

**TO: THE EXECUTIVE
9 FEBRUARY 2016**

**SCHOOL ADMISSIONS: REPORT ON CONSULTATIONS ON ADMISSION
ARRANGEMENTS 2017/18
Director, Children, Young People and Learning**

1 PURPOSE OF DECISION

- 1.1 To report on the results of the consultations into two aspects concerning school admissions: changes to the admission arrangements and catchment areas for 2017/18 entry to schools, and likely changes to catchment areas in the long term.
- 1.2 In the light of the consultation outcomes recommend admission arrangements for community and, where applicable, voluntary controlled schools for 2017/18 entry to schools.

2 EXECUTIVE SUMMARY

- 2.1 The report provides details of the formal consultation on changes to admission arrangements, held between 1 September and 20 November 2015, and subsequent discussions.
- 2.2 The recommendations describe the key changes to be made to admission arrangements for community schools.

3 RECOMMENDATIONS

- 3.1 **To note the outcomes of the consultations into admissions arrangements.**
- 3.2 **To agree that the feeder primary school admission criterion be removed from community secondary school admission arrangements.**
- 3.3 **To agree that no change be made to existing shared designated areas: Binfield and Warfield / Whitegrove; Warfield and Whitegrove; College Town and Owlsmoor; New Scotland Hill and St Michael's Sandhurst.**
- 3.4 **To agree that additional shared areas are appropriate for Quelm Park/Lawrence Hill between Sandy Lane and Warfield primary schools; for Temple Park between Meadow Vale and Binfield Learning Village primary schools; for the western half of the current Garth Hill College area between Binfield Learning Village (secondary) and Garth Hill College; for the Amen Corner North development area between Binfield CE and the new Amen Corner North primary schools; and for the TRL development between Crowthorne CE and Hatch Ride and Oaklands primary schools.**
- 3.5 **To agree the designated areas to be set for 2017/18 admissions onwards as shown in Annex 2 for primary schools and Annex 3 for secondary schools.**
- 3.6 **To approve the admission arrangements for 2017/18 entry to community and, where applicable, voluntary controlled schools shown in Annexes 4 to 8.**

4 REASONS FOR RECOMMENDATIONS

- 4.1 If admission arrangements are required to change, there is a statutory responsibility to consult widely and take views expressed into account. Therefore with expanded and new schools likely to open in September 2017 there has been a need to consult in 2015 and for revised admission arrangements to be set by the end of February 2016.
- 4.2 Statutory and non-statutory consultation took place between 1 September and 20 November 2015.

5 ALTERNATIVE OPTIONS CONSIDERED

- 5.1 None. There is a statutory requirement for consultation and the formal agreement of arrangements.

6 SUPPORTING INFORMATION

Background

- 6.1 On 23 June 2015 the Executive approved a paper to review admissions criteria and designated areas (DA) in the light of the new, large housing developments that are likely to be built over the next 10 years. New housing will lead to the creation of large numbers of additional school places in existing or new schools. Current admission arrangements need to change to reflect these developments.
- 6.2 Over the next 10 years 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).
- 6.3 Up to 13 additional primary forms of entry (FE) and up to 9 additional secondary FE places are being planned through school expansions or new academy schools as part of all these developments.
- 6.4 There are two key aspects to the proposed changes: changes to secondary school admission arrangements in 2017/18 and designated area changes affecting both primary and secondary schools.
- 6.5 Changes to DA boundaries are sensitive and create interest with local communities and the media. As a complex project the Council wished to receive comments in order to inform the way forward. The consultation included the overall anticipated DA plan covering the next 5-10 year period. The implementation of these changes will be phased over a number of years through the annual admissions consultation process when school providers are known and when schools are ready to open.
- 6.6 The Council is progressing in a fair and transparent manner by responding to the new schools by establishing DAs for these schools at an early stage.

The consultation

- 6.7 The current arrangement of the five community secondary schools having feeder primary schools was recommended for removal in 2017/18. The highest criteria for entry to secondary schools is currently, and will continue to remain, the designated area of the secondary school.

- 6.8 The following DA changes were recommended to be revised for 2017/18 entry.
- Establish DAs for the new Binfield Learning Village at Blue Mountain – primary and secondary phases.
 - 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.
 - Expand the DA for Crowthorne CE School to include the TRL area, currently in Wokingham BC.
 - Consultation to address historic issues of shared DAs affecting Binfield, Warfield and Whitegrove schools and minor inconsistencies where the DA boundary does not follow the line of the rest of the road.
- 6.9 Views were also sought on the anticipated future, long term changes. The planned pattern is based on current 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 a school's area.
- 6.10 In order to minimise disruption to families with children already at school, 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, were proposed to 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.

Consultation outcomes and recommended changes

- 6.11 170 responses were made on the online consultation portal. There were a substantial number of responses regarding two areas: Quelm Park with 65 responses and Chavey Down with 8 responses.
- 6.12 In addition longer responses were received from Garth Hill College, the Chavey Down Association, Winkfield Parish Council, the Council's Planning Department and two families living in Quelm Park, Sandy Lane School and Warfield CE School.
- 6.13 A full report on the consultations is attached as Annex 1. Given the large population who could have replied if they had concerns, the number of responses is reasonable but not large. Many aspects of the consultation received no comments. The outcomes relating to the issues where comments were made are summarised below.
- 6.14 In relation to the 'feeder primary' criterion for secondary school admissions:
- It is **recommended** that the feeder primary criterion be removed from community secondary school admission arrangements.
- 6.15 Changes relating to designated areas in addition to those proposed in the consultation are:
- It is **recommended** that the proposed secondary-aged boundary between Garth Hill College and Binfield Learning Village be moved westwards to encompass roads up to and including the eastern side of Stoney Road.
 - It is **recommended** that the roads that make up Chavey Down be transferred from Holly Spring schools' DA to the Winkfield St Mary's Primary School DA.

Shared areas

- 6.16 Various factors need to be managed when DA changes are proposed including timing uncertainty presented when new schools will actually open, created by developers' revising their planned house build rates; implications for non-Council 'own admissions authorities'; and local community factors. In order to manage these, the consultation proposed a number of shared DAs:
- The new Amen Corner North School and Binfield CE School.
 - Meadow Vale School and the new Binfield Learning Village primary provision, regarding the existing Temple Park development.
 - Crowthorne CE School expanding its DA to include the TRL site, currently in the DAs of Hatch Ride and Oaklands Schools in Wokingham.
 - Garth Hill College and the new Binfield Learning Village secondary provision.

It is **recommended** that these shared DAs be introduced.

- 6.17 It is also **recommended** that a further shared area be introduced between Warfield CE School and Sandy Lane School comprising the areas of Quelm Park and Lawrence Hill so that traditional designated areas are maintained and that parents from Quelm Park/Lawrence Hill have access to an appropriate local school.
- 6.18 With the need explained above to create shared areas, it calls into question the need to address and remove existing shared DAs. The existing shared DAs concerned are:
- Binfield and Warfield / Whitegrove
 - Warfield and Whitegrove
 - College Town and Owlsmoor
 - New Scotland Hill and St Michael's Sandhurst

To ensure continuity and a consistent approach to DAs across the Borough it is **recommended** that current shared DAs continue with no changes made.

- 6.19 Shared areas will ensure a designated area continues for all children irrespective of when the new/expanded schools open. When new school spaces are available the option to review shared designated areas will be presented for consultation in the future.
- 6.20 With the changes recommended above, there is no requirement to agree to 2017/18 'sibling priority' protection as referred to in paragraph 6.10.

Managing admissions to a school split over two sites

- 6.21 The Council has reviewed its suggestion of a midpoint between the two sites of Warfield CE Primary School to be used to determine rankings for admissions allocations and decided that an alternative approach would be fairer. The **recommendation** is that the distance to both sites be measured and the closest distance then be used should it be needed to apply the distance criterion in ranking admissions.

Proposed DA maps

- 6.22 The revised primary schools' DA map shown in Annex 2 includes all the proposed changes Borough-wide.
- 6.23 Changes in secondary schools DAs are shown on the map in Annex 3.

Admission arrangements 2017/18

6.24 In the light of the consultation outcomes, the proposed admission arrangements for community and, where applicable, voluntary controlled schools for 2017/18 are attached:

- Primary, Infant and Junior schools in Annex 4
- Secondary Schools in Annex 5
- Secondary School Sixth Forms in Annex 6
- In year applications for primary and secondary schools in Annex 7
- Nursery classes in Annex 8.

7 CONSULTATION

Principal Groups Consulted

7.1 A substantial consultation was held between 1 September and 20 November 2015. The consultation was 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.

7.2 The consultation had to ensure by statute 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'.

Method of Consultation

7.3 These included:

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

7.4 Promotion included:

- through leaflets available in schools and emails sent to parents by schools;

- an exhibition in the Council's Time Square offices from 1 September until 20 November;
- through the Council's social media and website and through press releases that were subsequently picked up by local newspapers, websites and Radio Berkshire;
- through direct mailing to relevant partners and stakeholders (including early years' providers, child-minders and local dioceses);
- posters were circulated to every school, sports centre and library in the Borough advertising the 10 public meetings where senior officers of the Council were available to hear views and answer questions.

Representations Received

- 7.5 170 responses were made on the online consultation portal. In addition longer responses were received from Garth Hill College, the Chavey Down Association, Winkfield Parish Council, and two families living in Quelm Park.

8 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 8.1 The law affords a LA or any admission authority wide discretion in setting and altering admission arrangements and over subscription criteria, as long as the admission authority consult in accordance with the statutory requirements (which they have done) and the admission criteria is clear and lawful, It is apparent from the proposals that the feeder school changes will be phased in over a number of years to remove any unfairness in the short term. In respect of the two schools in the Borough proposed to have one designated area and two sites, it would be advisable to set out in the admissions booklet that is sent out to parents and carers when they are asked to express their preferences, a couple of worked examples of how the measuring process works. The designated area changes do not appear to exclude children from neighbouring boroughs or prejudice any particular groups and appear to go along natural site lines to accommodate the proposed planning developments and the increased density of population in the areas as a consequence of the expansion of the settlement in the coming years. It should therefore comply with the designated area change principles set out in the Greenwich LBC ex parte John Ball primary school case.

Borough Treasurer

- 8.2 The Borough Treasurer is satisfied that sufficient resources exist to administer the proposed admissions arrangements.
- 8.3 It is well known that a significant, long term building programme is required to provide the additional school places that will be required for the growing population. The relevant financial implications will be considered as part of the Council's budget setting process.
- 8.4 Changing designated areas will impact on the number of pupils admitted to schools, which will in turn impact on revenue funding. Whilst the changes are designed to ensure that sufficient places are available in the right locations, some schools are likely to face financial challenges during the changes.

Equalities Impact Assessment (EIA)

- 8.5 An EIA is available for admissions to schools.

Strategic Risk Management Issues

- 8.6 A risk log is attached as Annex 9.

Background Papers

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

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Report on consultations on school admissions:

- 1) Changes to the admission arrangements and catchment areas for 2017/18 entry to schools**
- 2) Likely changes to catchment areas in the long term**

Introduction and background

- 1 On 23 June 2015 the Executive approved a paper to review admissions criteria and designated areas (DA) in the light of the new, large housing developments that are likely to be built over the next 10 years. New housing will lead to the creation of large numbers of additional school places in existing or new schools. Current admission arrangements need to change to reflect these developments.
- 2 There is a statutory responsibility to consult widely and take views expressed into account. Therefore with expanded and new schools likely to open in September 2017 there has been a need to consult in 2015 and for revised admission arrangements to be set by the end of February 2016. Statutory and non-statutory consultation took place between 1 September and 20 November 2015.
- 3 Two consultations were held in parallel:
 - 1) Changes to the admission arrangements and catchment areas for 2017/18 entry to schools. As part of this aspect, there was a proposal to remove the 'feeder primary' criterion from secondary school admission arrangements.
 - 2) Likely changes to catchment areas in the long term

Consultation outcomes

- 4 170 responses were made on the online consultation portal. There were a substantial number of responses regarding two areas: Quelm Park with 65 responses and Chavey Down with 8 responses.
- 5 In addition longer responses were received from Garth Hill College, the Chavey Down Association, Winkfield Parish Council, the Council's Planning function and two families living in Quelm Park, Sandy Lane School and Warfield CE School.

'Feeder primary' secondary school criterion

- 6 This proposal was made for two reasons: that
 - Charters School has removed the feeder primary criterion from its admission arrangements which has created an issue for arrangements in Bracknell Forest.
 - The second sites being expanded onto by Warfield and Crowthorne primary schools are in a different secondary DA to the parent school.
- 7 For those who answered the question, 44% were in favour, and 56% against, proposals to remove the 'feeder primary' secondary school criterion.
- 8 It was clear from the comments made that there was some uncertainty over what this proposal meant and the practical implications of it. However the key point made by those not in favour was that it would mean children not necessarily transferring to secondary school with all their friends, which would put more pressure on children and the opportunity to continue a sense of community would be lost. Others made the point that those children allocated a primary school place outside of their local DA will not go to the same secondary as their friends.
- 9 Some respondents commented on the fairness of the proposal – the clarity that all children living in a secondary school's DA would have a higher priority in being

admitted, and that children would be able to transfer to secondary school with their neighbours. Others commented along the lines that it will deter parents from applying for an out of DA primary school to get the out of DA secondary school they want.

- 10 It should be noted that the use of 'feeder primary' as an admissions criterion is decreasing amongst local authorities.
- 11 Although children will not necessarily transfer to secondary school with all their primary school friends, they will transfer with their neighbours. On the basis that there are organisational reasons for the proposal too **it is recommended that the feeder primary criterion be removed from community secondary school admission arrangements.**

Changes to designated areas for 2017/18 entry to schools

- 12 For those who answered the question, 24% were in favour, and 76% against, proposed changes to designated areas for 2017/18 entry to schools.

Quelm Park/Lawrence Hill and Warfield and Sandy Lane schools

- 13 65 responses concerned the proposed DA of Warfield CE Primary School, and that no change was proposed in the DA border between Warfield and Sandy Lane schools. This would mean that the Quelm Park estate remained in Sandy Lane DA.
- 14 The Council's basis for not proposing change in this area was:
- Quelm Park has traditionally formed part of Sandy Lane DA.
 - There is a risk to numbers at Sandy Lane School of moving out a part of its DA. As part of its strategic role, the Council would not wish to undermine the delivery of effective education at Sandy Lane School.
 - Calculations demonstrated that the new Warfield West site would eventually be full from children in its DA.
 - If children from other areas were allowed to be admitted to the school in the short term it can create instability in numbers on roll for many years due to the 'sibling' admission criteria.
- 15 Typically, the reasons suggested by respondees for why the proposals were unfair included:
- Warfield should not be a divided community and all residents of the parish should have the same sense of belonging. Schools can play a key part in achieving a single sense of belonging.
 - Quelm Park ward is the only area of Warfield Parish to be excluded from having access to Warfield School, continuing to separate Quelm Park from the rest of the parish.
 - The Warfield 'West' site is located close to Quelm Park, 200M from the Quelm Park roundabout, which would mean that children would be able to walk to the site.
 - The proposed DAs will create more traffic congestion, and continue parent parking issues at Sandy Lane at school drop-off and pick-up times.
 - Part of the proposed change is that areas not in Warfield are to be included in the Warfield School DA.
- 16 A response was received from two families which presented the Council with six options to consider concerning designated areas, the possibility of a shared designated area, the use of a midpoint (see below) and questioning the status of the Warfield West site as an expansion to Warfield School, rather than being established as a new academy.

- 17 The Council recognises the significance of points made by respondees. Additionally the Council has looked again at its assumptions and numbers. The following points should be noted:
- In the medium term it is forecast that 84 primary aged children will require a school place as a result of town centre residential development. For many developments Sandy Lane is the DA primary school.
 - It is estimated that 71 children on roll at Sandy Lane live on the Quelm Park estate.
 - As noted above, forecasts for Warfield West will be reduced by 49 pupils, meaning that the school will still eventually be full, but no longer as over-subscribed as it might have been.
 - By including Quelm Park in Warfield School DA, the DA will have a more coherent shape.
 - Including a larger area of existing housing - Quelm Park – in the revised DA would enable the initial opening strategy, including financing, to be more predictable and more likely to see the delivery of effective education than if numbers were based on new housing alone.
- 18 Following the written consultation stage, Sandy Lane School were consulted about the Quelm Park/Lawrence Hill part of their DA being shared with Warfield School. The Governing Body accept that a shared area is the wisest way forward with a need to work on managing changes in pupil numbers, consequential changes in finance, managing a changing contextual profile, managing public perception and continuing the school's improvement trajectory. Warfield CE School were also consulted and have no issues with sharing part of the current Sandy Lane DA.
- 19 **It is recommended that the boundary between Sandy Lane Primary and Warfield CE Primary be revised to establish a shared area for Quelm Park/Lawrence Hill.** This change is included on the revised primary schools' DA map shown in Annex 2.

The use of a midpoint to determine allocations to Warfield CE Primary School

- 20 A specific point made by many responses regarding Quelm Park concerned the concept of the midpoint between the two sites to ascertain admission allocation to Warfield School. For a school with two sites some way is needed of fairly calculating distance should this be needed to apply the distance criterion in ranking admissions. No assumption is made when ranking admissions as to which site the pupil might attend; this is decided by the Warfield School Governing Body based on criteria they have established.
- 21 Respondees pointed out that the concept of a midpoint is hard to understand, is unfair to those living closest to the school and favours people living further away from the school. Alternative methods would be to measure from a parents' house to both school sites and either add these distances together or take the closest distance.
- 22 The Council has reviewed its suggestion of a midpoint and decided that an alternative approach would be fairer. **The recommendation is that the distance to both sites be measured and the closest distance then be used should it be needed to apply the distance criterion in ranking admissions.**

Anticipated longer term changes in DAs

- 23 For those who answered the question, 30% were in favour, and 70% against, anticipated longer term changes in DAs. Many comments concerned issues around Quelm Park and Warfield School.

Garth Hill College

- 24 Garth Hill College response commented on the uncertainties in the process including the accuracy of forecasting and the actual opening date of Binfield Learning Village. Although recognising that a shared status DA was the only realistic way forward, they commented on the possible destabilisation in the short term with a shared area and in the longer term when the shared status is withdrawn. Destabilising factors such as these would, in their view, lead to Garth Hill College being undersubscribed for a period. Their key question was what support will the Council be able to provide to LA schools impacted negatively (ie. pupil numbers) by the opening of BLV? With future school budgets being tight, it will present as much of a challenge to the new school/s, as it will to existing schools like GHC. Their conclusion is that this is more a question about the robustness of the long term strategic plan for the provision of education in our area, than it is about the precise details of how DAs should be drawn up. For these reasons DAs may, in their view, become largely irrelevant in Bracknell Forest in the near future.

Priestwood - boundary between Garth Hill College and Binfield Learning Village

- 25 Five responses commented on the proposed boundary between Garth Hill College (GHC) and Binfield Learning Village (BLV). They made the point that GHC has traditionally served the Priestwood community, but in the proposals Priestwood is to be included in the BLV designated area. They would like to see Priestwood continuing to feed into GHC, or the parts of Priestwood closest to GHC to continue to feed into the College. To delimit a residential area closest to GHC, Stoney Road and the roads to the east were described as a better boundary.
- 26 It is estimated that 10 secondary-aged children per year group (years 7 to 11) live in the area delimited by Stoney Road and roads to the east.
- 27 This is not an issue regarding 2017/18 admissions as the proposal relating to this year is for a shared area for the part of the GHC DA that is to become BLV DA. It would become a factor to consider whenever the shared area is removed and BLV DA is separated from GHC DA. Alternatively it could be addressed at the current time so that the future position is clear. **It is therefore recommended that the proposed boundary between GHC and BLV be moved westwards to encompass roads as far west as Stoney Road. Areas south of the Wokingham Road are in an industrial estate and few, if any, children live in this area.** The precise area is shown on the revised secondary schools' DA map in Annex 3.

Boundary between Warfield West and Warfield East

- 28 An issue contributed by the Council's planners following publication of the consultation concerns the boundaries to be established in the long term between the proposed Warfield CE School DA and 'Warfield East' DA. To ensure that Section 106 contributions are correctly attributable to the right school, they propose that three 'parcels' of development land (two with housing, one parcel being open space) are moved from the Warfield to 'Warfield East' DA. It is forecast that 49 pupils will no longer be included in Warfield's proposed numbers and be added to 'Warfield East's' numbers. When separate DAs are established for Warfield, Whitegrove and 'Warfield East' schools this issue will be addressed.

Other comments

- 29 Seven respondees, plus the Chavey Down Association and Winkfield Parish Council, commented that the area of Chavey Down should be added to the DA of Winkfield St Mary's (WSM) Primary School. Their argument was that Chavey Down was taken out of the DA of the school in 1998 when it was over-subscribed, with the area

subsequently feeding into Holly Spring Infant and Junior Schools. This decision was made by Berkshire County Council (BCC), and implemented as BCC ceased to exist and its powers were transferred to unitary councils, including Bracknell Forest Council. Bracknell Forest members at this time stated that the area would return to WSM School when the opportunity arose. WSM is seen as the traditional school for the area, one attended by village children for over 120 years, attended by 5 generations of the same families, is closest, children can walk to school and it is the school for which many families have fundraised over the years to enhance facilities.

- 30 The number of children living in the roads concerned is low, currently 23 primary aged children of which none go to the DA school, Holly Spring. WSM is, traditionally, full but there is no DA pressure for places. **It is therefore recommended that the roads that make up Chavey Down be transferred from Holly Spring DA to the WSM DA.** The precise change is shown on the revised primary schools' DA map in Annex 2.
- 31 Many 'other' comments made repeated respondees' views in relation to DAs in the short and long terms. Amongst the remaining comments made, and the Council's response, were:

Comment	Response
Querying why some schools – voluntary controlled schools – have a religious criterion which may disadvantage local children not attending church	As part of this review of arrangements, voluntary controlled schools were requested to review the continuation of their religion criteria. All schools confirmed that they wished this criterion to continue
The need for a joined up planning process with neighbouring authorities	Meetings to share information and issues take place, roughly twice yearly
Comments about the way that children will be allocated between the two sites of an expanded school	The school will be treated as a single entity for admissions purposes, and allocation between the sites is a matter for the governing body of the school
The need for arrangements to be flexible until there is more certainty about school opening dates	Where this may be an issue, shared DAs are recommended in the short term as a transitional arrangement
Why catchment areas for Bracknell Forest schools include parts of Wokingham Borough	This is a feature of Bracknell Forest DAs that was established by Berkshire CC. It ensures that all children in Crowthorne village go to the same secondary school. There is no proposal to change this aspect. It should also be noted that North Ascot and Cranbourne communities are in the DA of a school in the RB of Windsor and Maidenhead.
The need for communities to be kept together, rather than be split between different schools. This comment was often made by Quelm Park parents.	The Council recognises this argument. Where possible it will strive to continue to provide 'local schools for local children'.

<p>A shared area is proposed between Meadow Vale School and Binfield Learning Village regarding the Temple Park area. Meadow Vale School raised a concern that if this area in the long term were to move to Binfield Learning Village alone then this would change the socio-economic balance of their designated area.</p>	<p>The School Admissions Code states that Admissions Authorities must ensure that their arrangements do not disadvantage unfairly a child from a particular social or racial group. The Council believes that the degree of social difference within a DA is not so marked that any changes will significantly alter the social mix. The area will be shared for the immediate future and no decisions have been made regarding the longer term.</p>
<p>The certainty that can be given to arrangements when academy providers are not yet appointed.</p>	<p>Providers will be required to participate in the Council's co-ordinated scheme for the normal admissions rounds and the Council's in-year Fair Access procedures.</p> <p>Transition admission arrangements are in place and can remain until a provider indicates that they wish to change them.</p>
<p>DAs should prioritise walking to school, to avoid journeys having to be made by car.</p>	<p>Walking to school routes can be subjective and can change, or children are taken by car, in poor weather conditions or on dark mornings.</p>
<p>The importance of communicating change effectively and making changes with sufficient warning</p>	<p>Noted. The Council is making plans within the required timeframes.</p>

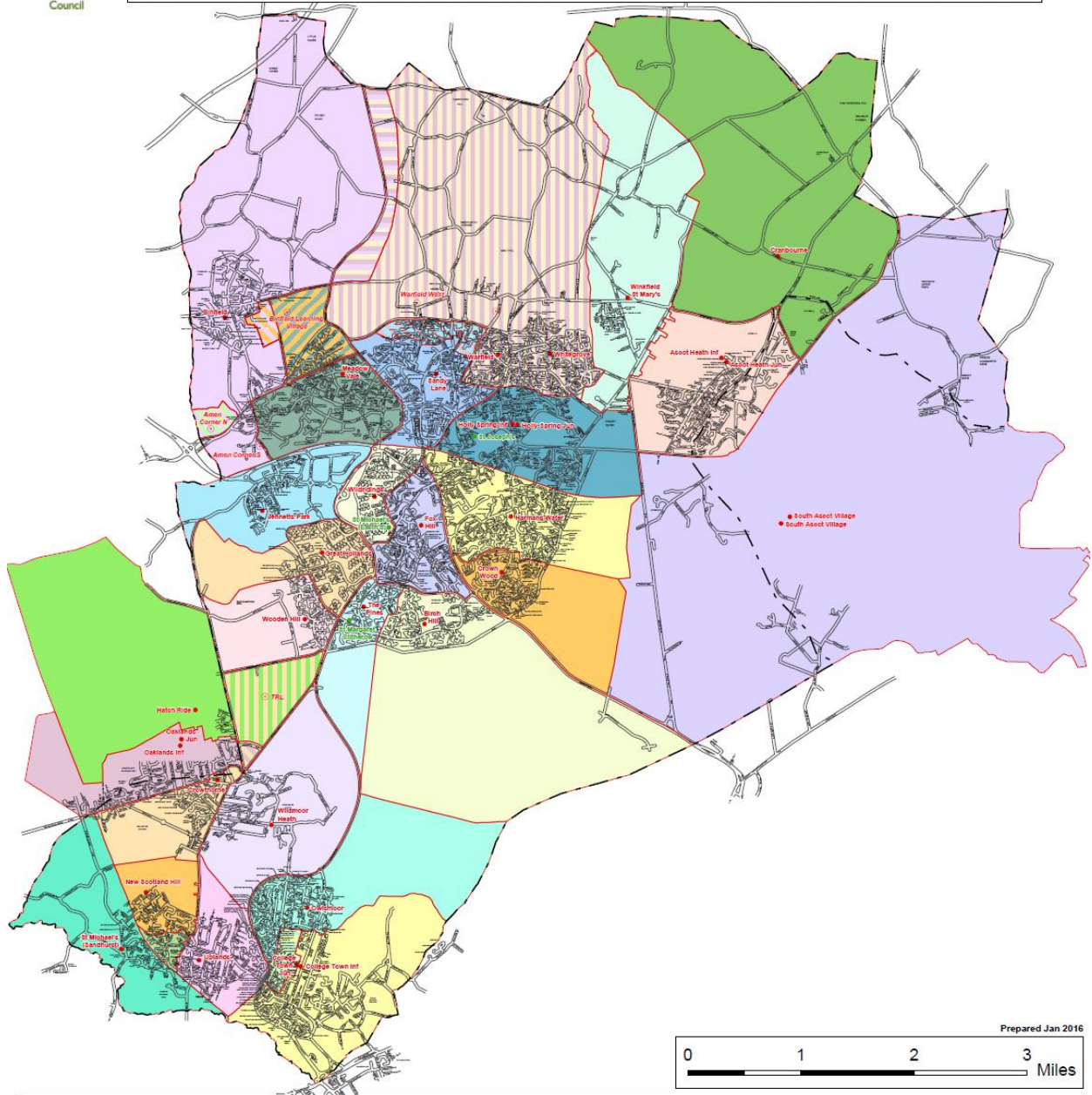
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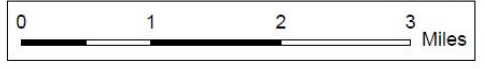
Annex 2



Primary Schools Proposed Designated Areas - 2017-2018



Prepared Jan 2016



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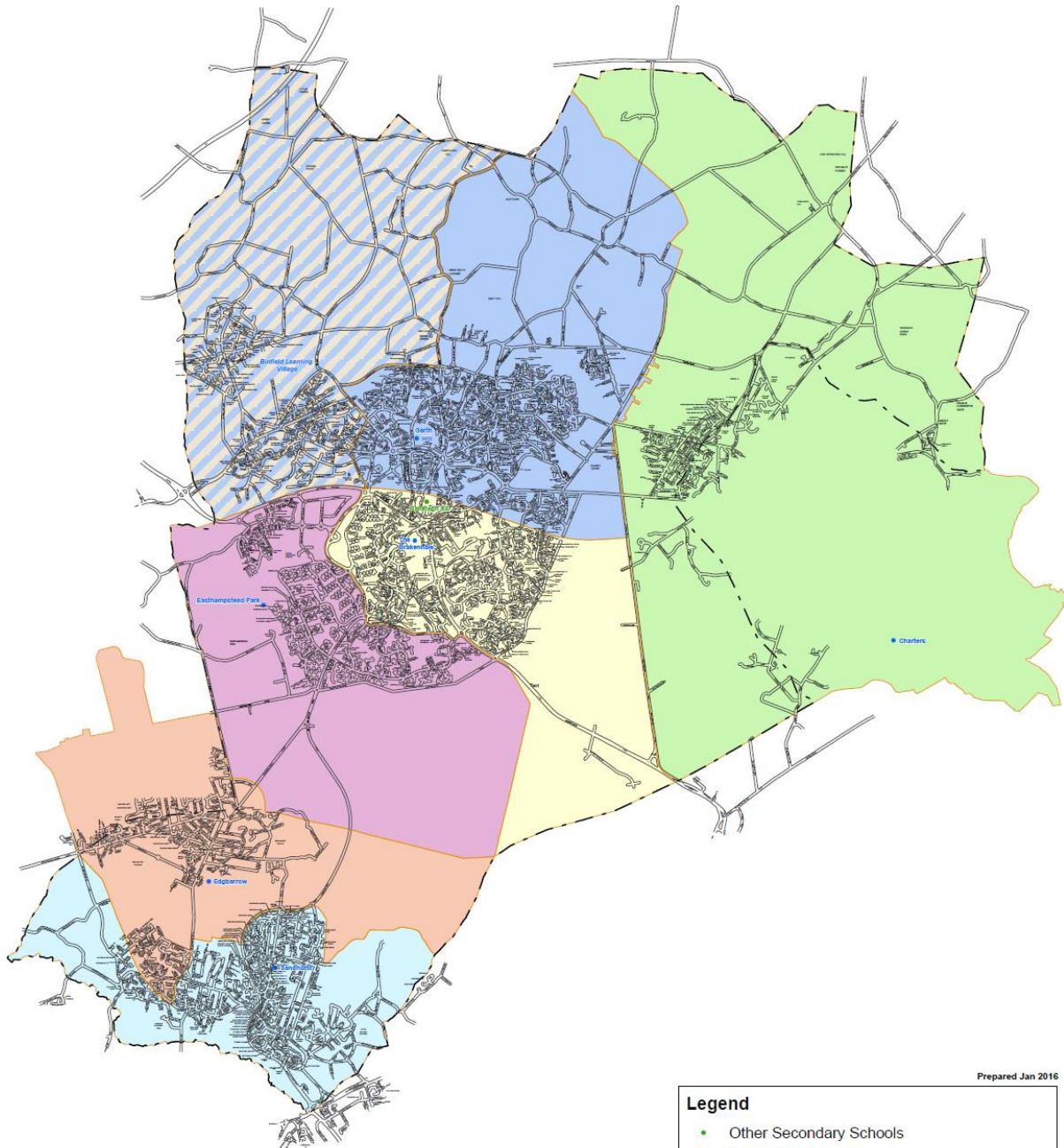
<p>Legend</p> <ul style="list-style-type: none"> • Primary Schools ○ Proposed Primary Schools ● Primary Schools with no DA □ BFC Borough Boundary <p>Proposed Primary School Designated Areas</p> <ul style="list-style-type: none"> Amen Corner North Primary School Ascot Heath Infant and Junior School Binfield Primary Binfield Learning Village/Binfield Binfield Learning Village/Meadow Vale Birch Hill Primary School College Town Infant and Junior School College Town / Owlsmoor Cranbourne Primary School 	<ul style="list-style-type: none"> Crown Wood Primary School Crowthorne CE Primary school Fox Hill Primary School Great Hollands Primary School Harmans Water Primary School Hatch Ride Primary School (WBC) Holly Spring Infant and Junior School Jennett's Park Primary School Meadow Vale Primary School New Scotland Hill Primary School New Scotland Hill / St Michaels Oaklands Infant and Junior School (WBC) Oaklands/Crowthorne Owlsmoor Primary School 	<ul style="list-style-type: none"> Sandy Lane Primary School Sandy Lane/Warfield South Ascot Village School (RBWM) St. Michael's CE Primary School (Sandhurst) The Pines Primary School Hatch Ride/Crowthorne Uplands Primary School Warfield/Whitegrove Warfield/Whitegrove/Binfield Wildmoor Heath Primary School Wildridings Primary School Winkfield St. Mary's CE Primary Wooden Hill Primary School
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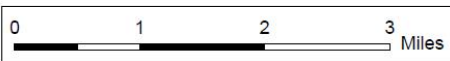
Annex 3:



Secondary Schools Proposed Designated Areas - 2017-2018



Prepared Jan 2016



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Legend

- Other Secondary Schools
- Secondary Schools
- - - BFC Borough Boundary

Proposed Secondary School Designated Area

- Binfield Learning Village
- Charters Secondary School (RBWM)
- Easthampstead Park Community School
- Edgbarrow School
- Garth Hill College
- Sandhurst School
- The Brakenhale School



Annex 4

**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 the Bracknell Forest Council's area who has applied for a place in the normal admissions round receives an offer of only one place on the same day. Any scheme should also aim to ensure that parents are treated fairly and consistently regardless of the status of the school for which they make an application.

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

MAIN DETAILS OF THE CO-ORDINATED SCHEME

- **Equal preferences**

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

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

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

- **Information for parents**

Information regarding the scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled A Parent's Guide to Primary School Admissions in Bracknell Forest for children starting at a primary or an infant school in the school year 1 September 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 Council's 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 Council 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 Council School Admissions Team. These forms are available on the Bracknell Forest Council's 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 Council's website. The site will be open for applications from 1 November 2016 to midday 16 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 16 January 2017**

- **Late Application**

Where it can reasonably be assumed that an application could have been made by the closing date of 16 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 16 January 2017 (for example if they have just moved into Bracknell Forest) but the application form is submitted by 9 February 2017 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 16 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 Council's 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 Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after.
- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.

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

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

³ Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- (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 Children⁵ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁶ (or became subject to a child arrangements order⁷ or special guardianship order⁸) 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 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.

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

⁶ 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).

⁷ 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.

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

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 each site
- The tie break will be the nearest site

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

● **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 17 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 Council's website on 17 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 17 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 16 January 2017 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 Children⁹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁰ (or became subject to a child arrangements order¹¹ or special guardianship order¹²) 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.

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

⁹ 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.

¹⁰ 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).

¹¹ 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.

¹² 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'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.

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.

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school (than the one offered)

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

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

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

- **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 16 January 2017 will only be allowed after 17 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 Council's 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 Council's 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 16 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 Children¹³ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁴ (or became subject to a child arrangements order¹⁵ or special guardianship order¹⁶) 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 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

¹³ 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.

¹⁴ 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).

¹⁵ 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.

¹⁶ 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. 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

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 Children¹⁷ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁸ (or became subject to a child arrangements order¹⁹ or special guardianship order²⁰) 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

¹⁷ 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.

¹⁸ 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).

¹⁹ 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.

²⁰ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

child had to attend another school. The LA's decision in these matters is final.

- C) Children who live in the designated area of the school.
- (D) Children who have siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.
- (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. 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**

Date	Action
By 12 th 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
16 January 2017	Closing date for paper applications
midday on 16 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
17 April 2017	Offer emails sent. Offer letters sent
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

School	2017/18 PAN
Primary Schools:	
Ascot Heath CE Junior	60
Ascot Heath Infant	70
Birch Hill Primary	60
College Town Infant	90
College Town Junior	90
Cranbourne Primary	30
Crown Wood Primary	90
Crowthorne CE Primary	30
Fox Hill Primary	30
Great Hollands Primary	60*
Harmans Water Primary	90
Holly Spring Infant	90
Holly Spring Junior	90
Meadow Vale Primary School	90
New Scotland Hill Primary	30
Owlsmoor Primary	90
Pines Primary	60
Sandy Lane Primary	90
Uplands Primary	30
Warfield CE Primary	60
Whitegrove Primary	60
Wildmoor Heath Primary	30
Wildridings Primary	60
Winkfield St Mary's CE Primary	30
Wooden Hill Primary	50

* May be increased subject to building work being completed

Annex 5

**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**

PROPOSED

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 Council's 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 Council's 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 Council's 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 Children²¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted²² (or became subject to a child arrangements

²¹ 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.

²² 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).

order²³ or special guardianship order²⁴) 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, 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.

²³ 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.

²⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

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

Faith-based school with a religious character

A faith-based school with a religious character is required to offer every child who applies, whether of the faith, another faith, or no faith, a place at the school if there is a place available. However, faith-based schools are popular and often over subscribed. Such schools are permitted to use faith-based oversubscription criteria and allocate places by reference to faith where the school is oversubscribed.

○ **Academies**

Within Bracknell Forest there is one academy secondary school. Own admission authority schools can prepare a Supplementary information Form (SIF) to be completed if they require further information in order for them to allocate places at their school against their admissions criteria. The form can be found on either the schools website, the council's website or from the school direct and can be returned to either the school or the LA by the required deadline to be considered as part of the application.

The academy within Bracknell Forest is as follows:

Ranelagh Church of England Academy School

THE ALLOCATION PROCESS

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

Offers will be sent to parents by their home LA on 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 Children²⁵ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted²⁶ (or became subject to a child arrangements order²⁷ or special guardianship order²⁸) 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.

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

If it is indicated on the Common Application Form that somebody wants their application to be considered on either social or medical need it is their responsibility to obtain a form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the relevant closing date. The supporting evidence should be from the relevant registered

²⁵ 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.

²⁶ 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).

²⁷ 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.

²⁸ 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).

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 of the basis of the circumstances of each case and the parent will be informed of their right of appeal. This right does not apply if they are offered a place in another year group at the school.

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

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

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 Council's 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 Council's website via 'findmynearest' and entering their road name or postcode.

PROPOSED

**SECONDARY TRANSFER TIMETABLE
SEPTEMBER 2017 ENTRY**

Date	Action
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.
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

<i>Secondary Schools:</i>	2017/18 PAN
Brakenhale	210
Easthampstead Park	240
Edgbarrow	210*
Garth Hill	312
Sandhurst	200

* May be increased subject to building work being completed

PROPOSED

Annex 6

**School Admissions Arrangements
2017/18**



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

PROPOSED

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 6th 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 Children²⁹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted³⁰ (or became subject to a child arrangements

²⁹ 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.

³⁰ 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).

order³¹ or special guardianship order³²) 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.

- **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.

³¹ 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.

³² 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).

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.

PROPOSED

Annex 7

**School Admissions Arrangements
2017/18**



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

PROPOSED

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 1st 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 Children³³ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted³⁴ (or became subject to a child arrangements order³⁵ or special guardianship order³⁶) 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

³³ 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.

³⁴ 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).

³⁵ 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.

³⁶ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

child had to attend another school. The LA's decision in these matters is final.

- (C) Children who live in the designated area of the school.
- (D) Children who have 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.

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
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 Children³⁷ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted³⁸ (or became subject to a child arrangements order³⁹ or special guardianship order⁴⁰) 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.

³⁷ 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.

³⁸ 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).

³⁹ 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.

⁴⁰ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- C) Children who live in the designated area of the school.
- 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.

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.

- o **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 Children⁴¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁴² (or became subject to a child arrangements

⁴¹ 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.

⁴² 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).

order⁴³ or special guardianship order⁴⁴) 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.

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.

- **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.

⁴³ 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.

⁴⁴ 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).

- **Denominational Grounds for Voluntary Controlled Schools**

Where an application is submitted on the basis of denominational grounds (faith based) for a **voluntary controlled school**, it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches Together in 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.

- **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 over subscription 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 1st 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 1st 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 Children⁴⁵ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁴⁶ (or became subject to a child arrangements order⁴⁷ or special guardianship order⁴⁸) immediately following having been looked after.

⁴⁵ 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.

⁴⁶ 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).

⁴⁷ 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.

⁴⁸ 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 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**

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.

PROPOSED

Annex 8

**School Admissions Arrangements
2017/2018**



**Coordinated Scheme for Admission to Community Nursery
Classes
For entry to schools in 2017-2018**

PROPOSED

NURSERY CLASS ADMISSIONS 2017/18

- **Introduction**

The LA continues to set the arrangements for admissions to nursery classes in community and voluntary controlled schools. The responsibility of administering this policy is with the relevant school.

The governing body of an aided school with a nursery class is responsible for setting the policy and administering the admission of children to its nursery.

- **General Requirements**

All eligible three and four year olds are currently entitled to 570 hours of free provision a year, over a minimum of 38 weeks of the year. This equates to 15 hours free early learning and care per week, for 38 weeks per year during term time, across a minimum of three days.

The entitlement must be offered within part of the National Framework for Delivery and cannot be accessed in stand-alone blocks of less than 2 ½ hours or more than 10 hours in one day. The full weekly entitlement of 15 hours can be accessed over a minimum of 2 days per week.

Parents may choose to take up as much or as little of this entitlement as they wish. If the chosen setting does not offer the full entitlement of 38 weeks per year, Bracknell Forest Council will not fund the extra weeks at an alternative setting.

Parents using a provider who is open for less than the 38 weeks are forfeiting the remaining weeks as they cannot take these with another provider as part of the free entitlement, although they can opt to pay for these as additional hours/weeks.

It is generally regarded as good early year's practice that your child attends only one setting for their free entitlement as this is believed to be in the best interests of a child, and all settings should be able to offer the 15 hours. However we are aware, that sometimes this is not possible due to individual circumstances.

Parents are under no obligation to take up extra hours or weeks, or additional services over and above the free entitlement, which some providers may offer and for which charges may be payable.

Parents will be asked to express a preference for hours of attendance and where flexibility is offered the school will do its best to meet the preference. However, prior to completing the application form, parents are advised to speak to the nurseries they are interested in to ensure that the nursery offers hours of attendance that meet their needs. A nursery is not required to change the hours it offers to suit the needs of parents. However, the Local Authority will monitor working parent demand for flexible hours and will negotiate with nurseries for a change in hours where appropriate.

- **Inclusion**

Bracknell Forest council has an inclusive education policy and children will not be discriminated against. This includes reasons such as developmental delay eg a child's self-help skills are delayed affecting activities such as dressing, feeding or toilet training or additional needs such as emotional or behavioural difficulties.

- **Admission Number**

An admission number is set taking into consideration the staffing levels and physical limitation of the space available at the nursery class. The admission number will be set by the local authority.

- **Applications**

The minimum age of admission will be three years. Children will be able to start the term after their third birthday and remain there until of statutory school age. The timetable for admission must be published by each school.

If the child is born on or between	Applications to be made to setting by:	They are eligible for a free part-time place in the term following their third birthday
1 September and 31 Dec	31 May	Spring Term (January)
1 January and 31 March	31 October	Summer Term (April)
1 April and 31 August	28 February	Autumn Term (September)

The above table indicates the time scales for parents making applications to schools for a part-time place in the term following their third birthday.

- **Appeals**

Parents do not have a statutory right of appeal to an independent panel in relation to nursery admissions. It is therefore essential that all admissions decisions can be justified by reference to published admissions arrangements that are adhered to in all cases and by all schools.

- **Admissions Policy**

Places will be offered in accordance with the published oversubscription criteria. Parents should ensure that they have read the admissions policy and have completed the correct application form.

Schools will publish this policy in advance in line with the timetable so that parents will be able to clearly see when they should apply for their child's entry to a nursery class. They should be published on the schools website and displayed within the school and made available to parents on request.

- Common Application form - each parent will be required to fill in a common application form for nursery class admission.
- Criteria for admissions - if there are more applications than there are places available then all applications will be put into rank order. The order that they are put into is determined by the admissions criteria as set out below. The criteria have been kept as simple as possible so as to comply with the requirement to be clear, fair and objective.

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

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

- A. Looked After Children⁴⁹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁵⁰ (or became subject to a child arrangements order⁵¹ or special guardianship order⁵²) immediately following having been looked after.
- B. Children who will have an older brother or sister in the nursery at the time of the applicant's admission. 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.
- C. oldest children first (date of birth order);

If there are insufficient places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admissions criteria, using a combination of higher criteria. After this, if there are still insufficient places, and no distinction can be made between the applicants, a final decision will be made on the radial distance between the home and the school. 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. These distances will be supplied to the school by the local authority on request.

- **Reception Classes**

Admission to a nursery class attached to a school does **not** guarantee admission to the reception class of that school. Parents will be expected to apply for admission to the main school separately at the published time. Attendance in a nursery class will **not** be taken into account when the parent applies for entry to school.

- **Registration Forms**

Once a child has been offered a place in a nursery class the parent will have to accept or decline the offer within a specific timeframe. Once an offer has been accepted, and before the child starts at the nursery, the parent will be required to complete a registration form which will include such information as emergency contact details etc.

⁴⁹ 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.

⁵⁰ 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).

⁵¹ 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.

⁵² 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).

Annex 9

RISK LOG: CHANGES TO ADMISSION ARRANGEMENTS

ID No	Raised by	Date Raised	Description	Risk type	Potential scale of impact	Potential likelihood	Unadjusted Impact	Confidence in data or assumption	Preventative / Mitigating actions	Follow up	Owned by	Status
Key admissions related issues												
1	GS	Oct-14	Proposals to DAs and admission arrangements create issues with communities.	Timing / Reputation	Medium	Medium	Medium	Medium	Only pursue DA changes when timely to do so. Consult in a clear, organised manner. The need to change DA boundaries for the new schools may be generally accepted however the opposition in particular areas is less predictable. Discussion with communities affected.		GS / LA	Open
2	GS	Mar-15	Inappropriate boundary settings of new DAs i.e. too small or too big or changed too early or too late	Statutory - school place provision Timing Cost	Low	Low	Low	High	Plans reflect current housing proposals and build timescales; arrangements will be enacted when needed and can be modified in detail if required.		GS / LA	Open
3	GS	Oct-14	The proposals are not seen as being 'clear and reasonable' if the Schools Adjudicator is required to be involved.	Timing	High	Low	Medium	Medium	Manage the process so that we pay particular attention to what is 'reasonable' and if necessary seek the advice of the Schools Adjudicator at an early stage		GS / LA	Open
4	GS	Oct-14	Risk that a suitable provider of places may not be on board to the programme timescale.	Timing / Statutory	Medium	Low	Low	Medium	Two schools are due to expand. A free school/academy route is being pursued in relation to other new schools. Transition arrangements are in place for new academy provision should timings for sponsor appointment not align with admissions cycles.		DW / GS	Open
5	GS	Oct-14	New school provider may face implementation challenges and delays	Timing / Statutory	Low	Low	Low	Medium	There will be a need to monitor the situation sensitively. Necessary timeframes to be well known. Council support to be provided as necessary. Transition arrangements can stay in place for as long as necessary.		GS / CT	Open
6	GS	Oct-14	Risk of demand forecast not meeting the target, leading to lack of demand in the new school provision.	Reputation	Medium	Medium	Medium	Medium	Continue to refine pupil forecasting methodology with regular review of factors and assumptions. Be prepared to open additional places on a phased basis. Consider spare spaces alongside needs in surrounding areas.		GS	Open