



WOKINGHAM
BOROUGH COUNCIL

A Parent's Guide

**to School Admissions in the
Wokingham borough**

**for children transferring to year 3 in a
Junior School in September 2020**

www.wokingham.gov.uk/admissions

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Please note that the information contained in this guide is correct at the time of drafting this publication. Admission arrangements may be subject to amendment or modification during the school year 2020/2021 and there will be changes to the existing arrangements for admissions beyond September 2021, subject to consultation. Any changes will be notified at: www.wokingham.gov.uk/admissions.

Published September 2019.

Introduction

Wokingham has long been rated one of the best places to live in Britain. It is also our ambition to make this the best place in the country in which to grow up and achieve.

We are justly proud of our schools. The Council works in close partnership with them to improve standards and facilities still further. We aim to secure a wide range of opportunities for all pupils, and promote happiness, wellbeing and self-reliance.

We understand that moving from infant to junior school is an exciting experience for both children and parents. Wokingham Borough Council has adopted oversubscription criteria to prioritise, to the greatest extent possible, children to move from their linked infant to their linked junior school, but unfortunately this cannot be guaranteed and we appreciate that this transition can prove to be a challenging time as decisions are made about which schools to apply for; with this process then followed by the understandably anxious wait to see if the application has been successful.

The information in this guide is designed to help you to understand the admissions process and to give information about junior schools in the Wokingham Borough. It provides information about when you can visit; a timetable of when you need to complete forms by and when you will hear from us, together with the facts about how your application will be considered against the oversubscription criteria. If, at any time, you are unsure or feel that the information available is unclear, please contact our school admissions team who are here to help you (contact details on page 5).

If you are applying for 'own admission authority' junior schools or for junior or middle schools outside the borough, we recommend that you read their admission policies to understand how your application will be considered. In some instances, additional forms may need to be completed.

It is important to make a well-informed decision about the school you wish your child to attend, taking into account their strengths and aptitudes. We strongly recommend that you take the opportunity to visit the schools to see what they can offer your child before making your application.

Please take the time to read this guide carefully before you apply for a school place, particularly the section on how places are allocated. Our schools are popular and there is no guarantee that we will be able to allocate a place at your preferred school. However by identifying up to four school preferences you increase the likelihood of securing a place at a preferred school.

For many parents the first point of contact in relation to their child's education is often with their child's school or early years setting; however there may be occasions when it is necessary to speak to someone in Children's Services and you are welcome to contact us on (0118) 974 6100.

We hope you find this guide helpful and we wish your child success and happiness in their educational journey.

Cllr UllaKarin Clark
Executive Member for Children's Services

Carol Cammiss
Director of Children's Services

Transferring from infant to junior schools

Before your child finishes the final year at his or her infant school, he or she will be allocated a place at a junior school. During the coming months you will be making the decision about where you would like your child to continue their education. This guide is designed to explain the process and how places are allocated at Wokingham borough junior schools. A key to terms and abbreviations used in this guide is shown on page 8.

You are required to complete the application form available from your home local authority regardless of the authority in which your preferred junior school is situated.

Wokingham Borough residents have the opportunity to identify **four** school preferences. **Please complete the online application form by the closing date: 15 January 2020.**

A different process applies for those transferring from infant to primary school, please see question 18 for further details.

A supplementary information form may also be required if you are applying for a voluntary aided junior school. Please refer to the school's admissions policy.

You will be sent notification of your child's place on 16 April 2020. (Different dates may apply to those living in other local authorities).

Only one application form will be accepted. Should more than one application be received for your child, the School Admissions Team will process the application with the latest date. There is no requirement to apply for a school place if your child attends a primary school unless you wish your child to transfer to a junior school into year 3 in September 2020.

Online admissions

There are a number of benefits for parents/carers using the online school admissions system. The major benefits are listed below:

- It is simple, easy and quick to use
- Parents/carers do not need to rely on the postal service
- Confirmation of applications are sent via e-mail
- Applications can be changed at any time up until the closing date of 15 January 2020
- Parents/carers will receive an email outlining their allocated school
- The system assists parents/carers in completing the application form correctly, by using online validation and drop down lists where possible

Please note that some computer security packages may block your receipt of online admissions generated email, if this is the case please check your 'junk' mailbox before contacting the School Admissions Team.

Please use this box to record your password:

Should you require assistance in accessing this service, please contact the School Admissions Team on (0118) 974 6000 or email: schooladmissions@wokingham.gov.uk.

If you have any queries or need further information about applying for a school place, please contact:

School Admissions Team
Children's Services
Wokingham Borough Council
PO Box 156
Shute End
Wokingham
Berkshire
RG40 1WN

Telephone: (0118) 974 6000

Email: schooladmissions@wokingham.gov.uk

Website: www.wokingham.gov.uk/admissions

Key dates for the junior school admissions process

- **12 September 2019** Parent's Guide to School Admissions for children transferring to a junior school published at: www.wokingham.gov.uk/admissions
- **By mid-November, 2019** Application forms and guides to be issued via infant school or through the post if requested
- **13 November 2019** Online admissions opens for Wokingham Borough residents at: www.wokingham.gov.uk/admissions
- **Autumn term 2019** Open days at junior schools (see page 44)
- **15 January 2020** Closing date for return of application form and closure of online admissions (11.59pm)
Closing date to provide evidence to meet oversubscription criteria
- **9 February 2020** Applications sent to Oaklands Junior School and Shinfield St Mary's CE Aided Junior School
- **15 March 2020** Deadline for aided schools to meet and return ranked preference list to the School Admissions Team
- **February to 31 March 2020** Co-ordination with other admission authorities
- **16 April 2020** National offer day: Email confirmation of allocation to those who applied online. Allocation letters posted to parents by first class post to those who applied using a paper application.
- **4 May 2020** Deadline for parents to accept or inform of alternative arrangements
Processing of late applications begins.
- **18 May 2020** Closing date for receipt of appeals to be heard together
- **Summer term 2020** Appeals to be heard if submitted by 18 May 2020

Junior transfer application process map

Stage 1 – Wokingham Borough residents only

Apply online:

- Visit: www.wokingham.gov.uk/admissions to use online facility
- Application automatically acknowledge by email
- Details automatically entered onto council's admissions database

OR

Apply on paper:

- Send to School Admissions Team
- Acknowledgement sent where stamped addressed envelope sent
- Details manually entered onto council's admissions database

CLOSING DATE FOR APPLICATIONS – 15 JANUARY 2020

Stage 2

Checks made to the information provided including council tax checks
Further information requested to support applications if required – **deadline for receipt of supporting information 15 January 2020**. Applications for junior schools in other local authority areas exchanged
Applications for own admission authority junior schools in the Wokingham Borough forwarded to the schools for consideration
Oversubscription criterion applied to each application
Outcomes of applications collated and database updated

Stage 3

Any junior school preferences that can be offered are identified
The highest junior school preference that can be offered is identified
An alternative offer will be made to a designated area school (if places available) or to the most accessible alternative junior school with places available; if no preference can be offered to parents living in the Wokingham Borough
An email confirmation of allocation is sent to all parents living in the Wokingham Borough who applied online. An offer letter will be sent on national offer day via first class post only to parents who applied on a paper application.
Parents are given the right to appeal against all preferences not offered.

OFFER DAY – 16 APRIL 2020

Stage 4

Parents are required to accept the offer of the school place or advise what alternative arrangements have been made
Parents confirm whether they wish their child to remain on waiting list for higher ranked preferred junior schools
Late applications are considered after the acceptance deadline of 4 May 2020.

DEADLINE TO RETURN OFFER FORM – 4 MAY 2020

Stage 5

Where preferences are for a primary school, families need to apply after May half-term using the online in-year application process.
Appeals lodged by parents are heard during the second half of the summer term.

Key words

The terms and abbreviations that are used in this guide may be difficult to understand. The following may help but if you require any further explanation, please contact the School Admissions Team (contact details on page 5).

Admission authority	The body responsible for setting and applying a school's admission arrangements. For community and voluntary controlled schools, the Local Authority is the admissions authority; and for academy or voluntary aided school, the governing body of the school is the admissions authority and in this guide are referred to as "own admission authority" schools.
LA	Local authority. Home LA refers to the Local Authority in which the child lives.
DfE	Department for Education
Parent	A parent is defined in law (Education Act 1996) as including any person who has parental responsibility (as defined in the Children Act 1989) for 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	Unless otherwise stated in own admission authority school policies, a sibling is defined as a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step brother or step sister or adopted or foster children living at the same address, who will be at the school when the applicant will enter the school. Evidence may be required.
Equal Preference	All preferences are treated on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school the single offer will be for the school the parent ranked highest.
Designated area	The designated (or catchment) area is a distinct geographical area from which children may be given priority for admission to a school using the oversubscription criteria (see Question 9).
Admission Number (AN)	<p>The number of school places that the admissions authority must offer in each relevant age group of a school for which it is the admissions authority. This has been determined as part of the Net Capacity Assessment (calculated using a formula set by the DfE) for the space available and the use of resources. Also known as published admission number (PAN).</p> <p>Any admissions above these numbers would normally only be determined by an independent Appeals Panel, or through a Fair Access Protocol or for a child with a statement of Special Educational Needs or Education Health and Care Plan.</p>

Oversubscribed schools	Where there are more applications for places than the school's admission number, the school is oversubscribed or full in that year group. Places are allocated in priority order in accordance with the admissions policy and oversubscription criteria determined by the LA or school concerned (if the school is its own admission authority).
Waiting list	A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the published oversubscription criteria. Positions on waiting lists can change due to new or revised applications.
Academies	Academies are publicly funded schools established by the Secretary of State by entering into a contract, the funding agreement, with a charitable company referred to as the academy trust and are independent of the local authority. This agreement provides the framework within which an academy must operate, including the requirement for academies to comply with the School Admissions Code and to be included in the local authority co-ordinated admission arrangements.
Voluntary Aided schools	These schools do not follow the admissions criteria set by Wokingham Borough Council. The governing body, under the guidance of the relevant Diocesan body or in consultation with other admissions authorities, set their own admissions criteria and arrangements. The timing of their application process is the same as for LA community and voluntary controlled schools and preferences for such schools will be referred to them in order that they can apply their own admissions criteria to determine allocations and notify these to the LA.
Community and Voluntary Controlled schools	These schools follow the admission criteria set by Wokingham Borough Council.

Primary co-ordinated scheme

The Wokingham Borough schools admission scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the Government's Department for Education (DfE), and includes the infant to junior school or middle school transfer.

The main points of the scheme are:

- All preferences are treated on an equal basis taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school the single offer will be for the school the parent ranked highest. This arrangement maximises the extent to which we are able to meet parental preference.
- Parents have the opportunity to list preferences for **four** schools.
- Every parent of a child who has applied for a place in the normal admission round receives an offer of only one place on the same day.
- Parents will be treated fairly and consistently regardless of the status of the school for which they make an application.

When drawing up our admissions arrangements, we sought to ensure that our admissions criteria are clear, fair and objective, for the benefit of all children, including those with special educational needs, disabilities or in public care. Our admissions criteria fully comply with those outlined within the School Admissions Code.

Application for a junior school place

Before your child finishes the final year at his or her current infant school or if your child is currently attending a primary school but you wish your child to transfer to a junior school, you should apply for a place at a junior school. During the coming months you will be making decisions about your child's education. This guide is designed to explain the process.

There are sufficient places in our schools to accommodate all pupils living in the Wokingham Borough, together with some from the neighbouring authorities. For a variety of reasons, some of our schools are more popular than others resulting in some of our schools being oversubscribed.

The allocation summary for 2019/2020 for each junior school is shown on page 52 and summaries of the 2018/2017 and 2017/2016 allocations are also included on pages 53-54. This can provide you with an indication of previous levels of demand for places at individual schools and how places were allocated against each oversubscription criteria.

Wokingham LA has established a common application form for use by parents living in the Wokingham Borough to apply for a school place (via electronic format). If you live outside the Wokingham Borough please apply via your home local authority. **You are invited to name four preferred schools with your reasons for doing so, in order of preference.** This should include any own admission authority schools; however an additional supplementary information sheet may be required for these schools available from either the school or LA. It is your statutory right to express a preference for any school you choose. You do not have the right to choose your child's school as schools cannot always accommodate all of the children who wish to go there.

Applications must be received by **15 January 2020**.

The online admissions service may be used by Wokingham Borough residents for junior transfer. The additional benefits are that you will be able to return to your application and view and make amendments any time up until the closing date. Online applications are made on the Citizens Portal and you will need to register on the portal, if this is the first time accessing it. As part of the

registration process you will receive an email and if for some reason this does not arrive please check your 'junk' mailbox before contacting the School Admissions Team.

On 16 April 2020 if you applied online you will receive an email notifying you of the allocation made. This email will outline how you can accept the offer or advise what alternative arrangements you have made for your child. Failure to complete this form may result in the place being withdrawn (see Question 12). If a paper application was submitted a letter will be sent out to you by first class post on 16 April 2020.

Processing applications

Wokingham LA will apply its oversubscription criteria and create lists indicating the order in which all children applying have priority (within these criteria) for the maintained schools in its area. The LA will forward applications to own admissions authority schools in the Borough in order that the governing body of these schools will apply its own admissions criteria to applications for its school and return their ranked list to the LA.

Wokingham LA will also forward applications to other LAs for schools outside the Wokingham borough and will receive applications from other LAs for schools within the Wokingham borough.

Wokingham LA will then compile the lists for all its schools. Where a child qualifies for a place at more than one school, Wokingham LA will provisionally allocate at the school ranked highest by the parent in their application. The lists will be adjusted for any other school for which a preference was expressed, moving another child who was previously not eligible for a place up the list to the provisional place that has been vacated.

Offers of school places

Following the exchange of information, final allocation lists will be reviewed and where more than one place can be offered the school place offered will be for the highest ranked preferred school. There is the right of appeal against any decision to refuse a place at a higher ranked preferred school.

If an application is received from a parent living outside the Wokingham borough and should Wokingham LA be unable to offer a place at a preferred school or schools, an alternative place will not be offered. This will not affect your right of appeal against the decision. It is the responsibility of the home LA to ensure that your child has a school place.

The possibility still remains that there may be some Wokingham borough children that will not be allocated to any of their preferred junior schools. If a place cannot be offered, a place will be offered at:

- a) a designated area junior school (if there are places available) or
- b) the most accessible junior school with places.

This means that if you have not named your designated area junior school as one of your four preferred schools, your child may be placed at a school some distance away from your home address

On 16 April 2020, Wokingham LA will write to all Wokingham borough applicants by email, informing them of the result of their applications. Where places are being offered at own admission authority schools, it will be stated that the offer is being made on behalf of the school. A letter will be sent by **first class post** only to applicants who has applied on a paper application. Please allow seven days for receipt of this information. The School Admissions Team will not give out information by telephone of where your child has been allocated until after **23 April 2020**.

Please note that the School Admissions Team receives a large volume of telephone calls during March, April and May and every effort is made to deal with your enquiry. Information is given at www.wokingham.gov.uk/admissions which may resolve your enquiry.

Pupils will be placed on a waiting list for places at schools ranked higher than the school that has been offered. Parents will be required to confirm that they wish their child to remain on the waiting list using the form accepting or declining the offer of a place (see Question 12). Parents have the right of appeal for schools ranked higher than the school that has been offered.

The School Admissions Team will allocate places strictly in accordance with the published arrangements and will do all they can to offer your child a place in a preferred school.

You are required to accept or decline the allocated place using the form made available with the allocation email or letter by 4 May 2020.

If you are declining the offer of a place, please advise what alternative arrangements you have made for your child. **It is recommended that you accept the offer of the allocated school, pending the result of any appeals for higher ranked schools. The acceptance of a school place will not affect the outcome of your appeal but will ensure that a school place is available for your child, if your appeal is not successful.**

If a form is not received, there will be a further written warning. Failure to respond may result in the place being withdrawn. In the case of oversubscribed schools this would mean a place will be offered to the next child on the waiting list.

If you are not happy with your allocated school, please contact the School Admissions Team who will be able to advise you of other junior schools in the Wokingham Borough with vacancies. Changes of preferences will only be considered if requested in writing.

The allocation email or letter will specifically request you to advise us at any stage, if you are not accepting the place for any reason or if your address is due to change prior to your child starting at the allocated school.

Use of personal data

Personal information sent to us is subject to (EU) General Data Protection Regulations (GDPR). If you would like more information about how the Wokingham Borough council uses your data please see our Privacy notice(s) which are available: <http://www.wokingham.gov.uk/privacy/>

Frequently asked questions about this process:

1 What types of primary schools are there in the Wokingham Borough?

There are 54 primary schools, of which 35 are all through (F2 Reception to Year six); nine are infant (F2 Reception to Year two) and nine are junior schools (years three to six). These comprise community, voluntary controlled, voluntary aided schools and academies.

The Piggott School is an aged 4 to 18 school, as this school has both primary and secondary phases – key stage 1 to key stage 5.

The following table will help to explain some of the terminology used in education:

Year Groups:	Foundation 2 (F2) Reception	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Age Range:	4-5	5-6	6-7	7-8	8-9	9-10	10-11
Phase of Education:	Key Stage 1			Key Stage 2			
	PRIMARY SCHOOL (36 schools)						
Type of School:	INFANT SCHOOL (9 schools)			JUNIOR SCHOOL (9 schools)			

The age range served by a school depends on whether your child attends infant and junior schools or a primary school. In the Wokingham borough (dependent on date of birth) your child could attend a primary school from age four to eleven or an infant school from age four to seven and then transfer to a junior school from seven to eleven. Infant and junior schools are often located on the same site but may have different headteachers and governing bodies.

Parents must apply for a place at junior school when the child is in Year 2 at infant school, there is no automatic transfer.

All categories of school have governors representing the LA, staff and parents as well as other governors representing the wider community.

Voluntary schools have additional governors, usually representing a church or religious body reflecting the religious character and/or historical origins of the school. In a voluntary aided school, the church foundation will appoint the majority of the governors.

Academies are “independent” comprehensive state schools established by The Secretary of State for Education by entering into a contract, known as the Funding Agreement, with a charitable company referred to as the Academy Trust and are independent of the local authority. This agreement provides the framework within which the academy must operate, including the requirement for academies to comply with the School Admissions Code and to be included in the LA’s co-ordinated admission arrangements. Free schools such as Evendons Primary School are set up as an Academy.

Wokingham Borough Council is the admissions authority for community and voluntary controlled schools. The admissions authority for voluntary aided schools or academies is the school’s governing body or Academy Trust Board, which sets the admission policy for the school. Please see the list at the back of this guide for details on individual schools.

2 How can I find out more about a school?

There is no longer a requirement for schools to publish a school brochure or prospectus each year, but they are required to publish specific information on their school websites which includes:

- details of the school's pupil premium strategy for the current year; and, for the previous year, a statement of how the money was spent and the impact that it had on educational attainment of those pupils at the school in respect of whom grant funding was allocated;
- details of the school's curriculum, content and approach, by academic year and by subject and approach to phonic and reading schemes;
- where applicable, details or links to the school's admission arrangements, including its selection and oversubscription criteria, published admission number and the school's process for applications through the local authority ;
- details of the school's policies on behaviour, complaints, charging and SEN and disability provision;
- links to the school's Ofsted reports and DfE School Performance Tables and details of the school's latest Key Stage 2 and/or Key Stage 4 attainment and progress measures as presented in the School Performance Tables;
- a statement of the school's ethos and values.

All schools will need to ensure that they continue to comply with any separate requirements that may apply in respect of developing specific policies and communicating them.

For those parents who cannot access the internet or who find hard copies of materials more accessible, schools are required to continue to provide a hard copy where parents request it - this may be simply met by printing a hard copy of the online information.

Another source of information may be your child's current Headteacher and the parents of pupils already at any of your preferred junior schools.

Please note that should a Wokingham borough community or voluntary controlled school provide conflicting information on admissions, reference should always be made to this guide or to the school admissions team for clarification.

Some important factors when selecting a school may include:

- How the school teaches reading, writing and mathematics?
- Is there a wide range of activities available for all ages and abilities?
- Are there after-school activities and other clubs?
- Is children's work on display?
- Is there a high expectation of pupils with the emphasis on individual achievement?
- What importance is placed on working with parents?
- What are the arrangements for helping children with special educational needs?
- How does the school intend to develop in the future?

Other useful websites for information about schools include:

Ofsted (Office for Standards in Education) www.ofsted.gov.uk contact: 0300 123 1231
email: enquiries@ofsted.gov.uk

DfE (Department for Education) www.gov.uk contact: 0370 000 2288

Results need to be seen over a longer period than one year to enable a clear pattern to emerge. Some schools have strengths in particular areas and this may be a factor that you may wish to consider, taking account of your child's interests and abilities.

SENDIASS (formerly Parent Partnership) offers impartial advice and support to parents and carers of children with special educational needs and disabilities. They publish a leaflet outlining factors to consider when visiting schools, which is available on request from:

Sendiass@wokingham.gov.uk or phone: (0118) 908 8233 or by visiting

https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=V_v5R2e-Qew

3 Can I select a school for my child?

The LA will seek to comply with parental preference wherever possible, but our ability to do so is limited by the number of places available at the schools. We cannot guarantee places at preferred schools as demand for places will vary each year.

As a parent, you have the right to express a preference for any school you choose, to a maximum of **four** preferences. You do not have the right to choose your child's school as schools cannot always accommodate all of the children who wish to go there. It is important to understand that all places are subject to availability as indicated by the admission number for the school.

Please note that we can **only** give consideration to the schools you list and you should not assume that a place will automatically be allocated at your designated area school if you are unsuccessful with your preferred schools as this school may be full with children whose parents expressed a preference for the school. The application form allows you to list up to **four** preferences and allows you to write your reasons for those preferences, which will be used to apply the correct criteria. We recommend that you use all four preferences.

A place will be offered for the highest possible preference and waiting lists will operate for places at schools ranked higher than the school that has been offered. Waiting lists will continue to be held by the LA until the end of that academic year, when you will be required to apply for a place in the next academic year to remain on the waiting list.

If a place cannot be offered at any of the preferred schools, a place will be offered at:

- a) a designated area junior school (if there are places available) or
- b) the most accessible junior school with places.

This means that if your designated area junior school is not one of your preferred schools, the nearest school with places may be some distance from your home address.

In the Wokingham Borough, there is a 'designated' appropriate school for each part of the borough. These schools are determined by taking into account those areas traditionally served by the school and the demands of the whole community. Designated area information, including maps, is available on the council's website at: www.wokingham.gov.uk. If you require specific advice, please contact the School Admissions Team or the school, in the case of voluntary aided schools. These electronic maps represent the definitive description of community and voluntary controlled junior school designated areas for the purposes of admission arrangements and oversubscription criteria.

There are many different reasons why parents want their children to attend a particular school. The examples shown on the following page are provided to give you some idea of how the process works.

EXAMPLE 1:

Matthew's parents would like him to be considered for a place at the junior school nearest to the home address; the junior school linked to his current infant school although he does not live in the designated area of the school; or another junior school because it has a good reputation.

His parents expressed a preference for:

1. Nearest junior school
2. Linked junior school
3. Junior school with good reputation

A place at School 1 cannot be offered as it is oversubscribed with those in linked criterion. School 2 can be offered and there are also sufficient places at School 3. Matthew is offered a place at School 2 as the highest ranked school and added to the waiting list for School 1.

4 How should I decide my preferred school(s)?

It is important to understand that all places are subject to availability. A summary of the recent allocation history for the Wokingham Borough's junior schools is outlined on pages 52-54. This will give you a guide to the demand for places at individual schools in the previous three years.

We strongly recommend that you visit the schools. Open day and evening information is listed on the individual school pages and on page 44.

Please familiarise yourself with your "designated" school as it may be the best option for your child since it serves your local community. This will not always be the nearest school, but you may find that the majority of children in your area will be attending the designated school. Please contact a member of the School Admissions Team if you require further clarification. Whatever your decision, it is likely to affect your right to transport assistance (see Question 29).

5 How do I apply?

All applicants for a Wokingham borough junior school must use their home local authority's application form which is available via an online process. **Only one application form will be accepted per pupil. Where duplicates are received (paper and/or online) the Authority will process the form with the latest application date.**

Parents of children in Year 2 of an infant school will be issued with a personalised computer-generated letter containing your child's UID (unique identifier). If your child has recently joined an infant school you may not receive a personalised letter but it makes no difference to the process whether or not the application is made using this UID. Information guides will be distributed in November 2019. You should apply online and submit it no later than 15 January 2020.

The online admissions service will open for applications on **13 November 2019**. Help and advice can be obtained by telephoning (0118) 974 6000 or emailing:

schooladmissions@wokingham.gov.uk. This service offers you a faster, simpler and easier process; ensuring that the application form is completed correctly if the UID (unique identifier) is used (this number will appear on the personalised letter). Applying online will enable you to make changes before the deadline, allow you receive confirmation of your allocation electronically on 16 April 2020 and it will also help you in providing links to relevant websites.

You should ensure that the form is completed accurately and in full. The information that you give us will be used to process your application for all preferences identified. We will check all the information that you provide on the form. You will be asked to verify any changes of address and produce documentary evidence relating to any change of address. When a place is offered, it will be on the condition that the information you provide is correct. If you are intending to move before your child starts school you should declare it and provide details. **Places will be withdrawn if it is found that false or misleading information has been provided.**

Again, it is strongly recommended that you identify up to four preferences on the application form. Expressing a single preference may place you at a disadvantage, should we not be able to offer your preferred school. If we are unable to meet a preference, a place will be allocated at a designated junior school (if there are places available) or the most accessible junior school with places, which may be some distance from your home address.

Please ensure that the whole of the form is completed and that the form is signed and dated by the person who has parental responsibility for the child. Where additional evidence is required to support an application under a specific criterion, e.g. medical grounds, you must ensure this is returned by 15 January 2020. It would be helpful to reference supporting information in the 'reasons' section.

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by 15 January 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Please send any paper applications direct to the School Admissions Team, at the address on page 5.

6 How do I know that you have received my application?

For online admissions, an email will be sent to you acknowledging receipt upon submission. If you return to the online application via the edit button after submission, you must resubmit. If you require a receipt for a paper application or for information provided, please attach a stamped addressed envelope with that information.

7 What if my application is received after the deadline?

Applications made after the closing date but before the offer date

The closing date for applications for school places will be 15 January 2020. The School Admissions team will, as far as possible, accept applications that are received late for a good reason, e.g. when a parent has been ill for some time or a family has just moved to the area or is returning from abroad. Parents should provide an accompanying letter explaining their reasons for a late application for consideration. Any changes to existing applications received after 15 January 2020 will be considered as late and considered after the allocation.

If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places.

Any late applications will not be processed until after the closing date of acceptance of school places on 4 May 2020.

Applications made after the offer date but before 31 August 2020

All late applications will be processed by the application of the admissions criteria where necessary. Where possible a place will be offered at a preferred school with places available. If this cannot be achieved a place will be allocated at the nearest school to the home address with vacancies if they live in the Wokingham borough and the child's name will be added to the waiting list for higher ranked preferred schools under the relevant oversubscription criterion. No offer will be made to those children living outside the borough as it is the responsibility of the home authority to provide a school place. Parents retain the right of appeal.

Co-ordination with other local authorities will continue until 31 August 2020 in order to eliminate multiple offers.

8 What if I change my preferences after completing the form?

Parents who wish to amend their application **before** the closing date will be allowed to do so as long as they put their request in writing to the School Admissions Team, or amend their online application, by the closing date. If you return to the online application via the 'edit' button after submission, you must resubmit. You should always receive a confirmation email in this instance.

Parents who wish to change their application **after** the closing date should put their request in writing to the School Admissions Team. No consideration will be given to their request until after the offer date.

It should be noted that if an alternative school place has been allocated by the local authority as no parental preference could be met, changes of preference can adversely affect access to assistance with school transport.

9 How are places allocated?

Children with an Education Health and Care Plan that name a school in the plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.

The following oversubscription criteria in order of priority will be applied when a **community** or **voluntary controlled** school receives more preferences than places available. All preferences will be treated on an equal basis.

Oversubscription criteria (categories for admission):

- A** Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children) (see note 1).
- B** Families who have exceptional medical or social needs as the grounds for their admission to a particular school (see note 2).
- C** Children who currently attend an infant school who have applied for the linked junior school. (see note 5).

<i>Linked Infant School</i>	<i>Linked Junior School</i>
<i>Emmbrook Infant School</i>	<i>Emmbrook Junior School</i>
<i>Gorse Ride Infant School</i>	<i>Gorse Ride Junior School</i>
<i>Oaklands Infant School</i>	<i>Oaklands Junior School</i>
<i>Polehampton CE Infant School</i>	<i>Polehampton CE Junior School</i>
<i>Robert Piggott CE Infant School</i>	<i>Robert Piggott CE Junior School</i>
<i>Shinfield Infant & Nursery School</i>	<i>Shinfield St Mary's CE Aided Junior School*</i>
<i>Walter Infant School</i>	<i>St Paul's CE Junior School</i>
<i>Wescott Infant School</i>	<i>Westende Junior School</i>
<i>Willow Bank Infant School</i>	<i>Willow Bank Junior School</i>

*Voluntary aided junior school included for completeness. Governing body's admissions policy applies.

- D** Children whose permanent home address is **inside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- E** Children whose permanent home address is in the schools' designated area. (See note 3)
- F** Children whose permanent home address is **outside** the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- G** Any other children

Note 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 function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. 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 Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2020 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January will not be taken into account in the main allocation of places but may if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion. It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). This only applies to preferences submitted on an original application. Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

Example 1:

Parent expressed preferences when applying by the deadline for oldest child as follows:

1. School A
2. School B
3. School C – designated area school
4. School D

Wokingham Borough Council was unable to allocate to any of the first three preferred schools including the designated area school, as the schools were full and a place was allocated at School D.

Parent now wishes to express a preference for younger child and advises on the application form that they wish this exception to apply.

Parents expressed preferences for younger sibling as follows:

1. School D
2. School A
3. School C – designated area school

The LA will now apply designated area and sibling status – Criterion D to the preference for School D and designated area status to School C.

Example 2:

Parent expressed preferences when applying by the deadline for oldest child:

1. School W
2. School X
3. School Y – designated area school for home address

Wokingham Borough Council was unable to allocate any of the preferred schools as the schools were full and a place was allocated at School Z as the nearest school with places available.

Parent now wishes to express a preference for younger child and advises on the application form that they wish this exception to apply:

1. School Z
2. School Y – designated area school for home address

The LA will now apply designated area and sibling status – Criterion D to the preference for School Z and designated area to School Y.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Note 5 - Priority will be given within criterion C (linked infant and junior schools) to children living within the designated area, then siblings, before applying the tie breaker below. For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F.

Tie-breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal places, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two Wokingham Borough Council officers

General preference information

Please give full reasons for your preferences on the application form, as this ensures that your child's preference is placed against the appropriate criterion if the school is oversubscribed. This is particularly important if you are applying for an own admission authority school that may have different criteria to the LA, or for schools situated in another LA.

If further information is required to support an application for a Wokingham Borough school, such information must be provided before 15 January 2020. Information will not be accepted after this deadline and may result in the application being treated using a lower criterion.

Residency requirements

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. The Council will consider the available evidence to determine if, on the balance of probability, the declared home address is the child's permanent home. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school. Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria C or D. It is for the applicant to satisfy the local authority that they live at the address stated.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, an admissions panel will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2020. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The local authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. split residence order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the School Admissions Team will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- the address where child benefit or other benefit (if applicable) is paid
- where the child is registered with the GP
- any other evidence the parents may supply to verify the position

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer email/letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

The information provided to determine the home address to be used will be considered by an admissions panel of at least two officers and their decision is final.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the Borough by 15 January 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from the School Admissions Team.

Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Returning Crown Servants

Families of crown servants returning from overseas to live in the Wokingham borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. Where a parent is unable to provide confirmation of a relocation address, an indication of the area may be provided, narrowed

down as far as possible, to which the family intend to return. Preferences will be considered but applications will be considered under criterion G (other children) until the parent is able to provide confirmation of the new address such as proof of exchange of contracts or a signed rental agreement. If a place cannot be offered at a preferred school; no alternative school will be offered until confirmation of the relocation address within the borough is received but the right of appeal will be advised.

It is the responsibility of parents to keep the School Admissions Team informed of any changes to their planned address during the application process.

Council's whistleblowing policy

The Authority occasionally receives information from members of the public concerning potential misleading or fraudulent applications. Information is provided at:

<http://www.wokingham.gov.uk/contact-us/report-a-serious-concern-whistleblowing/>. You are encouraged to put your name to any concerns raised and information will be withheld in such instances in accordance with the Council's Whistleblowing Policy. If you wish to make an allegation please call the whistleblowing hotline 0118 974 6550 or email to online at: confidential.wihistleblowing@wokingham.gov.uk.

10 What if there are multiple births or children with birth dates in the same Academic year in my family?

Where the application of oversubscription criteria results in splitting children with either the same birth dates or children born in the same academic year from the same family; places will be offered even if this will result in the school going above the admission number.

11 How do you operate waiting lists?

Waiting lists will be maintained by the local authority for all schools where necessary for children not offered a school place at their preferred school until the end of the academic year for which they have applied (primary and junior schools) to fill places that may become available during the school year. No account is taken of the length of time spent on a waiting list.

Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received; therefore waiting lists will be reviewed and revised:

- Each time a child is added to, or removed from, the waiting list
- When a child's changed circumstances will affect their priority
- When parents respond to periodic requests to see if they wish to remain on the waiting list
- At the end of a school year; should there be a change in the determined oversubscription criteria
- Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Please note that where a school is fully subscribed, pupils moving to that school's designated area after the allocation will be placed on the waiting list in accordance with the published oversubscription criteria (Criteria D or E), as appropriate (subject to producing satisfactory evidence of the move). Places cannot be reserved for pupils moving into a school's designated area.

You will be asked to confirm on the acceptance form if you wish your child to remain on the waiting list for higher ranked preferred schools. Where no confirmation is received, it will be assumed that parents wish their child to remain on the waiting list. If a place becomes available from the waiting list; the place will automatically be allocated and the previous school allocation withdrawn and given to the next child on that school's waiting list. As a result it is important that you notify the school admissions team in writing if you are happy with the allocated school and that you no longer wish your child to remain on the waiting list for other schools at any point in the process. This avoids disappointment at a later date.

Parents will be able to apply online each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the School Admissions Team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

If own admission authority schools have stated that they operate waiting lists in their policies, the waiting list will transfer to the school on 31 December 2020, unless the governing body indicates that they want the local authority to hold their list.

12 What do I do when I receive the offer email or letter?

The School Admissions Team will allocate places strictly in accordance with the published arrangements and will do all they can to offer your child a place in a preferred school. You are required to accept or decline the allocated place using the form sent with the allocation email or letter.

If you are declining the offer of a place, please advise what alternative arrangements you have made for your child. It is recommended that you accept the offer of the allocated school, pending the result of any appeals for higher ranked schools. The acceptance of a school place will not affect the outcome of your appeal but will ensure that a school place is available for your child, if your appeal is not successful.

The form must be returned to the School Admissions Team by **4 May 2020**. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. In the case of oversubscribed schools, a place may be offered to the next on the waiting list.

The allocation email or letter will specifically request you to advise us at any stage, if you are not accepting the place for any reason.

13 Can I appeal if I am not offered my preferred school?

When the place is allocated and it is not your highest ranked (or other) preference, Wokingham Borough Council will give you a written explanation in the form of a statement of allocations and you will automatically be advised of your right to appeal against this decision. (This information will also be available on the website). If you wish to appeal, full details of how and where to lodge your appeal will be provided. Appeals for LA schools are heard by an independent Appeals Panel.

Details on appeals arrangements and procedures can be obtained from the Council's Democratic Services Team by calling: (0118) 974 6053 or by viewing: www.wokingham.gov.uk/admissions. Application for an appeal submitted by **18 May 2020** (20 school days from the date of the email or letter refusing the place) to be heard in the summer term.

All appeals are considered by an independent panel and its decisions are binding on the school and LA.

In the event of an unsuccessful appeal against non-admission to a school, the LA will not consider any further application for admission, nor is there any automatic right to a further appeal for admission, within the same academic year (September 1 to August 31) unless there is an **exceptional** situation resulting in a significant change of circumstances relevant to the application.

In the case of own admission authority schools, appeal arrangements are different from the LA and if you are not successful in your application to one of these schools, the allocation email or letter will advise you how to proceed with an appeal, should you wish to do so.

Information regarding appeals in the Wokingham Borough for those transferring from infant to junior in 2019/2020 is detailed on the page giving details on the allocation of school places.

14 Can my child start school earlier or later than normal?

Children are usually allocated a place in their chronological year group. Requests from parents for school places outside the chronological age group will be considered carefully, whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances by an Admissions Panel but will not be agreed by Wokingham Borough Council without a consensus that to do so would be in the pupil's interests. Such a consensus would be reached between the parents, schools concerned (both current and preferred) and any relevant professionals asked for their opinion on the case.

15 What if I want my child to attend a school outside the Wokingham Borough?

As with schools in the Wokingham Borough, the places are subject to availability, although the admissions criteria will be different. You should make your application for any voluntary aided, academy or foundation school in a neighbouring LA on Wokingham Borough Council's application form (paper or online) and return the completed form, or submit via admissions online, to the School Admissions Team at Wokingham Borough Council. The authority will co-ordinate with other local authorities and the LA will send other admission authorities/LAs details of applications for their schools. Co-ordination will continue until 31 August 2020.

If you are seeking a place at a school administered by another local authority, or if the school you wish to apply for is its own admission authority, you should obtain a copy of their admissions policy, as their admissions criteria will be different to our own.

Contact numbers for neighbouring authorities are as follows:

- | | |
|---|-----------------------------------|
| • Bracknell Forest Borough Council | (01344) 354 023 / (01344) 354 144 |
| • Reading Borough Council | (0118) 937 3770 |
| • Slough Borough Council | (01753) 875 728 |
| • West Berkshire Council | (01635) 42400 |
| • Royal Borough of Windsor and Maidenhead | (01628) 683 870 |
| • Hampshire County Council | 0300 555 1377 |
| • Oxfordshire County Council | (01865) 815 175 |

16 What if I live outside the Wokingham borough and I want my child to attend a school in the Wokingham borough?

Your child will be considered under the admissions criteria for Wokingham borough pupils, which may be different to those of your home LA. If your application for any Wokingham borough school cannot be met we will not offer any alternative school. If we are unable to meet your preference(s) your application will be referred to your home authority for them to allocate a place for your child at one of their schools.

You should apply for a Wokingham borough school using your own LA application form and return it to that LA Admissions Team by the appropriate closing date. Your LA will advise Wokingham Borough Council of your preferred school(s) and your application will be processed in accordance with our admissions criteria.

17 What are the arrangements for infant to junior school transfers?

Infant schools are usually linked to junior schools and many parents assume that their child will automatically move to the next stage, but this is not the case. The agreed admissions criteria will need to be applied if the junior school is oversubscribed (see Question 9).

The transfer arrangements will be managed centrally by the LA and parents of year 2 children within Infant Schools will be provided with a leaflet outlining the process and how to apply.

The application process is also open to parents whose children attend other primary schools and wish to apply for a place at their preferred junior school. Parents will apply for a place at a junior school at the same time as for first admission for school, i.e. by **15 January 2020** for entry in the 2020/2021 academic year.

The LA will issue all offer and refusal emails or letters including offer emails or letters on behalf of the governing body of own admission authority schools and, where necessary, parents will be advised of their right of appeal if their preference is not met.

18 What if I want to apply for a primary school instead of a junior school?

If you wish your child to move to a primary school this will be considered as an in-year admission (see Question 21). You will need to complete a separate in-year application form listing primary preference schools.

19 What if I wish to apply for a middle school in another local authority?

These arrangements will be managed centrally by the School Admissions Team. A separate application form will be available for parents wishing to apply for a place for a middle school in another local authority. Each local authority will accept applications in the same way as it would for its own normal admissions round. Co-ordination will be held with the maintaining local authority who will apply their co-ordinated scheme. The maintaining local authority will inform Wokingham Borough Council if a place is to be offered in one of its schools and Wokingham Borough Council will inform the parent of the outcome of the application.

20 What happens if I move house before, or during, the application process?

If you own a property which is in the process of being sold and you want us to use your new home address for the allocation of places, you will need to give us appropriate evidence in support e.g. exchange of contracts on both the new property and where possible disposal of your current property. The latest date for submission of evidence to support a move is 15 January 2020. If the move takes place later or evidence is submitted later, we will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes. Please refer to residency requirements on page 23.

If you rent a property and you move during the process as described above; you will be required to give full details of the reasons why you are moving out of the rental property and a signed rental agreement for the new home address.

In both instances, an Admissions Panel will consider your reasons for the move and decide the address to be used for admissions purposes and may require further information to enable it to make that decision. In the case of a rental property move, the panel will decide whether this is a temporary arrangement or not taking into account the term of any rental agreement.

Parents are required to advise of any changes of circumstances at any time prior to your child starting at the allocated school. It is important to note that you have declared on your application that the information provided is accurate and that to the best of your knowledge, the declared address will continue to be the child's residence beyond the start of school in September 2020. Therefore the school place is at risk of being removed if there are subsequent changes.

21 What is the process if I want my child to change schools outside of the normal admissions round (in-year admissions)?

A scheme to co-ordinate in-year admission has been formulated and a separate policy and Parent's Guide is available at www.wokingham.gov.uk.

This does not apply to:

- admission to school sixth forms
- admission to nursery or foundation stage units into foundation one (F1)

Where a place is required in a sixth form or in F1, application should be made direct to the school. (Policies are available on the council's website).

A brief summary is as follows.

Timing of applications

Applications will be considered **half-a-term** in advance of the place being required. For entry to school at the start of term or half-term, an application will need to be received by the School Admissions Team, 20 school days in advance of the commencement date. Any applications received in advance of this will be held on file until the appropriate time, with the exception of crown service, service families or look-after children.

It is our intention that all applications should be processed and the outcome of the application made within 20 school days from receipt of the application. This is subject to confirmation, if applying for a school in another local authority that a place can be offered, whichever is the latter. Allocation or refusal letters will be sent by second class post.

Applications

Applications must be made using the Wokingham Borough application form to apply for schools within the Borough. The common application form is available on request or can be downloaded or submitted at: www.wokingham.gov.uk/admissions. An application form allowing a single preference will be available for own admission authority schools outside the scheme.

Parents may express up to **four** preferences for schools within the scheme, listing those preference in ranked order and giving their reasons for those preferences. Where a place is available for a child at more than one school, Wokingham Borough Council will offer a place at whichever of these schools is their highest preference.

The School Admissions Team will pass on applications and any supporting information provided by the parent for any own admission authority schools within the scheme to their governing bodies so that they can make a decision about the application. The governing body should make decisions regarding applications within five school days of receipt. The governing body will then inform the School Admissions Team who will advise the offer or refusal on their behalf. There may be a delay during school holiday periods as the school may not be contactable.

Where own admission authority schools within the scheme receive an application direct from a parent, the school must forward to the School Admissions Team details of any application made, together with any supporting information provided by the parent (regardless of whether the parent making the application resides in that authority's area) together with the school's response to that application in order that the response is made on the school's behalf to the parent.

Each preference will be considered against the admissions authority's oversubscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference.

Where applications are refused, parents will be advised of their right of appeal. Where a place has been refused by Wokingham Borough Council or for schools, who are their own admissions authority with the Borough, reference must be made to the Council's website for details on how to appeal.

A place will be offered at an alternative school (the designated area school or most accessible school with places available) where the parent can provide evidence of their move to or within the Wokingham Borough, and parents will be advised of their right of appeal for their preferred school(s). No offer of an alternative school place will be made where no change of address is made, unless requested to do so.

Out of Borough applications

Wokingham Borough Council will not accept applications from other local authorities where their resident applies direct to them. Please apply directly to Wokingham Borough Council. Wokingham Borough Council will respond to the parent, in writing, the outcome of their application. If the place is declined, the parent will be advised of their right of appeal, but no alternative school will be offered.

Parents wanting to apply for a school outside Wokingham Borough should apply directly to the local authority where the school is located.

Offers

Places will be offered on the basis of the child's chronological age. Where a child is in a different year group and not already attending a Wokingham Borough maintained school, supporting documentation will be required from the child's current school giving reasons for this for

consideration by an admissions panel. Places can only be allocated to children working outside their normal year group with the consensus of the receiving school.

The offer of a place in a Wokingham Borough school must normally be taken up within the declared half-term. Failure to take up the offer of a place during this time will mean that the offer is withdrawn and the place released. Exceptions can only be made where the parent provides documentary evidence that the delay is unavoidable, through no fault of their own, or in the case, of crown service, service families or looked-after children.

In accordance with the School Admissions Code, admission will be deferred to the start of a term or half-term for the following categories of in-year admission:

- those that do not require a house move
- those where there is no reasonable need for an immediate move
- those allocated from waiting lists

It is envisaged that children normally would be admitted to school during a school term in the following circumstances only:

- a) those applying as a result of a house move i.e. unable to take up a place earlier due to living at a distance from the school
- b) those applying and unable to take up a place earlier due to ill health or other reasons beyond parents' control
- c) applications agreed under fair access protocols

It should be noted that a child from overseas with a right to live in the UK with parents may attend a maintained school. This does not apply where the stay is so short (e.g. less than six weeks) that it would not be practical for the child to attend school (e.g. on holiday or short visit).

Parents will be required to accept the offer of a school place within 14 days of the offer. Waiting list will be maintained by the local authority for all oversubscribed year groups in its schools in accordance with the oversubscription criteria.

Full details including the oversubscription criteria, tiebreaker and residency requirements are available at www.wokingham.gov.uk/admissions.

22 What Fair Access Protocols have been set by Wokingham Borough Council?

The School Admissions Forum has agreed the following protocols for the admission of children in-year in accordance with the School Admissions Code:

- Young people at risk of or at permanent exclusion
- Managed transfers between primary schools
- Managed transfers between secondary schools
- Children at particular risk of missing education known as "vulnerable children"

In some instances, implementation of a Protocol allows for the admission of children above the admission number. Consideration of applications that may fall within one of the above groups will be by a panel of officers and, where necessary, school representatives.

The protocols can be viewed in the In-Year Admissions page at: www.wokingham.gov.uk/admissions. Written copies are available on request from the School Admissions Team.

The Fair Access Protocols are currently under review and will be implemented after consultation with all schools in the Borough.

23 What are the term dates for the academic year 2020/2021?

Autumn 2020

Half term 1 (39 days)

Term starts on: Tuesday 1 September 2020

Term ends on: Friday 23 October 2020

October holiday: Monday 26 October to Friday 30 October 2020

Half term 2 (35 days)

Term starts on: Monday 2 November 2020

Term ends on: Friday 18 December 2020

Christmas holiday: Monday 21 December 2019 to Friday 1 January 2020

Spring 2021

Half term 3 (30 days)

Term starts on: Monday 4 January 2021

Term ends on: Friday 12 February 2021

February holiday: Monday 15 February to Friday 19 February 2021

Half term 4 (29 days)

Term starts on: Monday 22 February 2021

Term ends on: Thursday 1 April 2021

Spring holiday: Friday 2 April to Friday 16 April 2021

Summer 2021

Half term 5 (29 days)

Term starts on: Monday 19 April 2021

Term ends on: Friday 28 May 2021

May holiday: Monday 31 May to Friday 4 June 2021

Half term 6 (33 days)

Term starts on: Monday 7 June 2021

Term ends on: Wednesday 21 July 2021

Total pupil days: 195 less five inset days to be set as flexible closures to be determined locally by school or cluster.

Wokingham Borough Council is working hard to support our Head Teachers in upholding the law with respect to attendance at school. Children and families have 175 days off school to spend time together, including weekends and school holidays. It is our duty with schools to prioritise good attendance, thus enabling us to closely work in partnership with our families and schools to ensure all our children achieve the best education they can and enjoy their school life fully.

Parents who take their children out of school for a holiday in term time could be subject to a penalty notice, irrespective of when this holiday was booked.

24 Are free places at independent schools or assistance with fees available?

We have no scheme to help parents wishing to educate primary age children at independent schools. If you require information on independent schools within Berkshire you should contact the Independent Schools Council (London and the South East) at: www.isc.co.uk.

For admission to independent schools, please contact the individual school direct.

Help and assistance from Wokingham Borough Council

25 What do we mean by special educational needs or disability (SEND)?

National figures suggest that as many as one in five of all children and young people will, at some stage have difficulties with their learning. For most of these children and young people the difficulties will be temporary but for some the difficulties will be long standing. The important thing is to ensure that support is made available to children and young people and the funding, now made directly available to schools, means that they will always be using a range of strategies to support pupils who are having difficulties with their learning. A small number of children and young people have enduring difficulties, or special educational needs. The definition below is taken from the Code of Practice which supports the Children and Families Act.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post 16 institutions.

The Children and Families Act 2014

This Act has made a number of changes to how support for special educational needs is made.

- From September 2014 a child or young person who would have been given a Statement of Special Educational Needs (SEN) will have an Education, Health and Care plan (EHC)
- Children and young people who already have a Statement of SEN will have these converted to an EHC plan over the next few years
- Children whose needs can be met through the extra resources now in school will have support at SEN Support stage.

SEN Support

The Council delegates money into mainstream schools' budgets to provide extra help for pupils with SEN. If a child is identified as having special educational needs, the school takes a step-by-step approach that might include:

- targets set that are reviewed regularly with you
- extra help from a teacher or learning support assistant
- individual or small-group teaching for short periods.

The level of help will be matched to your child's needs and you will be kept informed at each stage of the process. Sometimes, the school will call on the help and advice of an educational psychologist or another professional.

Education, Health and Care needs assessments and plans

In most cases the step-by-step approach will ensure that your child gets all the help he/she needs. A few children will have more significant and long-term needs. These children may require an education health and care needs assessment. This takes information and advice from health, social care and education and works with you to set out an EHC plan which explains your child's needs and what support needs to be available to them to ensure that they make the most progress with their learning. Before September 2014, these children would have received a Statement of SEN.

Most children with EHC plans or Statements of SEN attend their local school and receive extra help there. A small number of children may need to attend a special school or a mainstream school with additional facilities for particular difficulties such as hearing impairment, physical difficulties, autistic spectrum disorder, or speech and language difficulties. If you think your child needs to attend a school with this specialist support; you can contact the Council's Special Educational Needs Team to find out which schools provide this support.

If you are concerned about your child's progress, you should speak to his/her teacher. The school will have a published policy on identifying and supporting pupils with special educational needs, which you can ask to see. You can get more information about special educational needs via the Wokingham Borough Council website or from the SEN Service by calling (0118) 974 6216 or emailing: sen@wokingham.gov.uk.

If your child has a current Statement of Special Educational Needs, and attends a mainstream primary school, Wokingham borough early years' setting or a special resource in a mainstream primary school or early years' setting, his or her future school placement will be considered as part of the annual review of the Statement and you will be part of those discussions.

In most cases it should be possible to give clear recommendations in Foundation 1 as to the type of schooling that your child will need at the primary stage. You will also be sent information from the School Admissions Team requesting your **preference** for the school you wish your child to attend and it would be helpful if you complete the application form. For admissions purposes there is no difference between a Statement of SEN and an EHC plan.

The Local Offer



The Local Offer includes information about health and social care services, education, leisure activities and support groups in the area for children and young people aged 0 - 25 with SEND and their families.

The Local Offer helps parents, carers and young people to see clearly the range of services and support that are available in their local area and understand how to access them. This information is available at www.wokingham.gov.uk/lo

Expressing a preference

Mainstream schools: the majority of children will attend their local mainstream school serving their address. The LA wishes to encourage all parents strongly to consider expressing a preference for their local mainstream school as this can have a beneficial effect on social relationships and ease travel arrangements and often make home-school contact and liaison easier. Please note that help with transport costs may not be provided if appropriate provision is available at a nearer school.

Specialist provision: if your preference is for a place in a resourced unit or special school, this information is passed to the Special Educational Needs Team. A move to a special school or to a special education resource can only be arranged if the school has places available and is suitable to your child's age, aptitude, ability and their special educational needs. Expressing a preference for a mainstream place in a school that hosts a resource will not secure the admission of your child to the special resource unless that specialist provision has been identified as necessary for your child.

Independent special schools: if you consider your child should be placed in an independent or non-maintained special school your request will be carefully considered. However, a placement will usually only be agreed if suitable provision cannot be made in a maintained mainstream or special school and the proposed placement would represent efficient use of the Council's resources.

Schools outside the Wokingham Borough: you are able to express a preference for your child to be placed in a mainstream school, a special school, or to a special education resource within a mainstream school of another authority's area outside the Wokingham borough. The allocation of places in schools outside Wokingham is arranged with the appropriate local authority and school governors, the special educational needs team **must** by law consult the governors of your preferred school and the local authority that maintains the school. Expressing a preference for a mainstream place in a school outside the Wokingham borough that hosts a resource will not necessarily secure the admission of your child to either the school or the special resource.

What if my child has a disability?

All schools are required to continue to make their schools as accessible as possible (known as an Access Plan) and to make what are known as 'reasonable adjustments'. This means that most children who can access a mainstream curriculum can do so in a school which is within their locality. Each school publishes information about its Access Plan in its prospectus.

Agreeing a preference

The law is that the Local Authority must agree to your preference for a maintained (State) school, **unless:**

- The school is unsuitable to the child's age, ability or aptitude, or his or her special educational needs; if you are looking for a change from mainstream school to a special school or special extra resources this will only be taken forward if the school is suitable to your child's ability and special educational needs.
- The attendance of your child at the school would be incompatible with the provision of efficient education for the children with whom he/she would be educated, in which case there would have to be grounds to show that no reasonable steps could be taken to eliminate the incompatibility or
- The efficient use of resources.

Sometimes parents express a preference for a mainstream school outside the usual designated area and where this is agreed, parents will be responsible for transport to and from school. Places cannot be made available in special schools or special resources where this would take them over planned numbers.

In the majority of cases, it will be possible to meet the parental preference for a named school. However if you do not agree with the school being suggested you will be invited to meet with someone from the special educational needs team to discuss the matter. SENDIASS (formerly Parent Partnership) is available to offer impartial advice and support to parents and carers of children with special educational needs and disabilities. They can be reached on (0118) 908 8233 or email: sendiass@wokingham.gov.uk.

In cases where there is a disagreement about your child's special educational provision you may be offered formal mediation with an independent mediation service. If you are sent a final statement with which you disagree, you then have the opportunity to appeal to the SEN and Disability Tribunal in London.

26 If I have difficulties with my child, who can help me?

It is important to seek help at the earliest stage. The first point of contact should be your child's class teacher and then the Headteacher. Each school has an Education Welfare Officer who is able to give help, advice and support in situations where children are experiencing problems of behaviour or school attendance. For further advice, please contact the education welfare team on (0118) 974 6193.

SENDIASS (formerly Parent Partnership) is available to offer impartial advice and support to parents and carers of children with special educational needs and disabilities. They can be reached on (0118) 908 8233 or email: sendiass@wokingham.gov.uk.

The protection of the child's welfare is paramount, and, if there are any child protection concerns, school staff are duty bound to report this. The case will then be investigated in accordance with the Child Protection procedures.

Additionally, an Education Welfare Officer can help to resolve attendance issues, through aiding communication and developing home-school links. Advice is also available about pupil exclusions and/or links with other appropriate agencies, children's centres, youth service and parent support. Advice and support is also available through the Wokingham Information Network accessed from the council's website.

27 How will my child get to school?

In most cases parents are responsible for making arrangements for their child to get to school.

If your child attends a designated area school, or the nearest school to your home address, and does not live within a safe walking distance, you may be entitled to free school transport. For more details please refer to Question 29.

School Travel Plans

Schools are encouraged to promote sustainable journeys to schools, and to develop travel plans in consultation with parents and children. Many schools have travel plans in place which promote walking or cycling to school through various initiatives. If we know that a school has a travel plan, this is indicated in the information about individual schools. Details of the plan can be obtained from the school concerned.

28 How would my child qualify for free school meals?

Lunch is provided free of charge to all children in reception, year 1 and year 2 classes). Older children **do** have to pay for school meals, unless they qualify for the Pupil Premium (see below).

We recommend that children have the school lunch, as these meals are carefully monitored to meet strict nutritional standards set by the Government. There is evidence that having a regular healthy meal at lunchtime can improve a child's learning at school.

Schools may ask parents to register if they want their child to receive school lunches. This enables them to plan how many meals are needed, and also to collect information about your child's dietary needs, or any food allergies etc.

What is the Pupil Premium?

Schools now receive additional funding, the Pupil Premium, for each pupil on their roll whose family is on low income. To qualify the family must meet the criteria set out in the next section. Schools use this extra funding to support and raise the educational attainment of these children. Your child's school will be able to tell you how they use the pupil premium funds to do this.

If you apply and the school confirms that your child is eligible, the school will receive an additional £1320 per pupil.

To ensure your school doesn't miss out on additional funding to help your child, you should apply as soon as your child starts school and no later than October half-term. Your child's school will be able to tell you how to apply. Most schools will collect this information on the registration form for school lunches.

Children eligible for pupil premium support are also entitled to continue receiving free school meals when they move into year 3, all the way to sixth form (provided their family continue to be entitled – see next section). However, if your child does not take up the free school lunch, this will not affect their eligibility for the pupil premium. Schools can claim pupil premium funding for every child that has been eligible within the last six years. So even if your circumstances change so that the eligibility rules (below) no longer apply to you, your child will continue to benefit from the support which pupil premium funds provide, to help raise their attainment.

Who is eligible?

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian) can also get free school meals.

Children under the compulsory school age who are in full time education may also be able to get free school meals.

Additional notes

- In all cases, please note that you will need to register with the school for child to become eligible. Schools will have a registration form (usually combined with registration for school meals.)
- The pupil premium does not apply to children who are in the care of the Local Authority, e.g. foster children, or of a voluntary organisation. For these children, the school can claim a separate (higher) level of additional funding.

- The entitlement to pupil premium and free school meals applies to all the state-funded schools included in this admissions guide. It does not apply to children at independent private schools.
- Parents whose children attend schools outside of Wokingham Borough should contact their child's school, or the local authority which maintains the school, with regards to registering for the pupil premium, as the local arrangements for processing claims may be different.

How do I apply?

The Council has introduced an easier way for parents to apply for pupil premium support (and free school meals for older children). Most school in the borough now use this system.

Previously, you would have to produce evidence of your benefit support payments and income levels and give this to the school office every term. Now, we are able to confirm whether you are eligible for free school meals electronically, using a secure government on-line system. We only need limited information, such as your date of birth and national insurance number, for this system to identify you.

You will only need to complete one form once. The benefits are:

- Eligibility will be checked automatically for you each term.
- You will no longer have to produce evidence of any benefits or of your income to the school.
- The school will receive only a yes/no answer from the online checking system – this means staff will not have access to or need to keep a copy of any of your personal income or benefits information.

A copy of the application form can be obtained from your child's school, or can also be downloaded from the Council's website: <http://wsh.wokingham.gov.uk/leadership/free-school-meals>

COMPLETED FORMS SHOULD BE RETURNED TO YOUR CHILD'S SCHOOL

29 Will my child be entitled to any assistance with transport?

a) Children under 8 years old

For any pupils aged under 8 years-old, transport assistance can be considered where your child attends a designated area school or the nearest available suitable school .

Transport to any designated area school or nearest available suitable school will be considered if there is more than one for your address, but not if one of the schools available at the time of application is within safe walking distance of home. Transport can also be considered in the relatively few cases where the school attended, although not a designated area school, is the nearest available school by radial distance.

Transport in all cases will only be provided if your child lives more than two miles from the school by the shortest safe walking route, unless there is no safe walking route. "Safe" means accompanied if necessary, and the distance limit is set nationally. The only exception where transport will be provided for children living closer to schools; is where children are unable to walk due to special educational needs or disability. Walking routes may not necessarily be the same as the route driven by a vehicle.

Note that for children who are entitled to free school transport, this only applies until the end of year 6, or the end of Year 2 in some cases (because the definition of 'walking distance' changes to 3 miles, once children have attained their eighth birthday). Designated area information is

available on the Council's website at: www.wokingham.gov.uk/admissions. The School Admissions Team can also assist with designated area information.

If transport costs are a significant factor in choosing your school preferences, Corporate Transport Team can, on request, provide a written assessment before you submit your preference form, to advise whether any of the schools you are considering would qualify for travel assistance.

b) Children aged 8 years upwards

For any pupils aged 8 years or above, transport will be provided in the same circumstances as for younger children, except that children must live at least 3 miles away from school, by the shortest safe walking route, rather than 2 miles. In the case of children who are eligible to receive for free school meals in year 3 and above, or whose family receives maximum working tax credit, this does not apply and the qualifying distance remains 2 miles.

Additional notes for both a) and b)

- Where parents are successful in obtaining a preferred school that is not a designated (or nearest) school, they are responsible for their child's attendance. Free school transport will not be provided.
- Designated schools can be any kind of state funded mainstream school including maintained schools, Academies and Free Schools. There are locations where a number of schools will be considered to be designated schools. For example the designated area of Windmill Primary School includes addresses in the designated areas of The Hawthorns Primary, Walter Infant, St Paul's CE Junior, Wescott Infant and Westende Junior Schools. Please note that Floreat Montague Park School has no formal designated area, but may be the nearest available suitable school for some children.
- In the case of lower income families who apply for transport under (b) above, transport will not be provided if their child attends a school which does not meet the criteria stated.
- Where free transport is provided, this is only to the end of year 6, or the end of Year 2 in some cases (because the definition of 'walking distance' changes, once children have attained their eighth birthday)
- All transport entitlement will be reviewed on an annual basis.
- Transport assistance may be provided by means of a contracted vehicle, public transport (bus or train) or mileage reimbursement, at the Council's discretion.

How do I apply?

If you believe that you are entitled to free school transport when a school place has been allocated, you should obtain an application form at <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/> or from the Corporate Transport Team at the Council. This should be returned by 30 May 2020 to enable transport arrangements to be put in place for September 2020. Late applications, due to admissions appeals etc. will be processed as quickly as possible.

As stated, parents who are successful in obtaining a school other than a designated area school, as a result of a higher ranked preference, will not receive transport assistance. If they subsequently change their ranked preference in favour of a designated area school and all places have been allocated they would still not be provided with free transport to the school originally ranked higher.

The school transport policy, can be viewed at <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-and-college-transport/> or copies are available from the Corporate Transport Team at the Council Offices at Shute End, Wokingham. For specific advice, please contact the school transport team on (0118) 974 6000 before completing the school application form.

Wokingham Borough Council's Sustainable Travel to School Strategy

The Council also promotes the use of sustainable modes of travel and transport for journeys to school and college.

Under the Education and Inspections Act 2006, the Council has a duty to prepare a Sustainable Travel to School Strategy. There are four main elements to this duty:

- An assessment of the travel and transport needs of children, and young people;
- An audit of the sustainable travel and transport infrastructure within the authority that may be used when travelling to and from, or between schools/institutions;
- A strategy to develop the sustainable travel and transport infrastructure within the authority so that the travel and transport needs of children and young people are better catered for; and
- The promotion of sustainable travel and transport modes on the journey to, from, and between schools and other institutions.

Wokingham Borough Council has produced a draft Sustainable Travel to School Strategy to deliver an action plan of measures, and to helping to achieve common aims and objectives now shared by transport, health and children's services authorities.

Wokingham Borough Council's strategy is published on our website at:
www.wokingham.gov.uk/council-and-meetings/open-data/policies-and-strategies

30 Is there any assistance available for the purchase of school uniform?

Whilst there is no assisted purchase scheme run by the Council, many of the schools sell both new and nearly new uniforms at reasonable prices. Please contact the school concerned. If we know that a school has a uniform policy, this is indicated in the information about individual schools. Details of the policy can be obtained from the school.

31 Will there be charges for school activities?

No charge may be made for school activities by the Council or the school governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will usually also cover arrangements for the financing of school activities by means of voluntary contributions.

32 What if my child has a long term illness and cannot attend school?

Arrangements can be made for your child to be tutored at home or at a special care centre. The initial approach should be made through your child's school.

33 When does my child move from primary school to secondary school?

Normally transfer takes place at the age of 11 (for September entry that is those children who will have reached the age of 11 between September 1 this year and August 31 next year).

There are two LA maintained secondary schools and eight Academies in the Wokingham borough. All these schools are comprehensive, which means that they cater for children of all abilities. In the Wokingham Borough there is a 'designated appropriate' secondary school or schools for each part of the borough. These are determined by taking into account those areas traditionally served by the school and the demands of the whole community. Specific designated area information is available on the Council's website:

<http://www.wokingham.gov.uk/propertysearch1/> under "find my nearest" by keying in your property details. If you require specific advice, please contact the School Admissions Team.

A guide outlining the current year's arrangements for admission to secondary schools is available on the secondary (year 7) page at www.wokingham.gov.uk/admissions. Details on how to apply are automatically distributed by primary schools each year to parents of children moving into their final year of primary school. Parents of children attending schools outside the borough or in the independent secondary can apply for an application pack by completing the "request a school application pack" at the above web address.

Junior School Information

Junior schools in the Wokingham borough

We are proud of our schools in the Wokingham borough and the achievements of their pupils. Information on our junior schools is listed on the following pages.

Key

NOR	Number of full and part time pupils at school in May 2019
AN	Admission number at September 2020. All schools must admit up to the published AN, subject to sufficient demand
C VC	Community school and voluntary controlled school – admission to these schools will be determined by the local authority in accordance with its admissions policy
VA	Voluntary aided schools – admission to these schools will be determined by the governing body of the school in accordance with its admissions policy. Supplementary information forms may be required in addition to the application form
DfE	Department for Education

The allocation summaries, showing how places were allocated on offer day together with the number and outcome of appeals lodged for each school, is included on page 52*.

Maps of the designated area for community and voluntary controlled schools are shown on pages 48-51. If you require any further information regarding designated area information, please go to: www.wokingham.gov.uk/admissions or call the School Admissions Team.

* Indicates number of appeals lodged to start junior school in September 2018.

Junior school visit information 2020/2021

School	Telephone Number	To view school
Emmbrook Junior	(0118) 978 4940	Thursday 28 November 2019 9.15am–10.15am. Please contact the school to book.
Gorse Ride Junior	(0118) 973 2666	Please contact the school office direct to arrange a school visit.
Oaklands Junior	(01344) 773496	Please contact the school office to arrange an appointment to visit the school
Polehampton CE Junior	(0118) 934 1338	Thursday 7 th November 2019 7.00 pm. Please contact the school office to book.
Robert Piggott CE Junior	(0118) 940 2645	Please contact the school to arrange an appointment.
Shinfield St Mary's CE Aided Junior	(0118) 988 3663	Information evening in November. Date to be confirmed.
St Paul's CE Junior	(0118) 978 5219	Visits dates will be held at 9.00 am to 9.44 am on: Wednesday 6 November, Monday 2 December 2019 and Wednesday 8 January 2020. Maximum number of places for any one tour is 6. Please contact the school office to book a place to avoid disappointment.
Westende Junior	(0118) 978 6682	Open morning with tour of the school: Tuesday 12 November and Thursday 14 November 2019 at 10.00am. No appointment needed. Duration: approx. one hour.
Willow Bank Junior	(0118) 969 1556	Open afternoon for prospective parents: Wednesday 13 November 2019 from 2pm to 3pm. Pre-booking not necessary.

Information on primary school visits is available at: www.wokingham.gov.uk/admissions

Emmbrook Junior

Headteacher: **Mr Rob Fenton**

Address: Emmbrook Road,
Wokingham RG41 1JR
Tel: (0118) 978 4940
Web: www.emmbrook-jun.wokingham.co.uk
Email: admin@emmbrook-jun.wokingham.sch.uk
Enquiries to: Mrs Claire Freeman
DfE School No: 872 **2130**

Information

NOR: 251 Type of School: C
AN: **64** Age Range: 7-11

To view school:

Open morning Thursday 28 November 2019
9.00-10.00am. Please contact the school office.

Breakfast Club:	Yes
After School Club:	Yes
School Hours:	8.45am – 3.15pm
Uniform Policy:	Yes (see school website)
Travel Plan:	No
School Policies:	Please see school website

Wokingham Borough designated school for children with hearing impairment. Places will be allocated by the SEN Team in accordance with review of individual pupil statements.

Gorse Ride Junior

Executive

Headteacher: **Miss Eileen Rogers**

Address: Gorse Ride South,
Finchampstead RG40 4JJ
Tel: (0118) 973 2666
Web: www.gorserideschools.co.uk
Email: admin@gorseride-jun.wokingham.sch.uk
Enquiries to: Headteacher
DfE School No: 872 **2148**

Information

NOR: 222 Type of School: C
AN: **64** Age Range: 7-11

To view school:

Please contact the school office by telephone or via the school website.

Breakfast Club:	Yes
After School Club:	Yes
School Hours:	8.50am - 3.15pm
Uniform Policy:	Yes (see school website)
Travel Plan:	Yes (on website soon)
School Policies	Please see school website

Gorse Ride Infant and Nursery School is federated with Gorse Ride Junior School, with one governing body, one Executive Headteacher.

Walking to school is encouraged. Scooter racks are available. Bikeability training for Year 5 pupils.

Oaklands Junior

Headteacher: **Mrs Hazel West**

Address: Butler Road,
Crowthorne RG45 6QZ
Tel: (01344) 773496
Web: www.oaklandsjunior-school.org.uk
Web: a admin@oaklands-jun.wokingham.sch.uk
Enquiries to: Headteacher
DfE School No: 872 **2062**

Information

NOR: 254 Type of School: A
AN: **64** Age Range: 7-11

To view school:

Please contact the school office to arrange an appointment to visit the school.

Breakfast Club:	Yes
After School Club:	Yes
School Hours:	8.50am – 3.20 pm
Uniform Policy:	Yes (see school website)
Travel Plan:	No
School Policies:	Please see school website

Polehampton Church of England Junior

Executive

Headteacher: Miss Helen Ball

Address: Kibblewhite Crescent,
Twyford RG10 9AX

Tel: (0118) 934 1338

Web: www.polehampton-jun.wokingham.sch.uk

Email: admin@polehampton-jun.wokingham.sch.uk

Enquiries to: Mrs Liz Castell/Mrs Helen Medcalf

DfE School No: 872 **3370**

Information

NOR: 239 Type of School: VC

AN: **60** Age Range: 7-11

To view school:

Open Event: Thursday 7 November at 7.00pm

Please contact the school office to book

Breakfast Club: Yes (on a different site)

After School Club: Yes

School Hours: 8.50am – 3.30pm

Uniform Policy: Yes (see school website)

Travel Plan: No

School Policies: Please see school website

Robert Piggott Church of England Junior

Executive

Headteacher: **Mrs Sally Ann Akers**

Address: School Hill,
Wargrave RG10 8DY

Tel: (0118) 940 2645

Web: www.robertpiggott.wokingham.sch.uk

Email: schooloffice@robertpiggott.wokingham.sch.uk

Enquiries to: Mrs Mandy Edwards

DfE School No: 872 **3061**

Information

NOR: 180 Type of School: VC

AN: **49** Age Range: 7-11

To view school:

Please contact Mrs M Edwards

Breakfast Club: Yes

After School Club: Yes

School Hours: 8.40am – 3.05pm

Uniform Policy: Yes (see school website)

Travel Plan: Yes (see school website)

School Policies: Please see school website

Shinfield St Mary's Church of England (Aided) Junior

Headteacher **Mrs Sue Runcimen**

Address: Chestnut Crescent,
Shinfield RG2 9EJ

Tel: (0118) 988 3663

Web: <http://shinfield-st-marys.eschools.co.uk/website>

Email: admin@shinfield-st-marys.wokingham.sch.uk

Enquiries to: Headteacher

DfE School No: 872 **3041**

Information

NOR: 356 Type of School: VA

AN: **90** Age Range: 7-11

Park and walk (local Baptist Church car park, Langley Mead SANG car park). Bikeability training offered

To view school:

Information evening November. Date to be confirmed.

Breakfast Club: Yes

After School Club: Yes

School Hours: 8.55am – 3.30 pm

Uniform Policy: Yes

Travel Plan: No

School Policies: Please see school website

Admissions Policy: See page 56

St Paul's Church of England Junior

Headteacher: **Mrs Julieanne Taylor**

Address: Oxford Road,
Wokingham RG41 2YJ
Tel: (0118) 978 5219
Web: www.stpauls.wokingham.sch.uk
Email: office@stpauls.wokingham.sch.uk
Enquiries to: Mrs Sarah Lander
DfE School No: 872 **3055**

Information

NOR: 383 Type of School: VC
AN: **96** Age Range: 7-11

* Independent of school at Meadow Nursery School

** Run by Energy Kidz, independent from the school

To view school:

Tours: 9.00am-9.45am on Wednesday 6 November, Monday 2 December and Wednesday 8 January 2019. Limited numbers on each tour. Please ensure you telephone the office to book a place.

Breakfast Club:	Yes*
After School Club:	Yes**
School Hours:	8.50am – 3.30pm
Uniform Policy:	Yes (see school website)
Travel Plan:	No
School Policies:	Please see school website

Westende Junior

Headteacher: **Mrs Andrea Sykes**

Address: Seaford Road,
Wokingham RG40 2EJ
Tel: (0118) 978 6682
Fax: (0118) 979 5567
Web: www.westende.wokingham.sch.uk
Email: admin@westende.wokingham.sch.uk
Enquiries to: Headteacher
DfE School No: 872 **2184**

Information

NOR: 240 Type of School: C
AN: **60*** Age Range: 7-11

Travel incentive adopted by school: Parking permits are available at Easthampstead Road car park through Wokingham Borough Council at a subsidised rate. Details are available from the school office.

*The school has a resource for pupils with Autism Spectrum Disorder (ASD) offering three places per year group included within the admission number. Places will be allocated by the SEN Team in accordance with review of individual pupil statements or Education, Health Care Plan.

**Available at St Crispin's School Leisure Centre.

To view school:

Open mornings with tour of school on Tuesday 12 November and Thursday 14 November 2019 at 10.00am. No appointment necessary.

Breakfast Club:	No**
After School Club:	No**
School Hours:	8.40am – 3.15pm
Uniform Policy:	Yes (see school website)
Travel Plan:	No
School Policies:	Please see school website

Willow Bank Junior

Headteacher: **Mr Robert Foster**

Address: Duffield Road, Woodley RG5 4RW
Tel: (0118) 969 1556
Fax: (0118) 969 7816
Web: www.willowbankjunior.com
Email: admin@willowbank-jun.wokingham.sch.uk
Enquiries to: Mrs Pippa Wickenden
DfE School No: 872 **2161**

Information

NOR: 240 Type of School: C
AN: **60** Age Range: 7-11

To view school:

Open afternoon Wednesday 13 November 2019 from 2pm – 3pm. No appointment required.

Breakfast Club:	Yes
After School Club:	Yes
School Hours:	8.30am – 3.15pm
Uniform Policy:	Yes (school prospectus)
Travel Plan:	under review
School Policies:	Please see school website

COMMUNITY AND VOLUNTARY CONTROLLED DESIGNATED AREA MAPS BY PRIMARY AREA

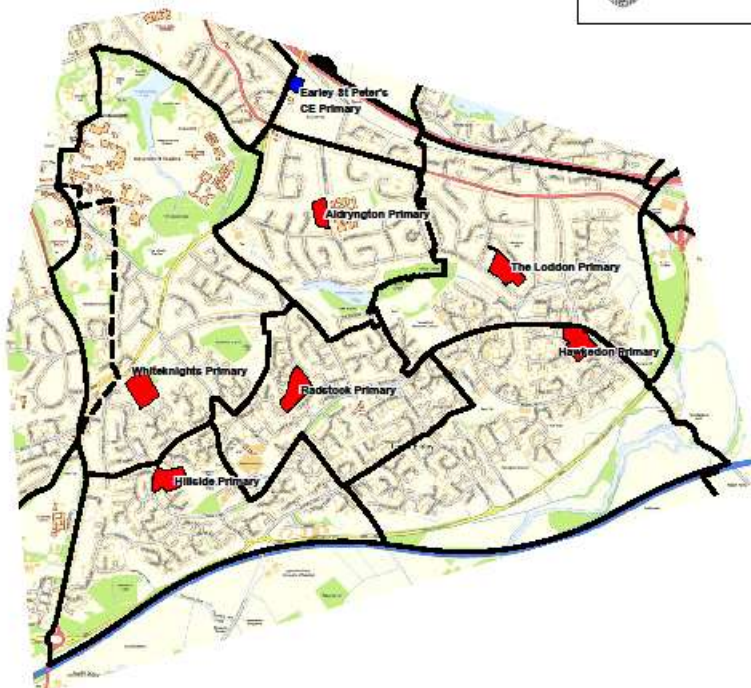
Primary School designated areas

Earley Neighbourhood

This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school.
Voluntary Aided schools are shown in blue for information only - please refer to the policies later in the guide.



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Primary School Designated Areas

North Neighbourhood

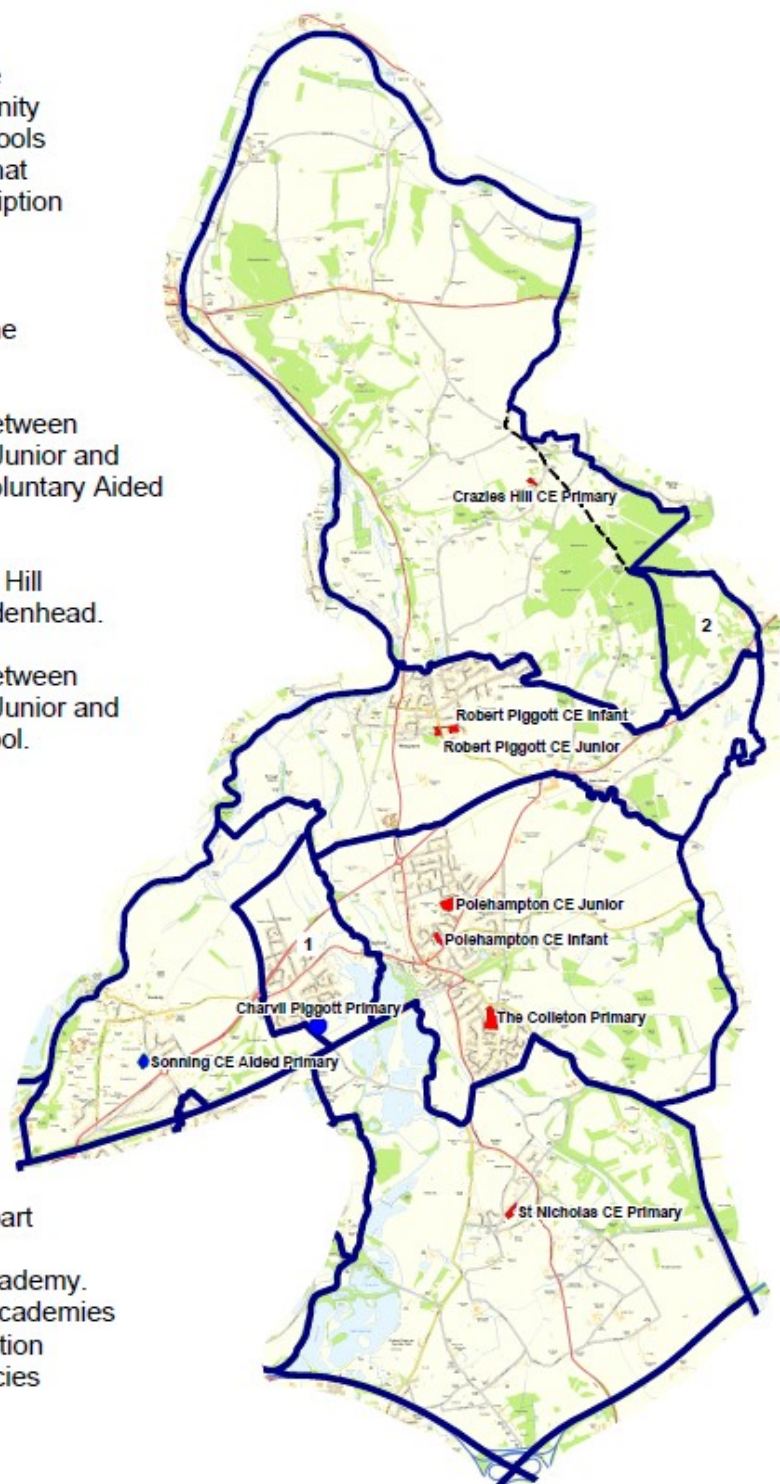
This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

1. Shared designated area between Polehampton CE Infant & Junior and The Colleton Primary, a Voluntary Aided school and an Academy.
2. Designated area for Knowl Hill Primary, Windsor and Maidenhead.
3. Shared designated area between Polehampton CE Infant & Junior and The Colleton Primary School.

Dotted line indicates Borough boundary

Areas not identified may be part of the designated area of a Voluntary Aided school or Academy. Voluntary Aided schools or Academies are shown in blue for information only - please refer to the policies later in the guide.



Primary School Designated Areas

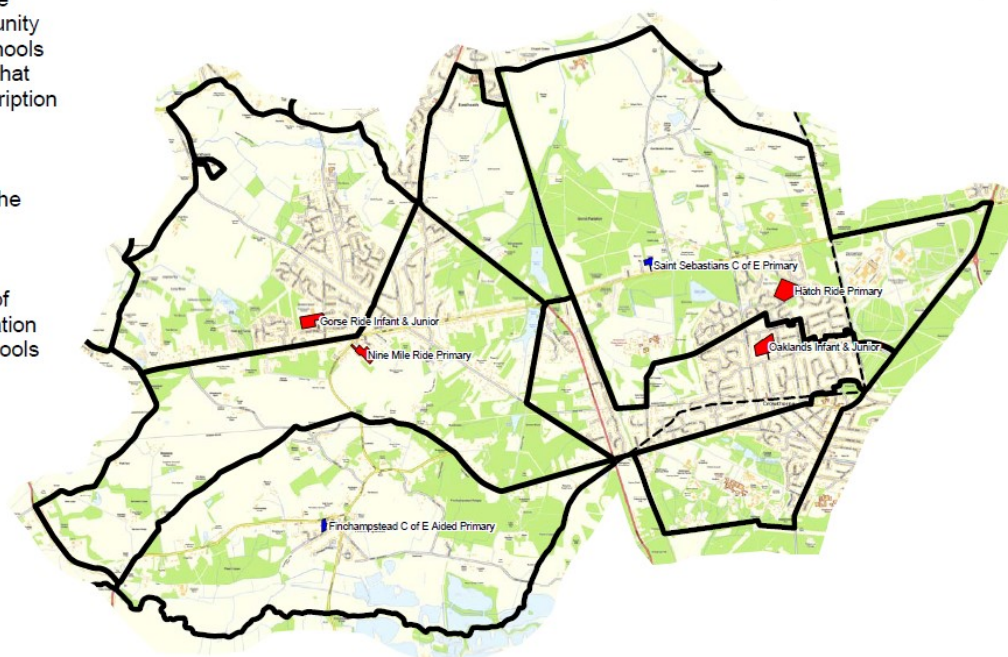
South East Neighbourhood



This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided or Foundation school. Voluntary Aided schools are shown in blue.



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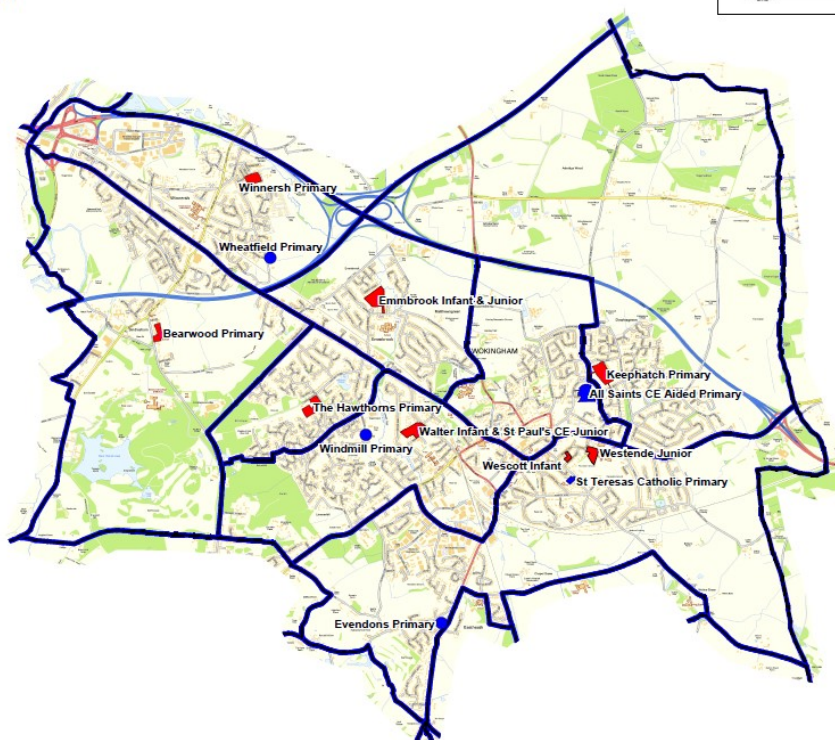
Primary School Designated Areas Wokingham Town Neighbourhood



This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school or Academy. Voluntary Aided schools or Academies are shown in blue for information only - please refer to the policies later in the guide.



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ALLOCATION OF JUNIOR SCHOOL PLACES FOR SEPTEMBER 2019

	Oversubscription Criteria										
School Allocation breakdown as at 16 April 2019	Children with Education Health and Care Plans and Looked After/Previously Looked After Children	Exceptional Medical or Social needs	Linked Junior School	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Any Other Reasons	Unsuccessful Applications*	Published Admission Number	Number Allocated***	Total number of preferences for the school received by the deadline, 1st, 2nd, 3rd, 4th
Emmbrook Junior	1	0	55	1	1	0	1	2	64	61	85
Gorse Ride Junior	1	0	58	0	0	0	1	1	64	61	67
Oaklands Junior	1	0	58	1	4	0	0	0	64	64	68
Polehampton CE Junior	2	0	58	0	0	0	0	0	60	60	75
Robert Piggott CE Junior	0	0	40	0	0	0	1	1	49	42	56
Shinfield St Mary's CE Aided Junior	This is an aided school and places were allocated in accordance with the school policy							0	90	90	98
St Paul's CE Junior	3	0	86	0	7	0	0	0	96	96	124
Westende Junior **	0	0	54	0	3	0	0	0	60	57	87
Willow Bank Junior	3	0	58	0	0	0	0	0	60	61	71
*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the designated area school (if there are places available) or the most accessible school with places is provisionally allocated.											
** The resource has three places within the admission number which are to be allocated by the Special Educational Needs Team in accordance with a review of individual pupil assessments.											
*** Where the number allocated exceeds the Published Admission Number, this could be due to multiple birth children being allocated to the same setting; a child with an EHC plan or a looked after/previously looked after child being allocated.											
Please refer to the Parent's Guide to School Admissions for children transferring from Infant to Junior School for more information about how places are allocated.											

Appeals Received

St Paul's CE Junior School – 2 received; 2 settled.

Willow Bank Junior School – 3 received; 1 withdrawn; 1 refused; 1 allowed



ALLOCATION OF JUNIOR SCHOOL PLACES FOR SEPTEMBER 2018

	Oversubscription Criteria										
School Allocation breakdown as at 16 April 2018	Children with Statements or Education Health and Care Plans and Looked After/Previously Looked After Children	Exceptional Medical or Social needs	Linked Junior School	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Any Other Reasons	Unsuccessful Applications*	Published Admission Number	Number Allocated	Total number of preferences for the school received by the deadline, 1st, 2nd, 3rd, 4th
Emmbrook Junior	2	0	57	0	1	1	3	0	64	64	82
Gorse Ride Junior	1	0	45	0	1	0	0	1	64	48	51
Oaklands Junior	2	0	54	0	2	0	1	0	64	59	62
Polehampton CE Junior	2	0	58	0	0	0	0	0	60	60	70
Robert Piggott CE Junior	2	0	43	0	0	0	0	1	49	46	58
Shinfield St Mary's CE Aided Junior	This is an aided school and places were allocated in accordance with the school policy							0	90	84	91
St Paul's CE Junior	0	0	89	0	4	1	2	0	96	96	137
Westende Junior **	1	0	53	0	4	0	0	0	60	58	92
Willow Bank Junior	1	0	59	0	0	0	0	0	60	60	65
*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the designated area school (if there are places available) or the most accessible school with places is provisionally allocated.											
** The resource has three places within the admission number which are to be allocated by the Special Educational Needs Team in accordance with a review of individual pupil assessments. One additional child has been allocated due to the multiple birth policy being applied.											
Please refer to the Parent's Guide to School Admissions for children transferring from Infant to Junior School for more information about how places are allocated.											

Appeals received

Emmbrook Junior – 1 received; 1 settled
St Paul's Junior – 3 received; 2 Refused, 1 Withdrawn
Westende Junior – 4 received; 4 Refused



ALLOCATION OF JUNIOR SCHOOL PLACES FOR SEPTEMBER 2017

	Oversubscription Criteria										
School Allocation breakdown as at 18 April 2017	Children with Statements or Education Health and Care Plans and Looked After/Previously Looked After Children	Exceptional Medical or Social needs	Linked Junior School	Designated Area with Siblings	Designated Area	Siblings Outside Designated Area	Any Other Reasons	Unsuccessful Applications*	Published Admission Number	Number Allocated	Total number of preferences for the school received by the deadline, 1st, 2nd, 3rd, 4th
Emmbrook Junior	2	0	54	0	0	0	2	0	64	58	94
Gorse Ride Junior	0	0	55	0	0	0	0	1	64	56	65
Oaklands Junior	0	0	60	0	0	1	2	0	64	63	78
Polehampton CE Junior	1	0	59	0	0	0	0	0	60	60	80
Robert Piggott CE Junior	0	0	42	0	0	0	1	0	49	43	62
Shinfield St Mary's CE Aided Junior	This is an aided school and places were allocated in accordance with the school policy							0	90	85	85
St Paul's CE Junior	0	0	88	0	1	0	5	0	96	94	134
Westende Junior **	4	0	51	0	2	2	0	0	60	60	87
Willow Bank Junior	2	0	58	0	0	0	0	0	60	60	70
*Places allocated against this column are for those children for whom no higher ranked preference could be offered, therefore the designated area school (if there are places available) or the most accessible school with places is provisionally allocated.											
** The resource has three places within the admission number, two places are allocated, the third is to be allocated by the Special Educational Needs Team in accordance with a review of individual pupil assessments.											
Please refer to the Parent's Guide to School Admissions for children transferring from Infant to Junior School for more information about how places are allocated.											

Oaklands Junior School Admission Arrangements Academic year 2020-21

Introduction

The proposed admission arrangements set out below are for the children born between 1st September 2012 and 31st August 2013.

Oaklands Junior School is an Academy and part of a multi-academy Trust called The Corvus Learning Trust. The Corvus Learning Trust is the admissions authority for this school. The Corvus Learning Trust has delegated to The Governing Body of Oaklands Junior School the responsibility for administering admissions to the school. The Trust works in close collaboration with Local Authorities to manage the admission process for parents and carers.

The Trustees have agreed to set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code and after consultation with the relevant local admissions authorities and interested parties. They conform to the requirements of the Wokingham Borough Council's coordinated admissions arrangements.

The school is a partner in the coordinated admission arrangements for primary admissions in Wokingham LA and follows their admission timetable.

Published Admission Number (PAN) for Oaklands Junior School for September 2020

The total pupil admissions number (PAN) will be 64.

Making an application for year 3 for September 2020

The school as part of their delegated responsibility will manage the applications for Oaklands Junior School. Parents/carers wanting their children to attend the school must apply to their home Local Authority as they would for any other junior state school.

Applications for entry to Oaklands Junior School in the school year September 2020 - August 2021 must be included on the LA Common Application Form or via the online site for the applicant's home local authority (i.e. the authority in which the parents/legal guardian pays council tax) and must be submitted to that LA. Full details are available in the LA Admissions Guide.

The Governors' Admissions Committee will consider all applications during March 2020 and applications will be ranked in accordance with the oversubscription criteria. Wokingham LA will be notified by 15 March 2020. Offers and refusals of places will be sent by the home LA on 16 April 2020. Parents will be given a date by which to accept an offer.

Late applications for a year 3 place(s) in September 2020

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date in line with the LA coordinated admissions scheme.

The Criteria for a place at Oaklands Junior School

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names Oaklands Junior School in the Plan.

The admission authority will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following oversubscription criteria in order of priority:

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after.
- (B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁵
- (C) Children who have either medical or social grounds for admission to Oaklands Junior School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The admission authority decision in these matters is final. An additional form will need to be completed.
- (D) Children who attend Oaklands Infant School
- (E) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by The Corvus Learning Trust and Oaklands Junior School by 1 July of the year of application and made available on the school website.
- (F) Children who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.
- (G) Children whose permanent home address is within the schools' designated area of the school.

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

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

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

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

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

Tie breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two admissions committee Governors as part of the delegated responsibility from The Corvus Learning Trust.

Looked After Children or Previously Looked After Children

Applications must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

Social and Medical Application

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

It is the applicant's responsibility to obtain a Social and Medical Supplementary Information Form which must be completed and returned to Oaklands Junior School along with supporting written evidence from a professional by the given closing date. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

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

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

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

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

Your application cannot be considered if you do not complete a Social and Medical Supplementary Information Form and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2020 for consideration prior to the main allocation of places. The Governors Admissions Committee will consider the supporting evidence provided and will advise the applicant of its decision; the committee's decision is final. Any evidence received after 15 January will not be taken into account in the main allocation of places but may, if agreed by the committee, be considered later.

Sibling

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Staff

Any application submitted under this criterion will be confirmed by the school to determine if the application meets the set criterion. The skills shortage area will be determined by Oaklands Junior School and the Corvus Learning Trust by 1 July each year and made available on the school website.

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian at the closing date for applications. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement. Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. Some residential arrangements will be considered to be temporary arrangements. Where the applicant, or their partner or spouse reasonably considered to be living with them as a single family unit own another property, have previously lived in it and chose not live in it (including where a home is rented out to a third party) the owned property will ordinarily be considered to be the permanent home. Special circumstances that might lead to the declared address being considered as a permanent home despite another home being owned or otherwise available for occupation will need to be declared at the point of application by parents. Without being exhaustive these might include:

- an owned property being a considerable distance from the preferred school, indicating that the family had permanently relocated to the new home, or
- that the owned property is uninhabitable and cannot reasonably be made habitable in the period leading up to admission to the school or
- that the owned property is in the process of being sold and the family live permanently in the declared property or
- that following divorce or separation the family home cannot be occupied by the applicant or otherwise treated as the child's permanent home

Where the declared address is rented and the applicant has no claim on any other property the declared address may be considered to be a temporary address if there is evidence the applicant has chosen to rent the property solely for the period necessary for a child to be admitted to a particular school.

Applicants should note that should any evidence arise after a child has been offered a place or admitted to a school that indicates that the declared home was not a permanent home, the place may be withdrawn, even when a child has started school.

Reference to council tax records will be made to determine a single address for consideration of a place under criteria G.

After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place at a particular school, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, The Governor's Admissions Committee will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. The deadline for submission of evidence to support a move is 15 January 2020. If the move takes place later or evidence is submitted later, the local authority will only be able to consider this information after the initial allocation of places has taken place and treat the new address for waiting list purposes.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The admission authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week.

Where there is an equal split or there is any doubt about residence, the authority will assess and make a judgement about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- Any legal documentation confirming residence
- The pattern of the residence
- The period of time over which the current arrangement has been in place
- Confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- Where the child is registered with the GP
- Any other evidence the parents may supply to verify the address

It is recommended that consensus is reached by both parents and child on the school preferences to be expressed and it should be noted that only one offer letter will be sent to the main applicant unless otherwise requested and agreed by both parents.

Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own by January 15, 2020. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from Oaklands Junior School secretary.

Service Families

Families of UK service personnel (and other Crown servants) who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield Garrison but are assigned to another base.

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

Where the application of oversubscription criteria results in splitting twins or other siblings from a multiple birth in the same school year; places will be offered even if this will result in the school going above admission number.

Waiting lists

Oaklands Junior School will maintain a waiting list for unsuccessful applicants from 1st September 2020. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. 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. Reminders will be sent. Parents/Carers are requested to notify Oaklands Junior School secretary if at any time they no longer wish their pupil to be considered for a place at the school.

Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Appeals

All applicants who were not allocated a place at the school will be informed of their right of appeal. Appeals against the decision not to admit a child should be sent on the appropriate appeal form within 20 school days from the date of the letter refusing a place. The Appeals process for the school will be managed by Corvus learning Trust. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from Corvus Learning Trust and the school website.

In-year Admissions applications for a place(s) at Oaklands Junior School

All applications for admission to the school outside the normal admissions round will be treated as in-year applications. Pupils admitted under the Wokingham Fair Access Protocol may take priority over children on the Waiting List.

Parents/Carers wishing to apply for a place at this school should obtain a copy of the In-Year application form from the School website or via Wokingham Borough Councils website. This should be completed and returned to Oaklands Junior School in accordance with the instructions on the application form. Parents will be advised of the outcome of the application by the school following determination by the Trustees Admissions Committee.

Where there are places available then the Trustees will determine a place can be offered to the applicant. If however at the time of this determination the school has more applications than places available in the same year group, all the applications will be ordered according to the criteria used in determining initial admissions and will be considered in that order and places will be offered accordingly.

Unless they are statutorily obliged to admit the applicant or the application is covered by the Local Authority's Fair Access Protocol, Trustees will, when reaching a decision on an application for admission to a full year group refuse the application. Unsuccessful applicants, upon request, will be placed on the waiting list.

The Criteria for a place at Oaklands Junior School

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names Oaklands Junior School in the Plan.

The admission authority will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following oversubscription criteria in order of priority:

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

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

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

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

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

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

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

- (C) Children who have either medical or social grounds for admission to Oaklands Junior School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The Trustee's decision in these matters is final. An additional form will need to be completed.
- (D) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by Oaklands Junior School and The Corvus Learning Trust by 1 July of the year of application and made available on the school website.
- (E) Children who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school.
- (F) Children whose permanent home address is within the schools' designated area of the school.

Tie breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance to three decimal points between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two admissions committee Governors as part of the delegated responsibility from The Corvus Learning Trust.

Looked After Child or Previously Looked After Child

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 the relevant documentation not be submitted with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

Social or Medical

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

It is the applicant's responsibility to obtain a Social and Medical Supplementary Information Form which must be completed and returned to Oaklands Junior School along with supporting written evidence from a professional by the given closing date. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child.

Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation. This evidence must prove why Oaklands Junior School is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school. It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

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

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

Sibling

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by the Corvus Learning Trust and Oaklands Junior School by 1 July each year and made available on the school website.

Home address

For In Year admissions, all applications will be processed by the Corvus Learning Trust. Evidence will be requested to prove residency, i.e. council tax bill.

Offer of a place at Oaklands Junior School

Parents/carers will be contacted by letter if an offer of a place can be made at the school. Parents will then be advised of the process to start their child at the school.

Waiting list for a place(s) at Oaklands Junior School

Oaklands Junior School will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. 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. Reminders will be sent. Parents/Carers are requested to notify Oaklands Junior School secretary if at any time they no longer wish their pupil to be considered for a place at the school.

Appeals for a place(s) at Oaklands Junior School

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Further details of the appeals process would be sent to the applicant if they are not offered a place, this will also be available from the Corvus Learning Trust and the school website.

Admission of children outside their normal age group for Oaklands Junior School

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Each case will be considered on its own merits and circumstances and will only be agreed by the Headteacher and Trustees of The Corvus Learning Trust where there is consensus between the parents, school and any relevant professionals asked for their opinion by the committee, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Shinfield St. Mary's Church of England (VA) Junior School

Admissions Policy for 2020-2021 (Compliant with the 2014 Code)

1 Introduction

- 1.1 Shinfield St. Mary's CE (VA) Junior School values highly its Christian ethos, its close links with the local church and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school we welcome applications from Christian families and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.
- 1.2 The Governing Body is responsible for deciding admissions to the school. The Local Authority (LA) (Wokingham Borough Council), through the coordinated admission arrangements, manages the application process, which is common to all schools within the LA and follows their admission timetable.
- 1.3 A pupil is enrolled at this Aided School in accordance with the Governors' Admissions Policy. This has been published after consultation with the Oxford Diocesan Board of Education, the Local Authority and other relevant Admission Authorities, in accordance with the School Admissions Code. All applications will be treated fairly, in order of the admissions criteria, irrespective of the need or ability of the child.

2 Aims and objectives

- 2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.
- 2.2 All applications will be treated equally and in a sensitive manner.
- 2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at their preferred school. This, however, is not always possible when demand exceeds the number of places available.

3 Admission Arrangements to Year 3 in September 2020

- 3.1 Parents (see Note 1) wishing to apply for a Year 3 place in September 2020 must complete the common application form provided by their home local authority (the home LA), which is available via an online process. The home LA is the LA in whose area the parents live at the time of the application. All parents of children in Year Two will receive a personalised computer-generated letter containing your child's UID (Unique Identifier), for use in the admissions process.
- 3.2 There are 90 places available (the published admission number or PAN) in Year 3 in September 2020.
- 3.3 Applications for entry to Year 3 at Shinfield St. Mary's CE (VA) Junior School should be submitted online (see below, 3.4) and received by the local authority by **January 15, 2020**. Offers of a place will be sent out by the LA by **April 16th, 2019**. **Parents must accept offers before 4th May, 2019.**
- 3.4 Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, the application will be unsuccessful.

The online admissions service will open for applications on **November 13th 2019**. Help and advice can be obtained by telephoning (0118) 974 6000 or by emailing schooladmissions@wokingham.gov.uk. This service offers you a fast, simple and easy process, ensuring that the application form is completed correctly if the UID (see 3.1) is used, if applying under criterion 4 (home address) in the designated area. There is a map in this booklet showing the designated area. Living in the designated area is not a guarantee of an offer of a place at the school (See Appendix 3 for map).

- 3.5 At Shinfield St. Mary's CE (VA) Junior School, pupils are normally admitted at the beginning of the academic year (1 September) in which they reach their eighth birthday, without reference to ability or aptitude. Entry in September 2020 is therefore open to all children born between September 1, 2012 and August 31, 2013.
- 3.6 The Admissions Forum for Wokingham Local Authority Schools has agreed arrangements to secure the timely placement of all pupils in schools. These protocols have been adopted into the admission arrangements agreed by the governors for Shinfield St. Mary's CE (VA) Junior School. The school will be participating with the LA In-Year Fair Access Protocols. All applications should be made in accordance with the LA's coordinated admissions policy.

4 Admission Criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Shinfield St Mary's C of E Junior School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1. "Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order."

"Note: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order)."
- 2. Children/families with exceptional medical or social needs that make it essential that they attend Shinfield St. Mary's rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3).
- 3. Children who have a sibling on the roll of the school or on the roll of Shinfield Infant & Nursery School at the time of application and who is expected to be in attendance at the school at the time of their entry. (See Note 4).
- 4. Children on the roll of Shinfield Infant & Nursery School on the date of application (See Note 5).

5. Children where their normal home address is in the designated area. (See Note 6).
6. Other children.

The school's Admissions Panel will rank applications for admission strictly according to the school admissions criteria and return this list to the LA by March 15, 2020.

5 Oversubscription Criteria

- 5.1 The Admission Criteria are only applied if there are more applications than places.
- 5.2 In the event of there being more applications than places available under any admissions criteria then priority will be given to the applicant whose normal home address (see Note 6) is nearest to Shinfield St. Mary's CE (VA) Junior School. Distances will be measured using the LA's method (details of which are found in the LA Parent's Guide to Primary School Admissions).
- 5.3 In the case of twins or multiple births, or children born in the same academic year, and from the same family where the admission criteria results in splitting children, places will be offered, even if this results in the school exceeding the admission number.

6 In-Year Admissions

- 6.1 Admissions for year groups other than the main entry year or for the main entry year after the offer of places in that year are co-ordinated by Wokingham BC. All year groups at the school have an admission number of 90. Applications should be on the in-year Common Application Form of the LA in which you live if that authority is operating a co-ordinated scheme and be sent to that LA for processing, or you may apply direct to Wokingham Borough Council. Wokingham BC will contact the school to ascertain whether or not there are places available and will make any offer on behalf of the school.
- 6.2 The Governing Body will only consider in-year admissions up to half a term in advance of the desired date for entry. For example, for entry in January the application will not be considered until after the October half term break. The over-subscription criteria above will be applied in the event of there being more applications than places available in the year group in question.
- 6.3 The Governors of the school will participate in the LA In-year Fair Access Protocol. This may result in the school being obliged to admit over its admission number.

7 Admissions in September 2019

The school received over 100 applications expressing a preference for admission to Year 3 by the closing date. *90 applications were successful.*

8 Waiting Lists

- 8.1 When all available places have been allocated, Shinfield St. Mary's will operate a waiting list. Parents who wish their child's name to be included on a waiting list must inform the school in writing. Any places that become available will be allocated according to the criteria in paragraph 4. Late applications will be processed by May 4th, 2020.
- 8.2 The waiting list will be reviewed and revised:
 - ❖ each time a child is added to, or removed from, the waiting list.
 - ❖ when a child's changed circumstances will affect their priority.
 - ❖ at the end of the school year when parents with a child on the waiting list will be contacted and asked if they wish to remain on the list for the following school year.

- ❖ children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with an In-Year Fair Access Protocol will take preference over those on a waiting list.
- ❖ The waiting list will be maintained until the end of the autumn term in the admission year.

9 Parents' Right of Appeal

- 9.1 The Appeals Code states that parents have 20 school days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. **Appeals** against refusal for entry should be sent in writing, with reasons, to the Admissions Clerk at the school. A panel organised by the Oxford Diocesan Board of Education will hear the appeal. An appeal panel's decision is binding for all parties concerned. If the panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Schools Admissions Appeals Code).
- 9.2 Parents have a statutory right to appeal against the refusal of a place for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.
- 9.3 There was one appeal for admission to the school in 2018 – 19.
- 9.4 It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not normally consider any further application in the same school year (1 September to 31 August). Parents have the right to a second application within the same academic year *if there is a major change in circumstances eg change of address*. Parents may request that the child's name is added to the waiting list (see 0).

10 Additional Information

- 10.1 Additional information on the Admissions process can be obtained from the admissions clerk.
- 10.2 The school's Equal Opportunity policy will operate in all cases of admissions to the school.
- 10.3 There is no charge or cost related to the admission of a child to the school.
- 10.4 Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health, or Gifted and Talented pupils. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.
- 10.5 This policy will be reviewed annually by the Governing Body.
- 10.6 In-year applications for all year groups for the academic years 2019-2020 and 2020-2021 will be administered by the LA in accordance with their published co-ordinated admissions scheme.

11 Contact Details

For further information, in the first instance,
please contact the Admissions Clerk.

Admissions Clerk
Shinfield St. Mary's CE (VA) Junior School
Chestnut Crescent
Shinfield
Reading RG2 9EJ
Tel: (0118) 988 3663
admin@shinfield-st-marys.wokingham.sch.uk

To contact the LA:

Wokingham Borough Council
PO Box 156
Shute End,
Wokingham RG41 1WN

Tel: (0118) 974 6105
www.wokingham.gov.uk/admissions

Appendix 1 Notes

Note 1. Parent: a parent is any person who has parental responsibility for or is the legal guardian of the child.

Note 2. By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption and Children Act 2002, Section 46. A ‘residence order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously 5(e.g. a copy of the adoption, residence or special guardianship order).

Note 3. Parents should request a letter from a registered health professional such as a doctor, Education Welfare Officer, social worker or other appropriate person setting out the particular reasons why this school is the most suitable school for the child and the difficulties that would be caused if the child had to attend another school. This supporting evidence will be brought before the full Governing Body and a decision made based on the ability of the school to best meet the needs of the child.

Note 4. Sibling; Sibling refers to 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.

Note 5. Children attending or with an accepted place to attend Shinfield Infants School.

Note 6. By normal home address, we mean your child's home address. This is your child's permanent address at the time you make your application for a place. It is where you and your child live. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see some official documentation if there are reasons why a child does not live at his or her parents' address. For example, if he or she is resident with a grandparent, you need to tell us this on the application form. If you do not declare any arrangements like this, or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reasons for listing another address. The school reserves the right to check the validity of any address given, by asking for evidence such as inclusion on the Electoral Roll, or a recent utilities bill confirming your name and address.

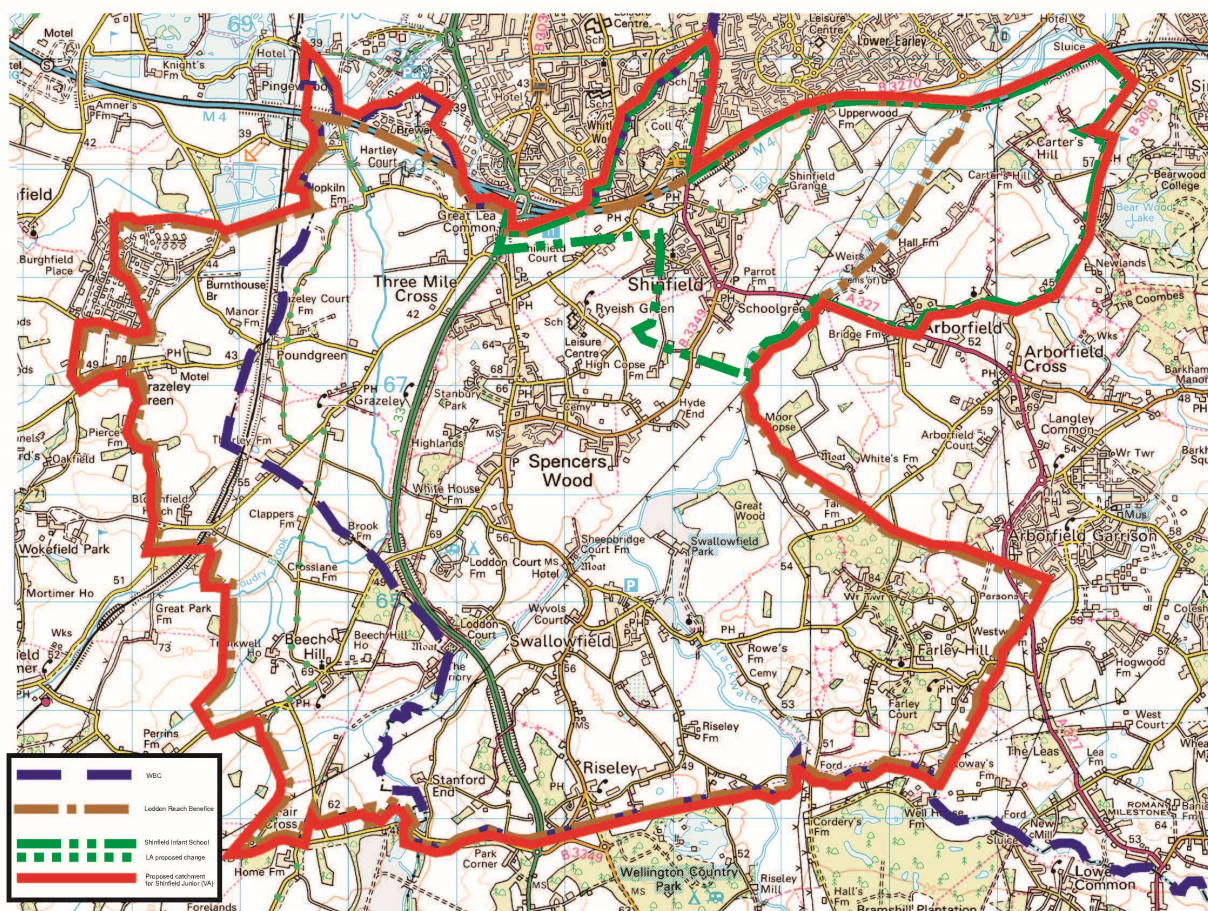
If you are not sure whether or not you live in the designated area, you can ask the school to check this for you and you will receive a written response. If you are moving into the designated area, we will ask for evidence of your move before considering any application for a place. We need to know that you will be resident in the designated area on **September 1, 2019**. If you move later, we will still need evidence before considering an application. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement.

Note 7. Fair Treatment: All applications will be treated fairly, in strict order of the admission criteria, irrespective of need or ability of the child or family i.e. disabilities, special needs (without statements) or challenging behaviour. The Shinfield St. Mary's CE (VA) Junior School Admissions policy makes every effort to comply with all relevant legislation including that on class sizes and equal opportunities.

Appendix 2 Summary of Dates

Applications to be received by:	Offers sent out by:	Parents to accept by:	Appeals lodged by:
15 January 2020	16 April 2020	3 May 2020	17 May 2020

Appendix 3: Map of Designated Catchment Area



School Admissions Team
Wokingham Borough Council
Civic Offices
PO Box 156, Shute End
Wokingham, Berkshire
RG40 1WN

Tel: (0118) 974 6000

Fax: (0118) 974 6135

Minicom: (0118) 974 6991

Email: schooladmissions@wokingham.gov.uk

www.wokingham.gov.uk/admissions

If you or someone you know, would like this information provided in a different format (e.g. audio tape or braille), please call (0118) 974 6000