017. 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 2017. 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 2017 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.

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

It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called 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 2016 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.

- **Protected Sibling Status**

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

It is the parent's responsibility to inform the School Admissions Team on their application that that they fulfil this criterion. This information will then be verified by the School Admissions Team. Parents **must** enclose a copy of their current council tax notice.

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

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

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

- **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 Looked After Children<sup>26</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>27</sup> (or became subject to a child arrangements order<sup>28</sup> or special guardianship order<sup>29</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 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.

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<sup>26</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>27</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>28</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>29</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).

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 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.

- **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 April 2017. 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 LA will maintain the waiting list for Ranelagh Church of England Academy School until 1 September 2017 when Ranelagh will maintain their own.

- **Changes of preference**

Parents who wish to amend their paper application 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. Online applicants can amend their application online until the closing date.

Changes of preference after the closing date (31 October 2016) will only be allowed after 1 March 2017 in writing to the School Admissions Team and will be processed in the second round.

- **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 relevant to their child's date of birth.

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.

## **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 2017 ENTRY**

<b>Date</b>	<b>Action</b>
By 12 September 2016	Composite prospectus for Bracknell Forest secondary transfers to be published on the council's website
By 12 September 2016	Application information sent out via pupil post where appropriate or to the home address
12 September 2016	Online application site open
31 October 2016	Closing date for paper applications
Midday 31 October 2016	Closing date for online applications
14 February 2017	SEN Team to inform parents of statemented pupils of their allocated school
31 December 2015	Latest date for accepting applications for those moving into the area.
Beginning of the spring term 2017	Own admission authorities to inform the local authority of their ranking
24 February 2017	Advise schools of indicative numbers
1 March 2017	Offer emails sent. Letters sent out using first class post

29 February 2017	Appeal timetable to be published on council's website. Own admission authorities to publish their own
15 March 2017	Deadline for parents to accept offers. Second round begins.
15 April 2017	Appeals should be submitted by this date to be heard together.
Summer Term 2017	Local authority to advise schools of final allocation details Appeals to be heard

#### **PUBLISHED ADMISSIONS NUMBERS FOR 2017/18**

<b>Secondary Schools:</b>	<b>2017/18 PAN</b>
<b>Brakenhale</b>	
<b>Easthampstead Park</b>	
<b>Edgbarrow</b>	
<b>Garth Hill</b>	
<b>Ranelagh</b>	
<b>Sandhurst</b>	

**Admission policy for sixth form community  
schools  
For entry to schools in 2017-2018**

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## **SIXTH FORM ADMISSIONS 2017/18**

- **Entitlement to sixth form education**

All secondary schools in Bracknell Forest have sixth forms and pupils in individual schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

Bracknell Forest secondary schools must first offer places for sixth form to year 11 students within the school and then to external applicants provided an appropriate course is available for a suitably qualified student.

School governing bodies must set an admission number for Year 12 for external applicants. An admission number for Year 12 must be set and submitted to the local authority before 1 July 2016 for implementation in the following academic year (14 months later), after inclusion in the annual consultation on the authority's admissions arrangements, and to facilitate publication in the authority's composite prospectus for that year of entry.

- **Roles and Responsibilities**

The responsibility for determining the admissions policy for community sixth forms in secondary schools is that of the local authority. Administration of sixth form admissions is delegated by the local authority to the community secondary schools.

There is a Church of England Academy secondary school in Bracknell Forest; Ranelagh, which sets and administers its own admissions arrangements for the sixth form.

- **Start dates**

All students are required to start on, or the first school day after, 1 September 2017.

- **Published Admission Number**

This is the number of places that the admission authority must offer in each relevant age group for a school for which it is the admission authority.

For 6<sup>th</sup> Forms the published admission number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external applicants likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met. This Published Admission Number is separate from the main schools admission number and has no bearing on the capacity of the main school.

- **Applying for entry into sixth forms**

Applications should be made on the school's application form and forwarded to the school's Head of Sixth Form by 26 February 2017. The application form will also be submitted to the local authority to ensure that it meets the requirements of the School Admissions Code.

It is unlawful for schools to interview students or their families to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form must not be dependent on attendance, behaviour record, or perceptions of attitude or motivation as this is unlawful.

To ensure transparency; schools will publicise what courses are available; the entry requirements for each; and provide statistics about the number of internal and external applicants accepted and refused on each course, plus the number of applications received for each course in the previous year.

Schools will provide this statistical information to the local authority in September each year in order that a report may be prepared for the Schools Admissions Forum.

Parents may apply by the deadline given in the school prospectus and pass the application form to the nominated person on the application form.

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to the sixth form.

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Applications will be considered by a committee of the Governing Body, or this may be delegated to the Headteacher or Head of Sixth Form plus at least one other member of staff nominated by the Governing Body.

Parents will be asked to declare that the address used will be their place of residence, the offer of a place may be withdrawn if false or misleading information is given.

- **Allocation of places (oversubscription criteria)**

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants.

The following criteria will be used to allocate the available places on those courses that receive more applications than can be accommodated:

Children with statements of special educational needs or an Education Health & Care Plan that name a school in the statement are required to be admitted to the school that is named and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

A      Looked After Children<sup>30</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so

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<sup>30</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.

because they were adopted<sup>31</sup> (or became subject to a child arrangements order<sup>32</sup> or special guardianship order<sup>33</sup>) immediately following having been looked after.

- B Students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

Available places are those places available after existing students in the school have indicated their preference against their entitlement.

#### Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

Where the school is oversubscribed, further information will be required to verify the home address e.g. council tax or utility bill.

- **Waiting Lists**

A waiting list will not be held.

- **Late Applications**

If an application is received after the deadline and before the date parents are notified of places, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

- **Applications received after the normal admissions round**

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.

- **Multiple births or children with birth dates in the same academic year**

Application for places is based on meeting the individual requirements of the course. No guarantee of a place is given to students with either the same birth dates or children born in the same academic year from the same family.

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<sup>31</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>32</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>33</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).

- **Accepting or declining the offer of a place**

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

- **Appeals** The student and/or the parents of students, internal or external, who are not offered a place, have the right to appeal against non-admission.

## Appendix E: Nursery Schools

To follow

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**Appendix F**

**School Admissions Arrangements  
2017/18**



**In-Year Admission to Secondary School  
and  
Primary, Infant and Junior schools  
For entry to schools in 2017-2018**

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## BACKGROUND

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

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

## MAIN DETAILS OF THE CO-ORDINATION

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

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

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

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

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

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

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

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

- **Making an Application**

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

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

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

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

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

- **Information for parents**

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

An application for a school place will only be accepted up to a half a term before the parent wishes the child to start.

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

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

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

## **SECONDARY SCHOOL IN YEAR APPLICATIONS 2017/18**

Within Bracknell Forest there are 6 secondary schools. 5 of these are community schools (see list below) maintained by Bracknell Forest and one, Ranelagh School, is an academy and sets its own admission criteria, this can be obtained direct from the school or from the school's website.

However to make an application for any of the 6 schools they must be listed on the CAF available from Bracknell Forest School Admissions Team or via the online site.

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

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

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

Easthampstead Park School
Edgbarrow School
Garth Hill College
Sandhurst School
The Brakenhale School

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

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

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

- (A) Looked After Children<sup>34</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>35</sup> (or became subject to a child arrangements order<sup>36</sup> or special guardianship order<sup>37</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 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.

<sup>34</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>35</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>36</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>37</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 will follow the same order of priority as the basic list of criteria. (eg. an applicant who fulfils designated area will take precedence over one who fulfils sibling and feeder primary; an applicant who fulfils designated area and sibling, will take precedence over one who fulfils sibling and feeder primary etc)

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

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

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

## **PRIMARY, INFANT AND JUNIOR SCHOOL IN YEAR APPLICATIONS 2017/18**

Within Bracknell Forest there are 25 primary schools, 3 infant schools and 3 junior schools. Of these, 6 primary schools are voluntary aided schools and set their own admission criteria. These criteria can be obtained direct from the schools or on the school websites.

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

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

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

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

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

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

The following criteria apply to these Bracknell Forest community schools:

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

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

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

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

- (A) Looked After Children<sup>38</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>39</sup> (or became subject to a child arrangements order<sup>40</sup> or special guardianship order<sup>41</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 statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.

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

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

<sup>38</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>39</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>40</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>41</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).

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

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

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

These criteria apply to the following schools:

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

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

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

- (A) Looked After Children<sup>42</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>43</sup> (or became subject to a child arrangements order<sup>44</sup> or special guardianship order<sup>45</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 statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.
- (E) Children whose parents choose the school on denominational grounds.

<sup>42</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>43</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>44</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>45</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)

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

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

- **Denominational Grounds**

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

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

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

### **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.

- **Voluntary Aided or Academy Schools**

Within Bracknell Forest there are 6 voluntary aided/academy primary schools and they are each their own admissions authority. These schools will continue to be able to operate their own published oversubscription criteria. **However applications for these schools must be made on the Common Application Form available from the School Admissions Team at Bracknell Council or via the council's online service.** Some of these schools require

Supplementary Forms to be completed. Further information and a copy of the form can be found on either the schools website, the council's website or from the school direct.

The 6 voluntary aided/academy primary schools 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 OF PLACES**

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

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

- **Application for Aided Schools or Academies**

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

- **Allocation of all school Places**

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

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

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

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

- **Offers to non Bracknell Forest residents**

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

## **NEW ACADEMIC YEAR APPLICATIONS**

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

Applications will then be processed in 'rounds'.

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

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

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

- **Home address**

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

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

- **Appeals**

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

- **Waiting lists**

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

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

- **Applicants from abroad**

If families are moving from abroad, then they (including the child) must be resident in the UK before an application for a school place can be accepted. Proof of residency in the UK will be required. If they are living abroad and returning to a property that they own, 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 government letter declaring a relocation date and a Unit postal address or quartering address.

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

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

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

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

- **Fair Access Protocol**

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

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

### **Social Grounds or Medical Grounds (criterion B)**

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

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

### **Medical**

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

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

### **Social**

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

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

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded by The School Admissions Team at the time and will be used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

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

Criterion A includes Looked After Children<sup>46</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>47</sup> (or became subject to a child arrangements order<sup>48</sup> or special guardianship order<sup>49</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.

- **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 application will be processed outside their normal age group.

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

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

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

Further detailed guidance is available separately.

- **Definitions**

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<sup>46</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>47</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>48</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>49</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).

**Parent**

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

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

**Sibling**

Sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

**Designated Area/Catchment area**

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

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