

**Guide to
Primary Education
in Bracknell Forest**

2008/2009

This booklet has been prepared to inform parents and carers of the admissions procedure for entry to infant/junior/primary schools for the 2008/9 academic year. It outlines the procedures that will be adopted by the Borough Council and sets out the role of other Admissions Authorities in the process of allocating school places.

There are a number of ways of contacting us should you require further information. Telephone enquiries are welcome. Helpline numbers for particular enquiries are listed throughout the booklet. Please ring the School Admissions Team on either of the following numbers for general admissions enquiries:

(01344) 354023 or 354144

If you wish to write to us, our address is:

**School Admissions Team
Education, Children's Services & Libraries
Bracknell Forest Borough Council
Seymour House
38 Broadway
Bracknell
RG12 1AU**

Alternatively, you can contact us by fax: (01344) 354146

or by email at: school.admissions@bracknell-forest.gov.uk

The Bracknell Forest Borough Council website address is www.bracknell-forest.gov.uk

You are welcome to visit the Education, Children's Services & Libraries Department at the above address. Office hours are from 8.30am to 5.00pm Monday to Friday.

Summaries or extracts of this document can be made available in large print, in Braille or on audio cassette. Copies in other languages may also be obtained. Please contact the School Admissions Team for assistance.

Please note that the information contained in this booklet was current in October 2007. Admission arrangements could be subject to amendment or modification before the start of, or during, the school year 2007/2008, or in relation to subsequent school years.

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KEY DATES

For Admission in 2008/9

Friday 25 January 2008

The latest date for completed on line applications to be submitted. After this date the site will be closed. Paper applications may still be submitted up until 1 February 2008.

Friday 1 February 2008

The latest date for completed paper applications to be received by the School Admissions Team. Forms received after this date will be regarded as late and this is likely to adversely affect your application.

Friday 25 April 2008

The date on which letters will be sent to parents and carers informing them as to which school their child has been offered a place.

Friday 23 May 2008

The latest date for you to accept the offer of a school place. Failure to do this could result in the offer of a place being withdrawn.

Friday 23 May 2008

The closing date for submitting admissions appeals.

Glossary of terms used in this booklet

Admissions Authority

The body that determines the admissions arrangements for a particular school. In the case of community and voluntary controlled schools it is the LEA; in the case of voluntary aided schools, it is the Governing Body.

Admissions Number

This is the maximum number of pupils that a school is required to admit into each year group. The number is agreed as part of a school's admission arrangements and is determined with regard to a Net Capacity Assessment (calculated on a formula from the DCSF) based on the space available and use of resources. All schools must offer places up to the Admission Number if there is sufficient demand.

Admissions criteria

When a school has more applications than places, applications are matched against a list of criteria and ranked accordingly. These criteria are agreed by the LEA for community schools and by the governing body for church aided schools.

Borough Council

Bracknell Forest Borough Council.

Catchment area/designated area

A catchment or designated area is a distinct geographical area that is served by a school.

CE

Church of England

Community School

A school which the LEA maintains from public funds. It is managed locally by the headteacher and governors in collaboration with the LEA.

Community Special School

Schools for pupils with special educational needs that cannot usually be met within the provision made by mainstream schools. It is managed locally by the headteacher and governors in collaboration with the LEA.

Common Application Form (CAF)

The required form on which to apply for a place in a Bracknell Forest school.

Council

Bracknell Forest Borough Council.

Curriculum

A programme of education and other educational activities.

Denominational

Relating to a particular religious sect or group.

Designated school

The school(s) that serves the area in which a pupil lives.

DCSF

Department for Education and Skills. This is a Government department.

Foundation stage

This is the period of study from a child's third birthday until the start of Year 1.

Home address

This is a child's usual permanent address, where he or she lives with his or her parents or carers. A temporary address does not qualify in this regard. If parents or carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a current council tax statement in order to prove residency.

Key stage

An age related period of study within the national curriculum.

LEA

Local Education Authority. Bracknell Forest Borough Council is the LEA.

Looked After Children

This refers to a child in the care of the local authority.

National Curriculum

The programme of subjects which the laws says must be taught to all pupils in maintained schools.

NOR

Number on roll. The total number of pupils on the school register.

Ofsted

Office for Standards in Education..

Oversubscribed school

A school where the number of applications for places is more than the number of places that the school has available in a specific year group.

Offer letter

The letter that will be sent to parents on 25 April 2008 advising parents and carers which school their child can be offered a place at.

Parent

This includes all those who have parental responsibility for a child as set out in the Children Act 1989. Some children are in Public Care and are Looked After by the local authority which acts as Corporate Parent.

Preferred order

This is the ranked order of the schools that you would prefer your child to attend.

RC

Roman Catholic.

Sibling

Children are considered siblings if they have brothers or sisters who are attending the school and are statutory school age, living in the same family unit and at the same address and for whom the applicant has parental responsibility.

Social/Medical Grounds

These grounds will be considered when the applicant can prove that the preferred school is the only school that will be suitable for the child.

SEN

Special Educational Needs

Statement of Special Educational Needs (SEN)

A child will have a statement of special educational needs if those needs have been formally recognised as being beyond those that can be met within the school's existing resources, and so the child needs specific extra help.

Statutory

Required by law.

Tie-breaker

Used when no distinction can be made between applicants when the admissions criteria are applied.

VA

Voluntary Aided. VA schools are denominational schools where the governing body is the Admissions Authority.

VC

Voluntary Controlled. VC schools are denominational schools where the LEA is the Admissions Authority.

FOREWORD

This booklet is designed to help you to find the right school for your child. It is primarily aimed at parents and carers who are seeking a school place for the first time. We understand that you want to be fully informed so that you can decide which school you would prefer your child to attend. Included in the booklet you will find details of local schools, how to make an application and how your application will be dealt with.

It would be impossible for us to give you all of the information that you will need in this brief publication. We have provided details about other sources of information and the different ways in which you can find out more. Most importantly, we would urge you to visit the school that serves your local area and other schools that you might be considering. You will find a warm welcome at all of them and I know that you will find them helpful in providing you with the information that you may need.

Bracknell Forest is the *Borough of Opportunity*. The Local Authority has invested heavily in schools, helping to raise standards and to make them safe and exciting places in which to learn. We are tremendously proud of the achievements of children in our primary schools across a whole range of activities including music, sport and drama as well as in their academic work. The Local Education Authority (LEA) works in partnership with schools and the local community to offer a wide range of opportunities and your child will have access to a rich educational experience. We recognise the invaluable contribution that committed headteachers, teachers, other staff, volunteers and governors play in this. As a parent or carer, you have a vital role to play in your child's education as well. Strong partnerships between schools and parents and carers have a high priority for all of us – so we urge you to become involved.

Please read this booklet carefully before you complete the common application form. If you need further information, contact the relevant help line.

You may have applied for a primary school place for an older child in the past. If that is the case, then you need to be prepared for some changes that are taking place this year as a result of changes that have been introduced by the Government. We have introduced a co-ordinated scheme and a single application form for all schools in Bracknell Forest – we anticipate that this will make things more straight forward for parents and schools. Full details are contained in this booklet.

The School Admissions Team in the Education, Children's Services & Libraries Department will be pleased to assist you. Their contact details are set out earlier in this booklet. Many of you will have already met them at the information sessions that have been held locally.

I would like to wish your child every success and happiness in one of our Bracknell Forest primary schools.



Tony Eccleston
Deputy Chief Executive and Director of Education, Children's Services & Libraries

PRIMARY EDUCATION IN BRACKNELL FOREST

This section explains the arrangements for starting school in Bracknell Forest, the way in which we organise primary education in the Borough, the arrangements that we have made for dealing with admissions to schools and how you should decide on which primary school you would prefer your child to attend.

Please note that where we refer to primary schools, we also include infant and junior schools unless we specify otherwise.

Most children in Bracknell Forest attend early years provision of one form or another. They usually have a part-time place at a private or voluntary pre-school or attend a local authority nursery class. Some children will be attending independent nursery schools or will be in a nursery that offers full day care. Wherever they attend, in Bracknell Forest we are confident that they are getting a good start. All of this attendance is voluntary and there is no obligation on parents to take up the places that are available.

By law, children must start full-time education when they are of statutory (compulsory) school age. This is no later than the beginning of the term following their fifth birthday. Start dates are subject to the following government definitions:

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

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

If your child's birthday falls on or between **1 April and 31 August** they will become of statutory school age on the 1 September, which is defined as the start of the autumn term. If entry is delayed until this point your child will start in a year 1 class.

Starting school

We describe children who start school in the term of their fifth birthday as 'rising fives'. Children who are born between 1 April and 31 August are described as 'summer-born'.

It is the policy of Bracknell Forest LA to admit children born on or between 1 January and 31 March as "rising fives" one term before their statutory start date. They will be offered a full time place to start in January.

It is also the policy of Bracknell Forest LA to admit 'summer-born' children two terms before their statutory school start date. All children in Bracknell Forest born on or between 1 April and 31 August will be offered the option of starting part-time in January and full time, as a rising five, in the summer term. If parents take up this offer then their child will

have two terms in a reception class before entering Year 1. If all the parents take up these offers, then schools will only admit children in one term (Spring - January).

For other school terms, individual Governing Bodies may exercise their discretion to admit pupils as 'rising fives' or earlier as long as they consider that they have the appropriate resources to do so. They may do this on a full or part-time basis. Preference will always be given to statutory school age children. See pages 45 – 46 for details.

Parents do not have to accept the offer of an earlier start and are entitled to defer their child's entry until their statutory starting date. This does not affect the offer of a school place and will not result in the place being taken away.

Primary schools in Bracknell Forest

Bracknell Forest Local Education Authority maintains three Infant Schools for pupils aged four to seven, three Junior Schools for pupils aged seven to 11. In addition, there are 24 all-through Primary Schools for pupils aged from four to 11. Primary education is also provided at the Borough's Special School, Kennel Lane School. All schools are maintained and managed by the headteacher and governors in partnership with the LA.

The majority of the schools in Bracknell Forest are **Community Schools**. The admissions arrangements for these schools are determined by the Council. The LA is the Admissions Authority for these schools and it is the LA that allocates places. Admissions arrangements are set out in Annex 1 on page 52.

Four of the schools are **Voluntary Controlled Schools**. These schools are church schools (Church of England). The admissions arrangements for these schools are determined by the LA. They are slightly different to the admissions arrangements for community schools in that they take account of a parent or carer's preference for a denominational education. The LA is the Admissions Authority for these schools and is responsible for allocating places. Admissions arrangements are set out in Annex 2 on page 54

Five of the schools in Bracknell Forest are **Voluntary Aided Schools**. Two of these schools are Roman Catholic primary schools and three are Church of England primary schools. The admissions arrangements for each of these schools is determined by its Governing Body. These arrangements reflect the denominational nature of these schools. For each of the schools, it is the Governing Body that is the Admissions Authority. The Governors are responsible for allocating places. Admissions arrangements are set out in Annex 3 on page 56.

All schools have governors representing the LA, staff and parents as well as other governors representing the wider community, including town or parish councils. Voluntary schools, both aided and controlled have additional governors usually representing a church or religious body reflecting the religious character and/or historical origins of the school. Details of the primary schools in Bracknell Forest are found on pages 36 to 44

School year groups

It is likely that your child will have had some early education in a pre-school or a nursery. He or she will enter school aged four or five and will still be in the foundation stage of education. This covers the period between his or her third birthday and the start of year 1. In the early years setting your child will have been helped to achieve the Early Learning Goals. At the beginning of Year 1, he or she will start the National Curriculum:

Age	Year Group	Stage
4 – 5	Reception	Foundation Stage
5 – 7	Years 1 and 2	Key Stage 1
7 – 11	Years 3, 4, 5 and 6	Key Stage 2

Admissions arrangements

We have made some important changes to the way in which we deal with admissions to primary school in recent years. We have introduced a co-ordinated scheme for admissions to primary schools in Bracknell Forest. The LA, which is the admissions authority for most primary schools in Bracknell Forest, and the Governing Bodies of the five aided schools in the Borough have agreed on shared/co-ordinated arrangements. This scheme requires the agreement of a joint timetable, a single applications process, sharing of information and, at the end of the process, a single letter offering a place. There will also be close liaison with neighbouring LAs and other admissions authorities.

We believe that this will make the process more straightforward for all concerned, particularly parents. In the past, some children have been offered places at several schools, whilst at the same time other children have had to wait for places to become available. The new system will take away this uncertainty.

For those children born on or between 1 September 2003 and 31 August 2004, parents should refer to the timetable below. Depending on their date of birth these children will be of statutory school age in January, April or September 2009, the term after their fifth birthday.

Register with School Admissions Team from	Closing date for Applications	Parents informed of decision by letter sent on	Parents to accept or decline place by	Closing date for Appeals
June 2007	1 February 2008	25 April 2008	23 May 2008	23 May 2008

As the co-ordinated scheme has to cover all primary schools within Bracknell Forest (infant, junior and primary schools), a **Common Application Form (CAF)** has been introduced to enable parent and carers to list the names of up to three schools they are interested in and to give the reasons for each of their preferences. Information that

parents/carers give on their CAF will be shared with other admissions authorities (Governing Bodies of Aided Schools) as necessary.

Details of how to complete the CAF are set out on pages 15 to 18. Once the closing date is reached we, together with the Governing Bodies of the Aided Schools in Bracknell Forest, will process the applications and begin to allocate the places. The way that we do this is set out on pages 20 to 21.

We will send you an **offer letter** on 25 April 2008 informing you of which school we are able to offer your child. If you are not offered one of your preferred schools you will be provided with details about how places have been allocated, the grounds for refusal and how to appeal against our decision.

YOUR PREFERRED SCHOOL

We are proud of all of our primary schools in Bracknell Forest. Wherever you live you will find a high quality school nearby. You can find some information about these schools in this booklet; but it is of necessity, fairly limited. What it does provide is contact information. In order to find out more you can:

- make an appointment to visit the school;
- discuss what the school has to offer with the headteacher;
- read the school brochure or prospectus;
- look at the information that is provided on the school website; and
- read the school Ofsted report.

Your local school

Parents and carers generally prefer their child to attend a school close to their home when they first start school. Each school has a **designated area**, sometimes called 'catchment area'. Most schools in Bracknell Forest serve a particular area, details of which are given in their prospectus. Details about the designated area of any Bracknell Forest Borough Council school can be obtained from the School Admissions Team, Bracknell Library or the school concerned. It is also possible to do a search on the Council's website using your address and postcode.

<https://my.bracknell-forest.gov.uk/LocalView/>

The admissions arrangements for most schools in Bracknell Forest give preference to children living within that area. The designated area of any school is a clearly defined geographical area surrounding the school. The link between the school and the community is very important to us in Bracknell Forest and our admissions arrangements reflect this.

You are strongly advised to check with the LA which school's designated area your house is in rather than relying on estate agents, developers or hearsay. You are also advised to be particularly cautious about information on schools given when considering purchasing a property on a new development site. Please note that designated area boundaries do not always match Parish boundaries or Borough boundaries.

Although we cannot guarantee a place at any school within Bracknell Forest it is important to consider naming your designated area school as one of your three preferred schools. Failure to do this may result in your child being offered a place at a school some distance from your home address.

Availability of places

We are committed to meeting your preference for a school place for your child, wherever possible. There may, however, be circumstances where this is not possible. The number of places available at each school is limited and all schools have a maximum number of pupils that can be admitted each year.

You do not have a right to 'choose' which school your child will attend but you do have the right to express a preference for a school. Our ability to satisfy your preference will depend not only on the demand for places at an individual school but also on the total number of places available. If a school is **over-subscribed**, by that we mean that there are more applicants than places, the admissions criteria set out in Annexes 1,2 and 3 (see pages 52 to 60), will be used to determine which pupils will be offered a place.

The number of places available at a particular school is indicated by its **Admission Number**. The relevant number for each school is set out in the school information on pages 37 to 44. Too many children being admitted to a particular school could lead to overcrowding or pressure on facilities and other resources. The limits that are set on numbers are designed to ensure that children receive an 'efficient and effective' education. Since 2001, limits have been imposed on the size of infant classes i.e. Reception, Year 1 and Year 2. For these children, the maximum class size is 30.

The school information on pages 48 to 50 also sets out the number of applications that each school received for places in the last year. These figures can only be given as a guide.

THE APPLICATION PROCESS

This section explains how you should make an application for a school place for your child. It applies to:

- children with dates of birth on or between 1 September 2003 and 31 August 2004;
- pupils who are currently attending Bracknell Forest infant schools and are in Year 2 (see below)

If your child is currently attending a Bracknell Forest infant school and is in Year 2 (**Ascot Heath Infant, College Town Infant, Holly Spring Infant**) please note that your child will not automatically move to the linked junior school. Infant and junior schools are separate schools and, even though they are on the same site you must make an application for a junior school.

How do I apply for a school place?

There are two ways in which you can apply for a school place within the above processes however you may only use one of these:

1. Complete the Common Application Form (CAF) Paper Version

The Common Application Form (CAF) is only available from the School Admissions Team in the Education, Children's Services & Libraries Department.

Forms and booklets are available from mid November 2007. Completed paper applications must be returned to the School Admissions Team by the closing date, which is 1 February 2008.

You will see that the CAF is made up of four sections. The first section requests some personal details about your child and contact details for you as parents or carers.

The second section asks you to indicate, in your preferred order, the names of the school(s) that you would like your child to attend. It asks you to give reasons for your preferences. It also asks for details about any other children from your family that may already be attending that primary school.

The third section needs to be completed if you are applying to certain schools and you are applying to these schools on **denominational grounds**.

The fourth section asks you to confirm, sign and date your application.

All applications must be submitted with your child's birth certificate and your current council tax notice (2007/08). Failure to do this by the closing date will mean that your application will be treated as late and will affect your application. Late applications will be processed after 25 April 2008.

Section 1

You will need to complete all of the parts of this section.

Some of the information in this section will need to be verified by the School Admissions Team before your application can be processed. This particularly applies to date of birth and home address.

We need to know your child's date of birth to ensure that he or she is offered a place starting at the right time. In order to verify date of birth, parents and carers must supply the original of their child's full birth certificate, or sight of the original, with their application form. This is the only proof of date of birth that will be accepted. An application will not be considered until this proof has been produced. The original will be returned to you by the LA. With this you will also be sent an acknowledgment of receipt card. You must retain this card as proof of receipt of your application should you have any queries at a later date.

The address at which your child lives may be important when we decide who we can offer places to at particular schools. The address that you put on the form should be that of the parent or carer where the child is habitually resident. If you already own a property within Bracknell Forest this will be considered as your primary residence and a tenancy agreement for another property will not be considered. If you are renting a property the tenancy agreement must be for a minimum of a year. The address should be a permanent address. Temporary addresses are not acceptable. It is increasingly common that parents are agreeing, and courts are sanctioning, split residence orders under Section 8 of The Children Act. Further advice on this matter can be obtained from the School Admissions Team.

In order to verify an address, parents and carers must supply proof of residency when submitting their CAF. This must be in the form of a current council tax notice, or an exchange of contracts letter from your solicitor, we will not accept an address unless you have exchanged contracts on the property. However, if you move house after submitting the CAF, and before the closing date, it is your responsibility to inform the LEA of this change of address. Failure to do this could affect the allocation of your child's school place. It must also be supported by documentary evidence (eg. solicitor's letter confirming exchange of contracts). The Authority may request additional proof in certain circumstances at any time. Regrettably, it has been necessary for us to withdraw offers of places in the past where it is evident that a false address has been used. In the interests of all applicants we reserve the right to reject applications that we discover to be fraudulent.

If you are in the process of moving house either to or within Bracknell Forest, please contact the School Admissions Team for advice.

We do, of course, accept applications from abroad. If you are moving into the Bracknell Forest area from abroad for the first time then you and your child must be habitually resident before an application for a school place can be accepted. You will need to produce your child's passport and any visa in addition to your proof of residency. If you are living abroad and returning to a property that you own, in the local area, then you will need to produce written proof confirming the details and timing of the relocation this

information must be submitted at the time of application. Further advice on the documentation required can be obtained from the School Admissions Team

Section 2

In this section we ask you to name the schools that you would prefer your child to attend. We ask you to put the schools in your **preferred order** and to give us the reason for each of your preferences. It is helpful if you can put reasons that relate to the published admissions criteria for the school in question. These can be found in Annexes 1, 2 and 3 on pages 52 to 60 of this booklet.

We also need to know if there are any older siblings who will still be attending any of the Bracknell Forest primary schools that you list on your CAF at the time of your latest child's admission. This may be important when we are deciding who can be offered places at particular schools.

If you are applying to a particular school on the basis of **strong social or strong medical grounds** please indicate this. You will need to ensure that appropriate supporting evidence, from a relevant professional, is supplied by the closing date for admission i.e. 01 February 2008. We reserve the right to ask parents/carers to supply further evidence or clarification where we consider this necessary. It will be for parents/carers to produce this evidence at their own expense whenever necessary.

Applications for all Bracknell Forest primary schools will be considered under the new scheme as 'equal preferences'. This scheme allows each school named as a preference to be considered as if it were a stand alone application. It is very important that you carefully consider the order that you list the schools on the form. If an offer can be made to more than one of your preferred schools, then the order in which you list the schools on CAF will be taken into account. Your child will be offered a place at the school with spaces ranked highest on your CAF.

If you name any of the following schools, St Joseph's RC Primary, St Margaret Clitherow RC Primary, St Michael's CE (Easthampstead) Primary, Binfield CE Primary or St Michael's CE (Sandhurst) as one of your preferences you must obtain, directly from the school, an additional form for completion. Once complete this form must be returned directly to the school by the closing date of 21 March 2008. You should make sure that this form is returned well in advance of the closing date as your application is not complete unless both forms have been completed and returned which could affect your application. The reason that you need to fill in the additional form is that these schools are Aided Schools and each have their own admissions criteria. (See Annex 3 on page 56)

We explain how we take note of the information in this section on page 20 of this booklet.

Section 3

You only need to complete this section if you have named one of the following schools as a preference in Section 2 **and** you are applying for the school on denominational grounds:

Ascot Heath CE Junior Crowthorne CE Primary Warfield CE Primary	Winkfield St Mary's CE Primary
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Anyone can apply for a place at one of these schools, but those applications that are based on denominational grounds will be stronger.

In these cases, it will be necessary for at least one of the parents or carers, who live at the same address as the child concerned, to regularly attend a church service that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland or any other Christian denominational church.

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

If you think that you meet these conditions, you should pass the form to your, vicar, minister or priest for verification.

Section 4

You should carefully read the declaration and sign and date the form.

Once you have done this, please return your CAF to the School Admissions Team as requested on the back page of the form. You can do this in person or by post. Please make sure that you have completed all of the relevant sections and have enclosed your child's birth certificate and your current council tax notice, your application is not complete without them. Failure to do this by the closing date will mean that your application will be treated as late and will affect your application. Late applications will be processed after 25 April 2008.

We welcome visits to the Department as this makes the process of dealing with the necessary documents a little easier. See our opening hours at the beginning of this booklet.

2. Apply for a school place Online

From 09 November 2007 you will be able to apply for a school place online. To do this you will need the UID (Unique Identifier) number that is printed on the letter that accompanies your CAF. You should not apply without this number. You will also require an email account. You should only apply for schools within Bracknell Forest.

If you decide to apply online:

- Go to www.bracknell-forest.gov.uk and read the page ‘apply on line for a school place.’ You should then proceed to ‘on line application for school admissions.’
- Once there you will need to register on the site before you can make your application.
- You should then follow the instructions making your application using your child’s UID number.
- Once you have submitted your online application a confirmation e-mail will be sent to you.
- You are able to change your application right up to noon on 25 January 2008. You must **submit** your application in order for your changes to be recorded. An email will be sent confirming the changes that have been made.
- If you have any technical difficulties with the site please contact the technical helpline web.team@bracknell-forest.gov.uk

If you have made an online application then you still must **return documentation** to the School Admissions Team to verify your child’s date of birth and home address. You will need to send your child’s birth certificate and your current council tax notice for the application to be complete. You should use the form enclosed with your application pack to return these. Failure to do this will result in your application being considered late.

If you have listed any of the following schools as a preference and you wish to apply on denominational grounds you must complete a certificate of church attendance form that is available as a downloadable form on our website pages - online application for school admissions. This form must be printed off and passed to your vicar, minister or priest for verification.

Ascot Heath CE Junior	Winkfield St Mary’s CE Primary
Crowthorne CE Primary	
Warfield CE Primary	

You should refer to section 3 above for details about this process.

Please note that if you submit an online application and a paper form, the online application will be discarded.

THE ALLOCATION PROCESS

How the process works

If you are completing the paper application form this must be returned by the closing date of **1 February 2008**.

If you are completing an online application then this must be submitted by the closing date of **noon on 25 January 2008**. However if you miss this deadline you are still able to submit an application but must do so on the paper form by 1 February 2008.

Immediately after 1 February 2008, the School Admissions Team will begin the process of allocating children to schools.

You will only receive an offer of one school place for your child at the end of this process. We will post this offer to you on 25 April 2008. You will be asked to accept or refuse the offer by 23 May 2008.

Stage 1

On the CAF (paper or online) you will have filled in the names of up to three primary schools that you would prefer your child to attend. Each one of these preferences will be considered as if it is a 'stand alone' application for a place at that school.

If there are *fewer* applications for the school than there are places available, then all who apply could be offered a place.

If there are *more* applications for the school than there are places available, all of the applications for that school will need to be put in a priority order using the admissions criteria that are set out in Annexes 1,2 and 3 on pages 52-60 of this booklet.

The way in which this is done, depends on who is responsible for admissions to the school and the admissions criteria that have been agreed for that particular school. The school lists that follow this section state which criteria apply.

Some applications will be towards the bottom of this priority list and it will not be possible to offer a place.

Stage 2

As soon as Stage 1 is completed, we will know which school(s) *could* offer your child a place. The one that is offered will be the school that you have ranked highest on your CAF. If we are not able to offer you a place at any of the schools on your CAF we will tell you why and offer an alternative school for you to consider.

Stage 3

We will notify you of our allocation in a letter that will be posted to you on 25 April 2008. In our letter we will ask you to accept or refuse our offer. We will tell you how to do this in our letter. Failure to accept the offer by 23 May 2008 could result in the offer of a school place for your child being withdrawn.

If we are not able to offer your child a place at your preferred school we will tell you why. We will also explain to you what you could do next. You may be happy to accept the place that we offer you. If so please let us know. In any case, we will be happy to discuss this option with you. You may wish to appeal against our decision. You must do this by 23 May 2008. We explain this in more detail on page 26.

If you refuse the offer of a school place we will ask you to inform the School Admissions Team where your child will be going instead. It is the responsibility of your LA to ensure that all child of statutory school age living in its area is receiving appropriate education.

Late applications and change requests

Paper Version

If you change your mind after the submission of your application form, and before the closing date, you should let the School Admissions Team know of the change in writing. We will take your changed preference into account when allocating places

Online Application

You are able to change your application on line right up to noon on 25 January 2008. You must re-submit your application in order for your changes to be recorded. A confirmation email will be sent to you to confirm that changes to your application have been made.

If you wish to change your preference after the closing date you should put this in writing, any such request will not be considered until after places have been allocated and then only if the school still has vacancies. Changes of preference to schools that are oversubscribed can not be accepted unless there has been a major change of circumstances such as moving to a different designated area.

Where it can reasonably be assumed that your application **could not** be made by the closing date of 1 February 2008, but is submitted before 10 March 2008, your application will be considered 'on time'. Evidence to support the reason for the late application will be required by the School Admissions Team. The LA's decision is final. Applications received on or after 10 March 2008 will be processed in the second round of the allocation process.

Where it can reasonably be assumed that your application **could** have been made by the closing date of 01 February 2008 the application will not be processed by the School Admissions Team until after all 'on time' applications have been processed.

The second round of the allocation process begins on 25 April 2008. Waiting lists will then be re-ordered in line with the published admissions criteria.

If the applicant's circumstances change significantly and this is relevant to your application for a school place, (eg a house move into a different designated area, or for a new medical reason), then a revised application may be considered. However any previous application already submitted (and any subsequent offer) will then be cancelled in order that the new application can be processed. Your new application will be considered as a late application.

If you were unable to, or chose not to, comply with the denominational criteria by the closing date, you will not be able to amend your application to meet this criteria at a later date. Your only option will be to submit a new application in the academic year that your child reaches Year 1. For further advice on this matter, please contact the School Admissions Team. Our decision on this will be final.

Waiting lists

Waiting lists will be held for all schools by the School Admissions Team. They will be constructed using the names of those children whose parents have formally applied for admission to the school using the CAF (paper or online and additional form if appropriate) and have been unsuccessful in their application. Waiting lists will be constructed according to the published admissions criteria – they will follow the same priority order. As a vacancy arises a place will be offered to the child named at the top of the waiting list. Parents should be aware that positions on a waiting list can go up or down. In other words a child who is top of a waiting list today may not be tomorrow. This can happen for example if a child with a higher priority on the published admissions criteria applies to the school.

It is important to note that the length of time a child's name has been on the waiting list is not the deciding factor when a space becomes vacant.

Your child's name will only be placed on the waiting list of a school that is higher in your preference order than the one that is offered unless you indicate otherwise on the acceptance form. If you are offered a place from the waiting list for a higher preference school any original allocation will be withdrawn, you will be unable to keep your original allocation. Therefore if you are happy with the school that your child has been allocated when returning the acceptance slip, which will be in with your offer letter, you should state on there that you do not wish your child's name to be held on any waiting list for any higher preferences. It is your responsibility to ensure that you state on the form if you do not want your child to remain on waiting lists for any higher preferences.

We would hope that once a child starts at a particular school and begins to build relationships with classmates and teachers, you will not consider moving your son or daughter to another school except in exceptional circumstances. We strongly believe that stability and continuity is really important to children's development and learning.

Your child's name will not be held on a waiting list beyond the end of the academic year for which you have applied. At the end of the summer term of that academic year the

waiting list will be closed. We will then write to you and remind you of this fact and advise you of your options. All waiting lists will be revised at the end of the summer holidays to include any applications that have been received and refused over this time. This list will then re-open at the start of the autumn term.

If your child's name is held on more than one waiting list at the end of the academic year for which you applied, you will only be able to apply for their name to go back on **one** waiting list for your preferred school.

If a place is offered to you from the waiting list, this offer will have to be accepted within 7 days. Your child will then need to start the new school with immediate effect. If you decline this offer your child's name will be removed from the waiting list.

Twins

If we receive applications for community and voluntary controlled schools for twins (or other multiple births) and we are only able to offer one place the LA will write to you offering the place. You will need to decide which child takes up this offer. Voluntary aided schools may have their own criteria regarding applications for twins (and multiple births) and you should contact them direct for further advice.

In-year applications

All applications received after the normal admissions round, or for an existing year group, will be treated as 'in year applications'. Applications for places will not be considered more than a half term in advance as places cannot be reserved for pupils moving into the area or wanting to transfer schools.

All applications will be subject to the admissions arrangements for the relevant school as described in the annexes to this booklet.

Moving-in

If you have moved, or are in the process of moving into the Bracknell Forest area then we will process this request without delay. Please note that it may not always be possible to offer your child a place in your preferred school, particularly if the intake is affected by the infant class size legislation (30 in a class).

To apply for a Bracknell Forest school, please contact the School Admissions Team for advice and an application pack. Please read the contents of the pack carefully and then complete the application form and return it to the School Admissions Team. You will need to provide proof of residency, i.e. a copy of your solicitor's letter confirming exchange of contracts or a current council tax statement, with your application form and a copy of your child's birth certificate. Your application will then be processed by the School Admissions Team.

If your preferred school is full, your child's name will be placed on a waiting list and an alternative school place sought/offered. In these circumstances you would have the right of appeal. (See page 26)

Moving-in from abroad

We do, of course, accept applications from abroad. If you are moving into the Bracknell Forest area from abroad for the first time then you and your child must be habitually resident in the country before an application for a school place can be accepted. You will need to produce your child's passport and any visa in addition to your proof of residency. If you are living abroad and returning to a property that you own, in the local area, then you will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from the School Admissions Team.

Transfer requests

The Local Authority believes it is very important that children remain in their current school unless there are specific reasons why this cannot happen. We strongly advise against children changing schools during their school career. However parents sometimes request a transfer because their child is 'unhappy' or because there are problems with friendship groups or bullying at school. We would ask that every possible step be taken to try and resolve these types of problems before a request is made to transfer schools

If there has been a problem between the school and the child or a breakdown in a working relationship with you as a parent, then we would expect that every effort is made for this to be rectified. There are a number of teams within the Education, Children's Services and Libraries Department who can help.

If you have moved house within Bracknell Forest and travel to your existing school is not possible because of distance you should also use this process or if you have been offered a place from a waiting list and will be transferring from one Bracknell Forest School to another.

If you wish to continue with a transfer request, you should complete the Primary School Transfer Application Form, obtainable from the Headteacher of your child's current school. We cannot begin to look at your transfer request until we have the form fully completed and returned to us. Please ensure that you have complied with all of the following points:

- Contacted the present school to discuss all issues of concern and obtained the form.
- Made an appointment to meet with the Headteacher or relevant designated person at the school where you are requesting a transfer to.
- Completed the form fully.
- Passed the completed form to the Headteacher of your child's present school for them to complete section 5.
- Returned the form to the School Admissions Team.

It is important that your child continues attending his or her present school until a decision is made about changing school.

If your child has just started at a school we will not accept a transfer request until the child has been at the school for half a term unless there are exceptional circumstances. This applies to children who may have taken up a rising five place and may not yet be statutory school age.

You have the right of appeal against any decision not to offer a place. Please see page 26 for more information on the appeals process.

ADMISSIONS APPEALS

If we do not allocate your child a place at a school that you name as a preferred school on your CAF, you can appeal against our decision. In many cases there will not be any need to go through a formal process as the situation will be resolved through discussion with the School Admissions Team. We will do our best to avoid you needing to appeal against our decision.

The reasons why the LEA or a Governing Body of an Aided School may have to turn down your application are:

- a) The school has reached its Admission Number for the year group and is full; or
- b) It has reached its Admission Number and all its classes are up to 30 in that year group. If this is the case we describe this as an Infant Class Size Appeal.

The reason for the refusal will be clearly stated in the letter that we send to you on 25 April 2008. In that letter we will tell you how to appeal and who you should appeal to. Who you appeal to depends on the type of school.

Appeals for community and voluntary controlled schools

You should contact the Clerk to the Appeal Panel, Bracknell Forest Borough Council, Easthampstead House, Town Square, Bracknell, RG12 1AQ, who will send you a form to complete and further information about the appeal procedure. Formal appeals will be considered by an independent panel convened by the Clerk in accordance with the School Standards and Framework Act 1998 .

Appeals received by the published closing date will be heard during the summer term. Only in exceptional circumstances will an appeal be accepted after the closing date.

An appeal can only be heard after an application has been made on the correct form(s) and been formally refused (in writing).

Further appeals for the same school in the same academic year will only be considered if there is a significant change of circumstances of the applicant relevant to the application eg. Medical reasons, moving into the designated area for that school. A new application would have to be made to the Local Education Authority, who would then make a determination. The Admissions Authority's decision on determining the new application will be final.

Appeals Helpline: 01344 352209

Appeals for voluntary aided schools

If you have been refused a place at one of the following schools, appeals should initially be addressed to the Chair of Governors at the school. The schools are **Binfield CE Primary, St Joseph's RC Primary, St Margaret Clitherow RC Primary, St Michael's CE (Easthampstead) Primary and St Michael's CE (Sandhurst) Primary**. The addresses for these schools are found on pages 37-44.

Infant class size appeals

The School Standards and Framework Act 1998 requires all Admissions Authorities to ensure that all infant class sizes do not exceed 30 in a class. All schools in the Borough comply with this requirement.

This means that where the admission of your child would force the Admission Authority (the LEA or the Governing Body of an Aided School) to breach the infant class sizes imposed by the Act, your child will not be able to be admitted to your preferred school and your application will be refused.

If the Admission Authority considers that admitting another child into an infant class would force it to breach infant class sizes regulations or take qualifying measures, which means employing another teacher or building an extra classroom to accommodate any extra children, then you have the right of appeal against the decision to refuse a place to your child at your preferred school.

The grounds of appeal are set out in law and are very specific.

In cases where the Admissions Authority consider that to admit your child would force it to breach the infant class size limit an Appeals Panel can only allow your appeal if it is satisfied:

- (a) that the decision was not one which a reasonable Admission Authority would make in the circumstances of the case; or
- (b) that the child would have been offered a place if the admission arrangements (as published under section 92 of the School Standards and Framework Act, 1998) had been properly implemented.

This means that where an Admissions Authority cites infant class size prejudice for refusing your child admission you would need to focus exclusively on the grounds set out above in both your written appeal and at the Appeal Hearing. The law removes the discretion from the Appeal Panel hearing infant class size appeals to consider individual and extenuating circumstances in deciding whether to offer your child a place.

A parent who is unable to satisfy the grounds set out above where the Admission Authority relies on infant class size prejudice is unlikely to be successful on appeal. Please note that 'reasonableness' is defined in law.

FREQUENTLY ASKED QUESTIONS

What are my responsibilities?

Whilst your child is of compulsory school age, you must ensure that he or she receives a full time education. When the child is a registered pupil at a school, this means that you must ensure regular and punctual attendance and provide your full support to help ensure that your child behaves properly. Parents are committing an offence if they fail to ensure their child's regular attendance at school. Prosecution could result in a fine of up to £2,500, a jail sentence of up to 3 months or a community sentence.

Remember that you should not expect your child's school to agree to a family holiday during term time. All absences come at a price – children missing school may not be able to keep up with school work. In a busy school day it is difficult for your child's teacher to find the extra time helping them to catch up. It's not only academic work that is affected by missing school. Missing out on the social side – especially at primary school – can affect children's ability to make and keep their friendships, a vital part of growing up. Missing two weeks of term time in each year of a child's school life is the same as missing one whole school year. School term dates are set out in Annex 4 on page 61.

When your child has to miss school because he or she is ill - contact the school on the first morning of your child's illness. Staff will be concerned if they do not hear anything. If your child has to visit a doctor or dentist, try to arrange an appointment after school hours or during the holidays.

If you need to take your child out of school, discuss the reasons with the school as soon as possible. Some short absences may be acceptable – but reasons such as shopping or birthdays are not acceptable reasons.

It is important that regular attendance habits are established right from the start of a child's school career. If you need help to do this, then our team of Education Welfare Officers will be happy to advise. Whilst that advice will be freely given, you should note that, in the interests of your child, the LEA will take whatever steps it deems necessary to ensure regular attendance at school.

Having parental responsibility for a child means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. Parental responsibility is defined in the Children Act 1989. It gives parents the rights to make decisions and choices, such as what a child is named, where the child will live and go to school. If parents were married to each other at the time of birth or if they have been married to each other at any time since conception, then both have parental responsibility. It follows that both must be provided with information from the school about a child's education and both must agree about what a child is called at school, unless a court makes a different determination. These can be complex matters and further advice is available from the Education, Children's Services & Libraries Department.

Children and Families: 01344 354014

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 another venue. The initial approach should be made through your child's school.

Education Welfare Service: 01344 464722
education.welfare-services@bracknell-forest.gov.uk

What will my child study at school?

It is most likely that when your child first starts school they will still be in the foundation stage of education. He or she will have been working towards the Early Learning Goals in the pre-school or nursery that they have been attending. The foundation stage starts at age three and lasts until your child is just about to start Year 1. At the beginning of Year 1, children start the National Curriculum. Your child's school will give you plenty of information about this when he or she starts.

The Bracknell Forest Curriculum Statement, Annex 5 on page 62, sets out the principles agreed by schools in the Borough.

Learning, Achievement and Libraries: 01344 354030

How can parents get involved with schools?

You can get involved by offering to help on school trips or in the classroom, attending school functions and social events, joining the parent-teachers association or becoming a governor (see Annex 6 on page 64). The partnership that you form with your child's school will have a major influence on his or her education. Your child's school will encourage and welcome your participation.

Can I apply to schools maintained by other authorities?

If you wish to apply for a school that is not in Bracknell Forest please contact the relevant Admission Authority for that school.

Is a place at an independent school, or assistance with fees, available?

We have no schemes to help parents wishing to educate primary age children at independent schools.

What if my child has special needs or needs extra help?

If your child is not going to start school yet you should speak to your Health Visitor or the Special Educational Needs Co-ordinator (SENCO) in your child's pre-school setting. If your child is about to start school or is already in school, you should discuss the arrangements to support your child with the class teacher, Headteacher or SENCO in the school. You may also speak directly to staff in the Education, Children's Services and Libraries Department.

Wherever possible a child's needs are met in the pre-school setting or school that serves the local community – in the 'mainstream'. Schools have funding to meet the special educational needs of most children. The Borough also maintains a wide range of support services, including for example those for children with developmental, learning, vision, hearing, physical or behavioural needs. We work to a number of locally and nationally agreed principles:

- a child with special educational needs should have their needs met
- the special educational needs of children will normally be met in mainstream schools or early education settings
- the views of the child should be sought and taken into account as far as their age and ability allow
- parents have a vital role to play in supporting their child's education
- children with special educational needs should be offered full access to broad, balanced and relevant education.

The Education Act 1996 has laid down the procedure for assessing the more severe or complex needs found in about one or two children in every hundred. Such assessments may lead you to think about your child going to a specialist resource or a special school, for which we will usually take responsibility for assisting with home to school travel.

Information about arrangements for children with special educational needs in Bracknell Forest including a Parent's Guide is available from the Education Children's Services & Libraries Department.

Special Educational Needs Team: 01344 354050
sen.education@bracknell-forest.gov.uk

Is there anyone to help me if I am concerned about my child's behaviour?

It is important to seek help at the earliest stage, firstly with the class teacher and the Headteacher. Each school also has an allocated Education Welfare Officer who is able to give help, advice and support in situations where children are experiencing problems of school attendance or have other difficulties which may affect their learning. Bracknell Forest also has a team of Education Psychologists who work within the Education, Children's Services & Libraries Department and well established arrangements for behaviour support.

Educational Psychology Service: 01344 354015

What happens if there are child protection concerns?

The protection of the child is paramount and if there are grounds to suspect child abuse, staff are duty bound to report this to the Social Services and Housing Department. Each school has a designated teacher with responsibility for Child Protection issues and if you suspect that a child is being abused, you should report the matter either to Social Services or to your child's headteacher. The case will then be investigated in accordance with the Area Child Protection Committee's procedures.

Social Services Duty Team: 01344 351582

How would my child qualify for free school meals?

Free school meals are available if you are receiving:

- Income Support
- Income Based Job Seeker's Allowance
- Home Office benefits as an Asylum Seeker; or
- Child Tax Credit (but not Working Tax Credit) **and** have an annual income below £14,495 (as defined by the Inland Revenue)
- Guaranteed element of State Pension Credit

Application forms are available from your child's primary school. Schools authorise entitlement to free school meals on behalf of the LEA.

School Admissions Team: 01344 354023
school.admissions@bracknell-forest.gov.uk

Can I apply for help with the purchase of school clothing?

The Borough has no scheme to assist you with the purchase of school clothing. However most schools have a very good second-hand uniform shop.

Will my child be entitled to any assistance with transport from home to school?

If your decision about your child's primary school is likely to be affected by the availability of education transport, you are strongly advised to study the following information.

For pupils aged 5 – under 8 years transport will be considered where your child meets one of the following criteria:

- Attends the designated area school
- Attends the nearest school

In all these cases transport assistance will only be provided if your child lives more than two miles from school (this is termed the statutory walking distance). This distance is

measured by the nearest available walking route, which may not necessarily be the same as the route driven by a vehicle.

For pupils aged 8 years and over, transport will be considered where your child meets one of the following criteria:

- Attends the designated area school
- Attends the nearest school

In all these cases transport assistance will only be provided if your child lives more than three miles from school (this is termed the statutory walking distance). This distance is measured by the nearest available walking route, which may not necessarily be the same as the route driven by a vehicle.

Few children in Bracknell Forest are entitled to free transport under these rules as most live within the statutory walking distance of their designated/nearest school.

Children from low income families – the Government has extended the right to free transport provision for certain groups of disadvantaged children. Those covered by this extension are those who are entitled to free school meals or those whose families are entitled to their maximum level of Working Tax Credit.

From September 2007 and therefore already included in the Borough's 2007/8 Education Transport policy, in addition to the existing entitlements linked to mileage (see policy), children aged eight but under age eleven, from low income families, became entitled to free transport if they live more than 2 miles from their nearest qualifying school. For other children once they reach the age of eight they need to live more than 3 miles from their qualifying school.

From September 2008 there is a further extension:

- Secondary pupils aged between 11 and 16, from low income families, who are attending one of their three nearest qualifying schools, which is more than two miles, but less than six miles from their home will be entitled to free transport provision.
- Secondary aged pupils aged between 11 and 16, from low income families, attending the nearest suitable school preferred on grounds of religion or belief, where they live more than two miles, but not more than 15 miles from that school will be entitled to free transport provision.

Where children attend, through parental preference, a school other than their appropriate designated area school, then parents/carers are responsible for any transport costs/arrangements.

With effect from September 2006 free transport is no longer routinely provided to denominational schools for any new applicants (change of address, change of school etc are also classed as "new" applications) unless they are from low income families (as above).

The LEA will consider, on an individual basis, whether transport to a denominational school should be provided for a particular child in exceptional circumstances. A

preference for being educated in accordance with a particular religious faith will not usually constitute exceptional circumstances.

Siblings of those pupils already receiving free transport to a denominational school will be classed as a new applicant and will not be entitled to free transport.

Please note that eligibility for free education transport can change during a child's school career. It is possible that transport assistance might be withdrawn or that a child might become entitled to assistance at a later date. If the home address changes during a child's school career then parents are reminded that they must check how this may affect their child's transport entitlement. It is the responsibility of the parent to inform the Integrated Transport Unit of any such change when it happens.

Please also note that entitlement to free transport takes no account of parental income or circumstances, or any preference for a single-sex, mixed or particular type (eg. Grammar) of school. If you choose a school that is not your designated school or the nearest school to your home address, it is important that you give careful consideration as to how you will arrange for your child to get to school. In nearly all these cases the responsibility for arranging and funding the transport will be yours.

The rules relating to education transport are complicated. For specific advice, please contact the Borough's Education Transport Team before applying for a school place. A copy of the current Bracknell Forest Education Transport Policy is available on request from the Integrated Transport Unit and on the Borough's web site.

If you believe that you are entitled to transport when a place has been allocated you should obtain the relevant application form from the Integrated Transport Unit ,

The Integrated Transport Unit will determine your child's transport entitlement and provision based on the details that are submitted on the application form. Transport entitlement will be confirmed on receipt of your application form. Transport provision (the actual type of transport and route) will normally be confirmed by the start of the term.

Special Education Needs Transport – if your child has a statement of Special Education Needs, he/she may be entitled to free transport. Please discuss this matter with the Special Education Needs Team.

Pupils (not their parents/carers) who are medically unfit to walk to school and who are not entitled to free transport under any of the above rules, may be provided with transport on a temporary or permanent basis. Such cases should be discussed with the Integrated Transport Unit in the first instance. Evidence from an appropriate professional will be obtained.

Please note that, in all cases, the Borough Council will use public transport where it is available or appropriate in relation to the circumstances of the child.

Farepayer seats - Pupils who are not entitled to free transport and who enquire about transport to schools, will be directed to apply for a seat on a public transport route. Only if there is no public service available will these pupils be given the option to apply for a farepaying seat on one of the Borough's contracted services.

Where spare capacity exists on current vehicles that have been contracted to provide education transport for entitled pupils, the Borough Council will make these seats available for purchase by non-entitled pupils, subject to the seat being withdrawn with FIVE days' notice should it be required for an entitled pupil. This concession does not extend to public transport routes. The Borough Council is under no legal obligation to provide transport for non-entitled pupils. These seats will be allocated on a first come first served basis. The Borough Council's decision on this will be final. Larger and/or extra vehicles will not be contracted specifically for farepayers.

At the time of publication the Education and Inspections Bill was going through Parliament. If this Bill becomes law there may be some changes to the entitlement to free transport for some groups of children. Further information will be available if this happens.

Education Transport Helpline 01344 355229
education.transport@bracknell-forest.gov.uk

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

Transfer takes place at the age of 11. This means for example that those children who reach the age of 11 on or between 1 September 2007 and 31 August 2008 will transfer to secondary school in September 2008.

There are six secondary schools in the Borough. One is a Church of England Aided school. All Bracknell Forest schools are comprehensive schools, which means that they cater for children of all abilities and do not have entrance examinations.

A booklet, **Guide to Secondary Education in Bracknell Forest** is available free on request from the Education, Children's Services & Libraries Department. Details about secondary schools are sent out each year to parents of children at the start of Year 6 in Bracknell Forest primary schools.

List of primary schools in Bracknell Forest

The following pages contain information about all of the infant, junior and primary schools in Bracknell Forest.

Where a primary or infant school has a nursery class attached, this is indicated on the list. The number of part time places (ptp) is indicated in the details.

ANNEX 1

Admission arrangements for community primary schools

These criteria apply to the following schools:

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

If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

Children with a Statement of Special Educational Needs that names a specific school must, by law, be admitted to that school. Any request for the allocation of a place to a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 or 37 of The Children Act 1989 will be considered next.

If there are more applicants than places then applications will be placed in the following priority order:

- (1) Children whose home address is in the area served by the school.
- (2) Children who have strong medical or strong social grounds for admission
- (3) Children who have statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.

In circumstances where:

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

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

- (4) In the case of a junior school, children who have attended the infant school with close links with the school.

and then - Children whose parents have any other reason for their choice.

Notes

(a) In some cases a **tie-breaker** will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil more than one of the admission criteria. The greater the number of criteria fulfilled, the higher the priority. The combination of criteria (categories) will follow the same order of priority as the basic list of criteria. (eg. an applicant who fulfils criteria 1 & 2 will take precedence over one who fulfils 2 & 3, an applicant who fulfils criteria 1 & 3, will take precedence over one who fulfils 2, 3 & 4, etc)

After this, if there are still insufficient places, and no distinction can be made between the applicants, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

(b) Those parents seeking to rely on **strong social or strong medical grounds** for admission of their child to a particular school, need to ensure that the appropriate evidence, from a relevant professional, is supplied by the published closing date for admission to support their application under this category. The LEA/school reserves the right to ask parents to supply further evidence of clarification where the LEA considers this necessary. It will be for parents to produce this evidence at their own expense whenever necessary.

(c) The term **sibling** refers to children who are living in the same family unit, at the same address and for whom the applicant has parental responsibility. This will be checked as necessary before an offer is made.

(d) If criterion 4 is used, the relevant pairs of Junior and Infant Schools are Holly Spring Junior School and Holly Spring Infant School and College Town Junior School and College Town Infant School.

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

(f) These arrangements take account of all of the relevant legislation, including the Education Act 2002, School Standards and Framework Act 1998, legislation on sex discrimination, race relations and disability. They also take account of the guidance provided in relevant Codes of Practice.

Admissions arrangements for voluntary controlled primary schools

These criteria apply to the following schools:

Ascot Heath CE Junior Crowthorne CE Primary	Warfield CE Primary Winkfield St Mary's CE Primary
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If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

Children with a Statement of Special Educational Needs that names a specific school must, by law, be admitted to that school. Any request for the allocation of a place to a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 or 37 of The Children Act 1989 will be considered next.

If there are more applicants than places then applications will be placed in the following priority order:

- (1) Children whose home address is in the area served by the school.
- (2) Children who have strong medical or strong social grounds for admission
- (3) Children who have statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.

In circumstances where:

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

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

- (4) Children whose parents choose the school on denominational grounds
- (5) In the case of a junior school (Ascot Heath Junior), children who have attended the infant school (Ascot Heat Infant) with close links with the school.

and then - Children whose parents have any other reason for their choice.

Notes

(a) In some cases a **tie-breaker** will be required. If a school does not have places for all the children in one of the above criteria, priority will be given to children who fulfil more than one of the admission criteria. The greater the number of criteria fulfilled, the higher the priority. The combination of criteria (categories) will follow the same order of priority as the basic list of criteria. (eg. an applicant who fulfils criteria 1 & 2 will take precedence over one who fulfils 2 & 3, an applicant who fulfils criteria 1 & 3, will take precedence over one who fulfils 2, 3 & 4, etc).

After this, if there are still insufficient places, and no distinction can be made between the applicants, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away.

Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. The LEA will not entertain arguments about shared driveways or shared access. This method may leave room for a margin of error. It is intended to do so.

(b) The term **sibling** refers to children who are living in the same family unit, at the same address and for whom the applicant has parental responsibility. This will be checked as necessary before an offer is made.

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

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

Applicants will need to complete section 3 of the CAF in order to confirm that they are applying to the school on denominational grounds. In addition it will then be necessary for the form to be passed onto their local clergy for verification before it is sent to the School Admissions Team.

(d) Those parents seeking to rely on **strong social or strong medical grounds** for admission of their child to a particular school, need to ensure that the appropriate evidence, from a relevant professional, is supplied by the published closing date for admission to support their application under this category. The LEA/school reserves the right to ask parents to supply further evidence of clarification where the LEA considers this necessary. It will be for parents to produce this evidence at their own expense whenever necessary.

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

(f) These arrangements take account of all of the relevant legislation, including the Education Act 2002, School Standards and Framework Act 1998, legislation on sex discrimination, race relations and disability. They also take account of the guidance provided in relevant Codes of Practice.

Admissions arrangements for voluntary aided primary schools

The admissions criteria for Voluntary Aided schools are set by the Governing Body of each school. For each of the following schools an additional form will need to be completed as part of the application process. Please contact the relevant school in order to be sent an additional form. This form must then be returned to the school concerned and not to the School Admissions Team. Your completed CAF should be sent to the School Admissions Team. Your application will not be complete unless both forms are returned.

Schools where the Governors set the admissions criteria are:

Binfield CE Primary	St Joseph's RC Primary
St Michael's CE Primary (Easthampstead)	St Margaret Clitherow RC Primary
St Michael's CE Primary (Sandhurst)	

All applicants for these schools must complete sections 1, 2 and 4 of the CAF. After the closing date your application details will be passed to the Governing Body of the relevant Voluntary Aided School. They will match your application details to your additional form. The Governors will decide who they can offer places to. They will then inform the School Admissions Team of the names of those children to whom they would be able to offer places. The LEA will issue the offer letter on behalf of the Governing Body.

If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

If there are more applicants than places then applications will be placed in the priority order set out in the school's published admissions arrangements.

A **summary** of the admissions arrangements for each of the Voluntary Aided Schools follows. Full details of these arrangements should be obtained from the school. They will be published in the school brochure. The full details are the definitive statement of the admissions arrangements for the school in question.

All Voluntary Aided Schools will admit first, children whose Statement of Special Educational Needs names the school. Children in public care will have the next highest priority.

The radial distance used by all Voluntary Aided Schools will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Binfield C of E Primary School (Aided)

Admissions Arrangements

The school is part of Bracknell Forest's co-ordinated admissions scheme. In order to apply for a place at the school it is necessary to complete a Common Application Form (paper version or online) and the school's additional form.

The school operates an equal preference scheme. Should there be more applications than there are places, then the following over subscription criteria will be used:

- Children who live in the designated area of the school.
- Children who have brother(s) and sister(s) at the school, and who will still be attending the school at the time of the applicant's admission.
- Children whose parents choose the school on denominational grounds*.
- Children whose parents have other reasons for their choice.

Applicants can apply to the school on denominational grounds. To do so they must comply with the *published definitions in relation to church attendance. Further details are obtainable from the school. The final tie breaker will be radial distance from the school.

St Joseph's Catholic Primary School

Admissions Arrangements

The school is part of Bracknell Forest's co-ordinated admissions scheme. In order to apply to the school it is necessary to complete a Common Application Form (paper version or online) and the school's additional form.

The school operates an equal preference scheme. Should there be more applications than there are places, then the following over subscription criteria will be used:

- 'Looked After' children.
- Siblings of pupils at St. Joseph's Catholic Primary School. These pupils must still be on roll at the time of the applicant's proposed date of entry.
- Children who are baptised Catholics living in the parish of St Joseph's in Bracknell, whose parents worship at St. Joseph's or St. Margaret Clitherow.
- Children who are baptised Catholics living in the Parish of St. Joseph's in Bracknell and whose parents worship in parishes other than St. Joseph's or St. Margaret Clitherow
- Children who are baptised Catholics living in the Parish of St. Margaret Clitherow in Bracknell whose parents worship at St. Joseph's or St. Margaret Clitherow
- Other baptised Catholic children of worshipping catholic parent(s).
- Other baptised Catholic children.
- Fellow Christian children.
- Children from other faiths and traditions.
- Other applicants.

Children with a Statement of Special Needs which names the school will be admitted first. The final tie breaker will be 'children living closest to the school' (radial distance). Certain items of evidence will be required to support an application. Further details can be obtained from the school.

St Margaret Clitherow Catholic Primary School

Admissions Arrangements

The school is part of Bracknell Forest's co-ordinated admissions scheme. In order to apply to the school it is necessary to complete a Common Application Form (paper version or online) and the school's additional form. Pupils will be offered a September start date (full or part time), with the option to defer entry within legislative guidelines.

The school operates an equal preference scheme. Should there be more applications than there are places, then the following over subscription criteria will be used:

- Baptised Catholic children in Local Authority Care.
- Children who are baptised Catholics and whose parent/carer attend mass at least once a fortnight, on average, over the last twelve months and is known to the Parish Priest, with siblings in the school at the time of the applicant's admission
- Children who are baptised Catholics and whose parent/carer attend mass at least once a fortnight, on average, over the last twelve months and is known to the Parish Priest.
- Children who will have a sibling at St Margaret Clitherow Catholic School, at the time of the applicant's admission to the school.
- Children who are baptised Catholics whose parent/carer is practising in other Parishes attending mass at least once a fortnight, on average, over the last twelve months.
- Non baptised children of whom at least one parent/carer must be a baptised Catholic.
- Non-Catholic children in Local Authority Care
- Children from other Christian traditions.
- Children from other faith traditions.
- Other applicants

If the school does not have sufficient places for all the children in any of the above criteria, priority will be given to the children as follows:

- i. Children who have either strong medical or strong social grounds for admission to a particular school. (for example, a chronic medical condition affecting the pupil or any serious social problems in the family). These grounds must make it essential that they attend the preferred school rather than any other. These reasons must be fully supported in writing by the professional person on the case. Documentation must be attached to the application form.
- ii. Children living closest to the school. This will be measured as the radial distance.

Documentary evidence will be required to support an application. Further details are available from the school.

St Michael's Easthampstead CE (Aided) Primary School

Admissions Arrangements

The school is part of Bracknell Forest's co-ordinated admissions scheme. In order to apply to the school it is necessary to complete a Common Application Form (paper version or online) and the school's additional form.

The school operates an equal preference scheme. Should there be more applications than there are places, then the following over subscription criteria will be used:

- Children whose parent(s) attended an Anglican church service within the parish of Easthampstead, including the Church at the Pines or the Bracknell Anglican Team Ministry, on at least two occasions on average in each calendar month in the two years prior to the closing date or the date of application.
- Children whose parent(s) whose usual home address is within the Anglican parishes of Easthampstead or Bracknell Anglican Team Ministry and attended another Anglican church on at least two occasions on average in each calendar month, in the two years prior to the closing date or date of application.
- Children whose parent(s) whose usual home address is within the Anglican parishes of Easthampstead or Bracknell Anglican Team Ministry and regularly attended another Christian church that is part of Churches Together, on at least two occasions on average in each calendar month, in the two years prior to the closing date or date of application.
- Children who already have a sibling who permanently resides at the usual home address and who will be on roll at the school at the time of the applicant's admission.
- Other children.

Children with a Statement of Special educational Needs that names the school will be admitted to the school first. Children in public care will have the next highest priority.

Proof of attendance will be required from local clergy. Further details and definitions are available from the school.

If there are too many applicants in any category, then:

firstly, children who have siblings already attending the school will be considered before those who do not; and
secondly, places will be allocated to those who live closest to the school. This will be measured as the radial distance.

St Michaels CE (Aided) Primary School, Sandhurst

Admissions Arrangements

The school is part of Bracknell Forest's co-ordinated admissions scheme. In order to apply for a place at the school it is necessary to complete a Common Application Form (paper version or online) and the school's additional form.

The school operates an equal preference scheme. Should there be more applications than there are places, then the following over subscription criteria will be used:

- A child with a home address in the designated area of the school
- A child with a sibling in attendance at the school at the time at which the applicant will start.
- A child who lives within the parishes of St Michael and All Angels, Sandhurst or St George in Owlsmoor supported by a completed supplementary form verifying that a parent has been a regular worshipper (an average of once per month in the two years prior to application) at any Christian Church; (a Christian church will be defined as any church that is part of the Churches Together in Britain and Ireland)
OR a child who lives outside the parishes of St Michael and All Angels, Sandhurst or St George in Owlsmoor supported by a completed supplementary form verifying that a parent has been a regular worshipper at St Michael and All Angels, Sandhurst or St George in Owlsmoor
- A Child whose parents have other reasons for attending the school.

Applicants can apply to the school on denominational grounds. To do so they must comply with the school's published definitions of in relation to church attendance. Further details are obtainable from the school. The final tie breaker will be radial distance from the school.

ANNEX 4

Term Dates

	2007/2008	2008/2009
Autumn Term	4 September 2007 19 December 2007	4 September 2008 19 December 2008
Autumn Half Term	22 October 2007 26 October 2007	27 October 2008 31 October 2008
Spring Term	3 January 2008 4 April 2008	5 January 2009 3 April 2009
Spring Half Term	18 February 2008 22 February 2008	16 February 2009 20 February 2009
Summer Term	21 April 2008 23 July 2008	20 April 2009 22 July 2009
Summer Half Term	26 May 2008 30 May 2008	25 May 2009 29 May 2009

There will be four training days for teachers when schools will be closed to pupils during each school year. Parents will be given notice of these dates by the Headteacher.

Bracknell Forest Curriculum Statement (2004)

A school curriculum comprises all the learning and other experiences that a school offers its pupils.

The curriculum offered by schools in Bracknell Forest will promote:

- the highest standards of achievement by all pupils, regardless of ability, ethnic origin, gender or social background;
- pupils' spiritual, moral, social and cultural development, preparing them for life as effective citizens, able to respond positively to the opportunities and challenges of a rapidly changing world;
- a commitment to lifelong learning.

In order to achieve these aims, schools should work in collaboration with pupils, parents and the community to provide a curriculum which:

- is sufficiently broad, balanced and flexible to develop pupils' knowledge, skills and understanding through learning programmes and experiences appropriate to their ages and abilities, regardless of their gender, ethnic or social background and taking account of any talents and special educational needs;
- provides children in the Foundation Stage (aged 3 –5) with a wide range of planned activities and experiences which help them to develop and make progress towards meeting the Early Learning Goals;
- in primary, secondary and special schools satisfies the requirements of legislation relating to the National Curriculum and religious education (RE), ensuring that sufficient time is allowed for all aspects of the curriculum and the development of essential skills especially literacy, numeracy and the use of information and communications technology (ICT);
- in sixth forms, offers opportunities for young people to achieve high standards in their chosen areas of study and to develop their social maturity and independent learning skills;
- engages learners and provides for continuity of experiences and progression within, between and beyond the key stages and promotes lifelong learning;
- promotes pupils' self-esteem and challenges them to achieve the highest standards, taking account of ability and aptitude;
- offers opportunities to assess the progress and attainment of each pupil to determine whether learning objectives and any agreed targets have been achieved and what should be the next steps in learning;

- includes a means of recording the progress and attainment of each pupil and reporting these to parents and pupils, and informing parents and the community about the achievements of schools;
- prepares pupils for the responsibilities and opportunities that arise throughout life in a democratic, multicultural and technological society, ensuring pupils have access to work-related learning opportunities, thereby promoting employability;
- extends knowledge, experience, imagination and understanding in ways which develop creative, critical and analytical capabilities combined with an awareness of moral values and a capacity for the enjoyment of learning;
- develops positive attitudes and qualities through spiritual awareness and aesthetic appreciation
- fosters respect for the environment and an understanding of the ways in which human activity can affect the local, regional, national and global environment;
- promotes equality of opportunity, develops understanding of and respect for the rights and views of others and emphasises the value of personal relationships based on mutual respect;
- promotes the importance of healthy living;
- works in partnership with the family, the business community and society at large, leading to an appreciation of the value of co-operative sustainable development and the rights and responsibilities of being a citizen;
- prepares pupils for the next stage of learning, including further or higher education and future study; and
- promotes pupils' understanding of their roles as members of the school, local, national and international communities.

Help shape our future – become a school governor

School Governors are people like you.

Have you got

- an interest in our children's future?
- a desire to make a difference?
- time and energy?
- a readiness to accept responsibility?
- are you happy to ask questions, listen and learn?
- an ability to work in a team?

Then you could have what it takes to join the largest volunteer group in the country, working with others to get the best for our children.

Schools are changing. They need people who will

- visit and get to know the school and the people in it
- attend governors meetings – listen and not be afraid to ask questions
- work in partnership with the head to help raise standards
- influence our future

You don't need any special expertise.

If you are interested in becoming a school governor or finding out more

- talk to someone who is a governor
- contact the headteacher or chairman of governors at your local school
- or contact:

Governor Services
Education, Children's Services & Libraries
Bracknell Forest Borough Council
Seymour House
38 Broadway
Bracknell
Berkshire
RG12 1AU

Telephone: (01344) 354066

E Mail: governors.helpdesk@bracknell-forest.gov.uk

