

This booklet has been prepared to inform parents and carers of the admissions procedure for entry to infant/junior/primary schools for the 2010/11 academic year. It outlines the procedures that will be followed by the 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 the School Admissions Team should you require further information or have any queries regarding the admissions process:

(01344) 354023 or 354144

Fax: 01344 354146

E-mail at: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

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

School Admissions  
Children, Young People and Learning  
Bracknell Forest Council  
Seymour House  
38 Broadway  
Bracknell  
RG12 1AU

You are welcome to visit the School Admissions Team. To do this you should make an appointment by phoning 01344 352000. Office hours are 8.30am to 5.00pm Monday to Friday.

The Bracknell Forest Council website address is:

[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

There are also helpline numbers for particular enquiries listed throughout the booklet.

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 at the above address.

Please note that the information contained in this booklet was current in September 2009. Admission arrangements could be subject to amendment or modification before the start of, or during, the school year 2009/2010, or in relation to subsequent school years.

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# KEY DATES

## For Admission in 2010/11

July 2009 until January 2010

Parents can register with the School Admissions Team in order for an application form to be sent.

September 2009 until January 2010

Parents who have registered will be sent an application form and Guide to Primary Education booklet.

8 January 2010 (Midday)

The latest date for completed online applications to be submitted. After this date the site will be closed and you will have to complete a paper application form.

15 January 2010

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 will affect your application.

23 April 2010

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

21 May 2010

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 Failure to do this will result in the offer of a place being withdrawn.

Late applications\* will be processed

The closing date for submitting admissions appeals.

\* please see page 31 for further information regarding late applications.

# KEY 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 LA; 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 LA for community schools and by the governing body for church aided schools.

## Council

Bracknell Forest Council

## CE

Church of England

## Community School

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

## 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 LA.

## Common Application Form (CAF)

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

## Curriculum

A programme of education and other educational activities.

## Denominational

Relating to a particular religious sect or group.

## Designated area

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

## Designated school

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

## DCSF

Department for Children, Schools & Families. 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. It is their habitual residence. 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. If you already own a property in Bracknell Forest this will be considered as your primary residence and a tenancy agreement for another property will not be considered. The home address is the address used by the School Admissions Team at the closing date to process the application. If you are renting a property the tenancy must be for a minimum of a year.

## Key stage

An age related period of study within the national curriculum.

## LA

Local Authority. Bracknell Forest Council is the LA.

## 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 23 April 2010 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.

## Radial distance

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.

## 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 LA is the Admissions Authority.

# FOREWORD

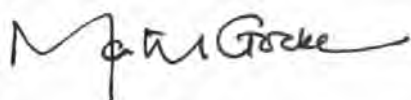
This booklet is designed to help you to find the right school for your child. It has been primarily written for parents and carers who are seeking a school place for the first time. We understand that you will want to be fully informed so that you can decide which school you would prefer your child to 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 very difficult for us to give you all of the information that you will need in this brief publication. We have, therefore, provided details about other sources of information which you may find useful and ways in which you can find out more. Most importantly, we would urge you to visit the school that serves your local area as well as 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 Authority (LA) 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 school staff, volunteers and governors play in this. As a parent or carer, you also will have a vital role to play in your child's education. Strong partnerships between schools and parents and carers have a high priority for all of us – so we urge you to become involved. The strength of such partnerships is recognised as one of the most important factors in a child's success in a school.

Please read this booklet carefully before you complete the common application form. If you need further information, please 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 aware that some changes have been introduced in the past few years. For example, we now have a co-ordinated scheme and a single application form for all schools in Bracknell Forest – we believe that this has made things more straight forward for parents and schools. Full details are contained in this booklet. The School Admissions Team will be pleased to assist you. Their contact details are set out 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.



Interim Director

Children, Young People and Learning

# ADMISSIONS ARRANGEMENTS

## Primary co-ordinated admissions scheme

Bracknell Forest's schools admissions scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the Government's Department for Children, Schools and Families (DCSF)

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

There are sufficient places within Bracknell Forest to accommodate all our residents, together with some from the neighbouring authorities. For a variety of reasons, some of our schools are more popular than others and in the last few years, we have seen oversubscription in many of our schools.

Our admissions arrangements maximise the extent to which parental preference can be met because all preferences will be considered on an equal basis, taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school, the single offer will be for the school the parent ranked highest.

There is now a co-ordinated scheme for admission to primary school 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 is also close liaison with neighbouring LAs and other admissions authorities.

We believe that this makes the process more straightforward for all concerned, particularly parents.

# TYPES OF SCHOOLS IN BRACKNELL FOREST

## Infant Schools

These are for pupils aged four to seven.

Reception, Year 1 & Year 2

There is no automatic transfer from an infant school to a junior school and an application has to be made for the junior school when your child reaches Year 2. Infant and junior schools are separate schools even though they are on the same site.

## Junior Schools

These are for pupils aged seven to eleven.

Year 3, Year 4, Year 5 & Year 6.

## Primary Schools

These are for pupils aged four to eleven.

Reception through to Year 6.

Bracknell Forest Local Authority maintains three Infant Schools, three Junior Schools and 24 Primary Schools for pupils. 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.

## Community Schools

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 on page 70.

## Voluntary Controlled Schools

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 on page 71.

## Voluntary Aided Schools

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 from page 74 onwards.

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 from page 49 onwards.

## When does my child have to start school?

By law children must start full time education when they become statutory (compulsory) school age, this is the term after their fifth birthday.

Child's birthday on or between:	Statutory School Age
1 September 05 and 31 December 05	January 2011
1 January 06 and 31 March 06	April 2011
1 April 06 and 31 August 06	September 2011

Start dates are subject to the 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. **However you are unable to defer entry to a new academic year; a new application would have to be made for a place in Year 1.**

## Rising Fives

Most schools will offer children the opportunity to start school the term of their fifth birthday, and these are described as "rising fives" places.

Bracknell Forest sets a rising five policy which all schools must follow, however governing bodies of schools may decide to offer rising five places earlier than the Bracknell Forest policy. Please refer to page 59 to see details regarding individual schools rising five policies.

When considering which schools you would prefer your child to attend you should check the schools rising five policy.

**You do not have to accept the offer of a start earlier than the statutory start date. You are entitled to defer your child's entry to that date. This will not affect the offer of a school place and will not result in the place being taken away. However you are unable to defer entry to a new academic year; a new application would have to be made for a place in Year 1.**

Bracknell Forest Rising Five Policy:

<b>Children born on or between:</b>	<b>Offered:</b>
1 September 05 – 31 December 05	Full time start January 2011
1 January 06 – 31 March 06	Full time January 2011
1 April 06 – 31 Aug 06	Part time January 2011 and then full time April 2011

Please refer to page 59 for details of each of the individual schools rising five policies.

## SCHOOL YEAR GROUPS

It is likely that your child will have had some early education in a pre-school or nursery. They will enter school aged four or five and will still be in the foundation stage of their education. This covers the period between their third birthday and the start of year 1. In the early years setting your child will have been helped to achieve early learning goals. At the beginning of Year 1 they start the National Curriculum:

<b>Age</b>	<b>Year Group</b>	<b>Stage</b>
4 - 5	Reception	Foundation
5 - 7	Year 1 & 2	Key Stage 1
7 -11	Years 3, 4, 5 & 6	Key Stage 2

## WHEN DO I NEED TO APPLY?

This depends on your child's date of birth, school places are allocated in rounds according to a child's date of birth. Places are not allocated on a first come first served basis.

If your child's date of birth is on or between **1 September 2005 and 31 August 2006** you should refer to the table below. If your child's birthday is not between these dates please contact the School Admissions Team who will be able to advise you about when you need to apply.

Register with School Admissions	Applications sent out	Closing date of applications	Offer letters posted	Parents to accept or decline place
From July 2009	September 2009	15 January 2010	23 April 2010	21 May 2010

If you are applying for your child to transfer from an infant school to a junior school you should refer to pages 19 for further information.

## HOW DO I APPLY?

There are two ways to apply for a school place either using a Common Application Form (CAF) or by applying online. You are able to list up to three schools that you are interested in and give reasons for each of these preferences.

Please note you are only able to apply for schools within Bracknell Forest for a list of these schools please refer to page 49 for details of these.

You are unable to apply directly to a school.

**Even if your child attends a school nursery you must complete a CAF to apply for a school place, going to a school nursery is not an automatic transfer to the school.**

Page 21 gives more details about how to complete the CAF or apply online.

Please note that you are only able to use one method of application however if you submit an online application and a paper CAF, the online application will be discarded.

# THE APPLICATION PROCESS

## Primary Co-ordinated Admission Scheme

In line with government requirements, Bracknell Forest operates a co-ordinated admissions scheme for primary admissions. This scheme requires formal co-operation and sharing of information between each Local Authority and all the Admissions Authorities within that LA (ie Voluntary Aided and Foundation schools). Each of these Admissions Authorities will have already agreed the co-ordinated scheme between them. There will also be close liaison between neighbouring LAs and Admissions Authorities. As the co-ordinated scheme has to cover all schools, a Common Application Form (CAF) has been introduced to enable parents/carers to list the names of up to three schools that 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 as necessary.

This scheme does not affect the duty of the governors of Foundation (which includes most grammar schools) and Voluntary Aided schools to set and apply their own admission arrangements. The scheme is an administrative arrangement to make school admissions easier, more transparent and less stressful for parents. The governors of Foundation and Voluntary Aided schools will still apply their own criteria to applications that name their school.

## Designated Areas

Wherever you live in Bracknell Forest there is a 'designated' primary school for your home address. Each school (with the exception of St Michael's Easthampstead, St Margaret Clitherow and St Joseph's) where different arrangements apply) has a 'designated area', sometimes known as a 'catchment area'. Please note that a 'designated' school will not necessarily be your nearest school so please check. Details about the designated area of any Bracknell Forest school or a map showing a schools designated area can be viewed at Seymour House, Bracknell Library or the school concerned. It is also possible to do a search on the Council's website using your address and postcode.

**[www.bracknell-forest.gov.uk/LocalView](http://www.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. You will not automatically be given a place at your designated area school if you do not name it as a preference and this may result in your child being offered a place at a school some distance from your home address.

**If you do not name a school as a preference you will not be considered for it if it is an oversubscribed school**

## Home address

Home address - The address at which your child lives may be important when we decide who we can offer places to at particular schools. The address on the form should be that of the parent or carer where the child is habitually resident. We are unable to use the address of an individual's child care arrangements.

If you already own a property within the borough and then rent it out and then rent another property within or nearer to the designated area of your preferred school, unless your owned house has been rented out for 12 months prior to the closing date for the return of the application form your owned property will be the address used for determining your designated area. If you are renting a property the tenancy agreement must be for a minimum of a year. The address must be a permanent address, temporary addresses are not acceptable.

The LA can ask at anytime for further proof as they feel necessary.

Maps showing designated areas are available to see at the main library in Bracknell and at the Children, Young People and Learning Department's offices in Seymour House. For copyright reasons we are not able to photocopy them or send them out.

## THINGS TO DO BEFORE MAKING YOUR APPLICATION

- Make appointments to visit the schools you are interested in, their contact information is available in this booklet.
- Discuss what the school has to offer with the headteacher
- Obtain copies of school prospectus'
- Read the school Ofsted report
- Check your designated area school by contacting School Admissions or checking the website. Maps are available to view at Seymour House, Bracknell Library or the school concerned.

Parents and carers generally prefer their child to attend a school close to their home. 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 school or a map showing a schools designated area can be viewed at Seymour House, Bracknell Library or the school concerned. It is also possible to do a search on the Council's website using your address and postcode.

### **[www.bracknell-forest.gov.uk/LocalView](http://www.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.

**If you do not name a school as a preference you will not be considered for it if it is oversubscribed.**

## School Brochures

Every school produces a school prospectus. This prospectus will contain certain basic information about the school and the way in which it seeks to provide for its pupils. Prospectuses are available on request from individual schools without charge. They may also be available on the school's website.

Schools produce their own prospectus. The Local Authority is not responsible for the contents of these although always aims to check and parents should always refer back to this guide book or contact School Admissions regarding anything to do with the admissions process. All schools will wish to make them as attractive and distinctive as possible, but there is more to what goes on in a school than just the information contained in the prospectus.

The school brochure should contain, amongst other things, the following information:

- The name of the Headteacher and Chairman of Governors
- Details of what the school teaches (including the National Curriculum) and how teaching is organised
- Details of religious education and collective worship
- The help which is given to children with special educational needs

In addition it may contain information in relation to:

- The number of pupils at the school
- The standards of behaviour and discipline which the school expects from its pupils
- Details of the school uniform and/or the school's policy on any particular standards of appearance

- How the school keeps parents in touch with their child's progress
- Any clubs, societies or after school activities which are available for the pupils

## Performance Tables

Schools provide information about their own examination results in their individual prospectuses. In addition, the Secretary of State for Education will publish a comparative table of pupils' examination results in November in national and local newspapers. Copies are not available from the Children, Young People and Learning Department or from individual schools, but can be obtained from the Department for Children, Schools and Families (DCSF). They are also available on the Internet ([www.dcsf.gov.uk](http://www.dcsf.gov.uk)).

When comparing results between schools, a number of factors need to be considered. Pupils come from a variety of different starting points - they differ in terms of ability, background and levels of support at home. Results need to be seen over a longer period than one year to enable a clear pattern to emerge. It is also unlikely that overall patterns will be consistent across all subjects.

A school's examination results should not be seen in isolation from its other strengths.

**Helpline 0870 000 2288**

## School Inspection Reports

Ofsted (Office for Standards in Education) is headed by Her Majesty's Chief Inspector of Schools and regularly inspects English maintained (state funded) schools. Certain other categories of schools are also inspected. Copies of the reports that are produced are sent to schools at the end of the inspection. A summary of the report must be sent to the parents of its pupils by the school, which must also make a full copy available on request. Copies of published reports are also available on the Internet at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). The Ofsted website also provides more information about the process of inspection.

**[www.ofsted.gov.uk](http://www.ofsted.gov.uk)**

# THINGS TO CONSIDER BEFORE MAKING YOUR APPLICATION

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 on page 70 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 page 49. 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.

## Important things to note

- Going to a school nursery is not part of the admissions criteria for going to the school. You must make a separate application for a school place, there is no automatic transfer between a school nursery and school.
- Accepting a place at an out of designated area school for an older sibling does not guarantee a place at the same school for a younger sibling. Children living in the designated area will be admitted ahead of them. This includes children who have older siblings with a Statement of Special Educational Needs.
- Please check with the School Admissions Team about the number of applications the school had last year compared to places available and the final criteria used to allocate places. This will give you some idea of the likelihood of your preference being met.
- Consider naming three preferences, if you only name one preference and the School Admissions Team are unable to allocate you a place there, they will then have to divert you to a school which has places once the allocation has been completed. This will not necessarily be your designated area school and could be some distance from your home.

Although 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.

# JUNIOR APPLICATIONS

If your child attends an infant school then you have to make a new application for the junior school, there is not an automatic transfer.

Infant & junior schools are separate schools even though they may be on the same site.

**The information in this booklet regarding how you can apply, the allocation process, waiting lists and appeals is the same for those of you making an application for junior school and should be read before submitting a junior application.**

If your child attends a Bracknell Forest infant school when they reach Year 2 an application form will be sent to you so you can apply for a place at the junior school.

If your child attends a primary school or an independent school and you want to make an application for a junior school you should contact the School Admissions Team to register your child's details.

When do I need to apply?

Applications sent out	Closing date of applications	Offer letters posted	Parents to accept or decline place
September 2009	15 January 2010	23 April 2010	21 May 2010

Bracknell Forest has three junior schools:

**Ascot Heath CE Junior School (Voluntary Controlled)**  
**College Town Junior School**  
**Holly Spring Junior School**

**If you require one of your preferences to be considered under the designated area criteria then you will be required to submit your current council tax notice 2009/10 to prove your child's residency. Failure to do this by the closing date will mean that your application will not be considered under this criteria.**

**Once the offer of a place has been made the School Admissions Team will require you to submit your child's birth certificate to verify your child's date of birth. You are able to provide this information when you submit your application, this will not then be required again.**

## What happens if I am not allocated a place at my preferred junior school?

If you are not allocated a place at your preferred junior school your child's name will be placed on a waiting list.

The School Admissions Team will not automatically divert your child to the next nearest junior school with available places and you should contact them if you would like to be considered for a place at another junior school.

If you want to make an application for a primary school, an in year application would have to be made and you should contact the School Admissions Team for further advice on this.

## Things to Consider before making your junior application

- When making a junior application you can only name junior schools within Bracknell Forest on the form. You are unable to apply for a place at a primary school.
- Going to an infant school **does not** mean an automatic transfer to the junior school.
- Check the admissions criteria for the school.

# COMPLETING THE COMMON APPLICATION FORM (CAF)

## PAPER VERSION

The Common Application Form (CAF) is only available from the School Admissions Team in the Children, Young People and Learning whose contact details appear on page 1.

Forms and booklets are available from mid September 2009. Completed paper applications must be returned to the School Admissions Team by the closing date, which is **15 January 2010**.

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.

**If you require one of your preferences to be considered under the designated area criteria then you will be required to submit your current council tax notice 2009/10 to prove your child's residency. Failure to do this by the closing date will mean that your application will not be considered under this criteria.**

**Once the offer of a place has been made the School Admissions Team will require you to submit your child's birth certificate to verify your child's date of birth. You are able to provide this information when you submit your application, this will not then be required again.**

## Section 1

You need to complete all parts of this section.

The information in this section needs to be verified by the School Admissions Team before your application can be processed.

**Date of birth** – We need to know your child's date of birth to ensure they are offered a place starting at the right time. In order to verify date of birth, you will be required to supply the child's birth certificate (this is the only proof of date of birth that will be accepted), this will be requested once an offer of a place has been made. However if you wish to supply this with your application form it will not be requested again.

**Home address** - 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. We are unable to use the address of an individual's child care arrangements.

If you already own a property within the borough and then rent it out and then rent another property within or nearer to the designated area of your preferred school, unless your owned house has been rented out for 12 months prior to the closing date for the return of the application form your owned property will be the address used for determining your designated area. If you are renting a property the tenancy agreement must be for a minimum of a year. The address must be a permanent address, temporary addresses are not acceptable

**Split residency** - 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. Any details regarding split residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. The School Admissions Team may take legal advice on these matters as they relate to a specific case and their decision is final. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters unless this is requested.

If you require one of your preferences to be considered under the designated area criteria you must supply proof of residency when submitting the CAF, this should be in the form of either:

- your current council tax notice 09/10
- a letter from a solicitor confirming exchange of contracts (we are unable to accept an address until you have exchanged contracts)
- or your rental agreement/ tenancy agreement this must be for a minimum of a year.

If you do not submit this proof your application will not be considered as a designated area application.

If you move house after you have submitted your CAF and before the closing date, it is your responsibility to inform the School Admissions Team of your new address. Failure to do this could affect the allocation of your child's place. You will also be required to supply documentary evidence of the new address (e.g solicitor's letter confirming exchange of contracts)

School Admissions may request additional proof regarding your address at any time. This is to try and prevent fraudulent addresses being used however random checks are also done on applications to verify home addresses.

**Fraud** – Regrettably it has been necessary for the School Admissions Team to withdraw offers of school 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 you should contact the School Admissions Team for further advice.

**Applications from abroad** - If you are moving into Bracknell Forest 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 visa along with proof of your address. If you are living abroad and returning to a property 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.

**Telephone Numbers** – Please ensure that should **any** of your telephone numbers change after you have submitted the form you must contact School Admissions with the new number.

## Section 2

You need to complete all parts of this section

This section is where you put your preferred schools, reasons for that preference, name any siblings already attending any of your preferences, indicate if you are applying on denominational grounds, or social or medical grounds.

You are able to name up to three preferences and should put them in your preferred order. This is important as the offer of a place comes from the School Admissions Team based on the order of your preferences. So the LA makes the decision based on the order of your preferences on the form.

**Reason for your preference** - You are able to put a reason for each of your

preferences, you may want to refer to the admissions criteria on page 70, the School Admissions team can only consider reasons that relate to this criteria. However if you feel you have extenuating circumstances for your child to attend that particular school this should be indicated on your application form for the School Admissions Team to consider. For advice on this please contact the School Admissions Team.

**Siblings** – The School Admissions Team need to know if there are any older siblings who are already attending any of the schools that you have named as a preference. In order for an application to fulfil sibling criteria, the sibling will need to be statutory school age and still be attending the school at the time of the younger child's admission. Sibling refers to children living in the same family unit, at the same address and for whom the applicant has parental responsibility.

**Social or Medical Grounds** – If your child or a member of your family who lives at the same address has a serious medical or psychological need that would cause significant hardship if the child could not attend the preferred school you must indicate this on your application form on this section.

Please be mindful that all schools have the resources to work with special educational needs and common childhood complaints such as asthma.

If you indicate on your application form that you want your application to be considered on either social or medical grounds you will be sent a form which you must complete and return to the School Admissions Team along with supporting evidence from a relevant professional for example a letter from a registered health professional such as a Doctor, Consultant, Specialist, Psychiatrist, Psychologist, Therapist, Qualified Counsellor or Social Worker/ Care Manager. It is the parents responsibility to ensure this supporting evidence is supplied along with the application form and is in by the closing date for returning your school admission form.

This evidence must set out the particular reasons why the school in question is the only school that the child can attend and the difficulties that would be caused if the child had to attend another school. It will not be possible to consider your application under this criteria if you do not supply supporting evidence. The LA reserves the right to ask parents to supply further evidence or clarification where the LA considers necessary. It is important that applicants seeking to rely on these grounds provide the fullest supporting evidence they can by the closing date of 30th January 2010. It will be for the parents to produce this evidence at their own expense whenever necessary. Where further evidence is required it will need to be supplied by the closing date of 30th January 2010 so that the decision can be made alongside all other applications for places at the particular school. Therefore it is important that a parent supplies the fullest information with the application so the need for to request further evidence is only requested where absolutely necessary.

Applications on social or medical grounds will be considered first by three

members of the School Admissions Team (at the School Admissions Teams absolute discretion) if it is felt that further advice is required then the application will be passed to the relevant professional within the Local Authority – for example an Educational Psychologists, Education Welfare Officer, Special Needs Officer although this list is not exhaustive and if it is felt necessary further advice would be sought from an outside agency. The professional will be asked to indicate if they feel that the school is the only school that the child can attend and will indicate this on the application form.

If it is felt that the circumstances are not exceptional, the application will be considered against the remaining admissions criteria.

The decision will then be recorded and you will be sent a letter informing you if your application is being considered under this criteria.

How the decision will be made:

The focus of the decision making process that the School Admissions Team will go through to apply these grounds is to look at how all the evidence advanced by the applicant indicates that the particular school and only the particular school can meet the needs of the particular child under consideration. Applicants should be aware that this is quite a hard test to meet. That is why it is important that applicants submit the very best evidence that they can in support of their applications by the due date.

Note: being required to drop off or collect children at two different schools at the same start or end time will not usually on its own be considered to be a ground warranting consideration under the social, psychological or medical grounds.

Going to a Nursery School or Early Years provider will not usually on its own be considered to be a ground warranting consideration under the social, psychological or medical grounds.

If you are unsure if your application fulfils this criteria please contact School Admissions for further advice.

Please note that if you submit your application and you do not complete the section to say that you require your application to be considered under the Social or Medical criteria it can not be reconsidered at a later date under this criteria.

**Denominational Grounds** - You should indicate if you are applying to the school on denominational grounds for further information regarding this please refer to Section 3. However if you are applying to any of the following schools on denominational grounds, St Joseph's RC Primary School, St Margaret Clitherow RC Primary School, St Michaels CE Primary School (Easthampstead), Binfield CE Primary School or St Michaels Sandhurst CE Primary School then you may need to obtain an additional form directly from the school, you should contact the school directly for further information. These schools have additional forms as they are aided school and each have their own admissions criteria please refer to page 74 for further information.

## Section 3

This section only needs to be completed if you are applying to one of the following schools named as a preference and you are applying on denominational grounds:

**Ascot Heath CE Junior School**  
**Warfield CE Primary School**

**Crowthorne CE Primary School**  
**Winkfield St Mary's CE Primary School**

**Please note that anyone can apply for a place at one of these schools** however if you can not get this section completed your application will not fulfil the denominational criteria.

In order to fulfil the denominational criteria 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.

Regular is defined as:

You 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 you meet this criteria you should pass your form to your vicar, minister or priest for verification.

Please note that if you submit your application and you do not fulfil the denominational criteria your application can not be reconsidered at a later date under this criteria.

It is your responsibility to get this part of the application form signed if you want your application to be considered under this criteria.

## Section 4

You must complete this section.

Please read the declaration and then sign and date the form.

Your application is not complete if it is not signed and can not be processed.

Returning your completed CAF

Please check that you have completed all the relevant sections of the application form before returning it. Your application with supporting documentation (if applicable) must be returned to the School Admissions Team by **15 January 2010**. If your application is received after this date it will be considered as a late application and will not be processed until after 21 May 2010.

# HOW AND WHERE DO I RETURN MY CAF?

The form must be returned to the School Admissions Team in Seymour House by the closing date of **15 January 2010**.

You are able to bring it in person to Reception at Easthampstead House who can copy and return your supporting documents straight back to you.

## **Or**

You can post it (the address is in the front of this booklet) however please note that your supporting documents will be returned using standard post we will not send them back recorded delivery.

All applications received will be sent a receipt from the School Admissions Team, this is proof that your application has been received.

Please make sure that you keep this receipt. If you do not receive a receipt for your application you should contact the School Admissions Team before the closing date. It is your responsibility to contact School Admissions if you do not receive a receipt for your application.

# APPLYING FOR A SCHOOL PLACE ONLINE

From 12 September 2009 you are able to apply for a school place online. To do this you will require:

- A UID number (Unique Identifier number ) for your child.

This number will be printed on the letter contained in the application pack you receive, you should not apply until you have this number.

- You must have an e-mail account

If you decide to make your application online:

- Firstly go to [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk) and read the page - apply online for a school place.
- You should then proceed to “online application for school admissions”
- Before you are able to make your application you **MUST** register on the site
- You will then need your child’s UID number to make your application
- Please make sure that you submit your application

- Once you have submitted the application you will receive a confirmation e-mail, you must keep this as proof that your application has been submitted.
- The online site closes midday on 8 January 2010

If you have named any of the following schools as a preference on your online application:

**Ascot Heath CE Junior School**  
**Warfield CE Primary School**

**Crowthorne CE Primary School**  
**Winkfield St Mary's CE Primary School**

and are applying to the school on denominational grounds you must complete a certificate of church attendance form. This form is downloadable from our website page – online application for school admissions. Please print this form off and pass to your vicar, minister or priest for verification.

Please note that anyone can apply for a place at one of these schools however if you can not get this form completed your application will not fulfil the denominational criteria.

In order to fulfil the denominational criteria 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.

Regular is defined as:

You 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 you meet this criteria you should pass the form to your vicar, minister or priest for verification.

Please note that if you submit your application and you do not fulfil the denominational criteria your application can not be reconsidered at a later date under this criteria.

It is your responsibility to get this form signed and returned to the School Admissions Team if you want your application to be considered under this criteria.

**Technical Difficulties:**

If you have any technical difficulties with the online site please e-mail:

**[web.team@bracknell-forest.gov.uk](mailto:web.team@bracknell-forest.gov.uk)**

## Returning your supporting documents for your online application

Even if you have applied online and you require one of your preferences to be considered under the designated area criteria you must supply proof of residency when submitting the CAF, this should be in the form of either:

- your current council tax notice 09/10
- a letter from a solicitor confirming exchange of contracts (we are unable to accept an address until you have exchanged contracts)
- or your rental agreement/ tenancy agreement this must be for a minimum of a year.

In order to verify date of birth, you will be required to supply the child's birth certificate (this is the only proof of date of birth that will be accepted), this will be requested once an offer of a place has been made. However if you wish to supply this with your application form it will not be requested again.

You should use the form enclosed with your application pack to return your supporting documents. Your documents must be returned by **15 January 2010**. Failure to do this by this closing date will mean that your application will not be processed under the designated area criteria.

# WHAT IF I WANT TO CHANGE MY APPLICATION?

## Before closing date

### Paper CAF

If you change your mind after you have submitted your application and before the closing date you must inform the School Admissions Team in writing. Your change of preference request will then be taken into account.

### Online application

You are able to change your online application right up to noon on 8 January 2010 you must ensure that you re-submit your application in order for the changes to be recorded. A new confirmation e-mail will then be sent to you confirming that changes to your application have been made, you must keep this e-mail as confirmation.

## After closing date

If you wish to change your preferences after the closing date you should put this in writing. It will not be considered until after places have been allocated and then only if the school still has vacancies.

Changes of preferences to schools that are over subscribed, have a waiting list, will not be accepted unless there has been a major change of circumstances.

A major change of circumstances includes a house move into a new designated area or a new medical reason. The School Admissions Team decision on this is final. Your previous application will then be cancelled and a new application processed, this 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. For further advice please contact the School Admissions Team.

# LATE APPLICATIONS

## Non-returned CAF

Where it can be reasonably assumed that an application could have been made by the closing date of **15 January 2010** the application will be considered by the School Admissions Team after 21 May 2010.

## Moving into Bracknell Forest

Where it can reasonably be assumed that your application could not be made by the closing date of the **15 January 2010** (for example that you have just moved into Bracknell Forest) but is submitted before **26 March 2010** the application will be considered on time. However evidence to support the reason for the late application will be required by the School Admissions Team. The LA's decision is final. However if the application is received on or after **26 March 2010** it will be processed after 23 April 2010.

## Moving within Bracknell Forest

If you move house within Bracknell Forest after the closing date of **15 January 2010** and before **26 March 2010** you must contact the School Admissions Team to discuss any changes of preferences you may wish to make.

# THE ALLOCATION OF SCHOOL PLACES

## Equal Preference Scheme

Applications for all Bracknell Forest primary/infant schools will be considered under an equal preference scheme. 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 your application will be taken into account. Your child will be offered a place at the school with spaces ranked highest on your application.

You will only receive one offer of a school place, therefore the order of your preferences is the key.

## How are places allocated?

Each of your preferences will have the relevant admissions criteria applied to them by the relevant admissions authority. Please refer to page 56 for further details.

The School Admissions Team will then know which school(s) could offer your child a place. As you are only able to receive one offer of a school place, you will be offered to the highest preference possible.

If you are offered a 2nd or 3rd preference then your child's name will be added to the waiting list(s) for any higher preferred schools. Please refer to the section entitled waiting lists on page 34 for more details.

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 page 66.

If there are more applicants for the school than places then the admissions criteria will be applied to all those applicants and they will then be put into priority order. Please refer to page 70 onwards for details of the schools admissions criteria.

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

## What if I am not offered any of my preferences?

If we are unable to offer you any of your preferences you will be informed why and you will be diverted to the next nearest school to the home address with available places. This will not necessarily be your designated area school. Your child's name will then be placed on waiting lists for your three preferred schools, please refer to the section entitled waiting lists on page 34 for more details.

Please note that if you do not name your designated area school as one of your preferences and we are unable to offer you a place at any of your preferred schools you will not automatically be offered a place there as the school may be full with people who did name it as one of their preferences.

## When and how will I be notified what school my child has been offered?

A letter will be posted to your home address by the School Admissions Team on **23 April 2010** notifying you which school your child has been allocated (even if you have applied online)

The School Admissions Team are unable to discuss your child's allocation until you have received your offer letter as there will be a lot of information enclosed with this letter and may answer any questions you have. Therefore please take the time to read through all the information before calling the School Admissions Team.

If you have not been offered one or more of your preferred schools you will be given the right to appeal please refer to page 36 for more details.

## What do I do next?

You must accept or refuse this offer, there will be a slip enclosed with your letter which must be returned to the School Admissions Team. This must be done by 21 May 2010 failure to do so will result in the offer of a school place for your child being withdrawn. **In order that we are able to verify your child's date of birth, we will require you to return your child's birth certificate with your acceptance slip (if you have not already submitted it).**

## What if I refuse the offer?

If you refuse the offer you must inform the School Admissions Team where your child will be receiving education. It is the responsibility of your LA to ensure that all children of statutory school age are receiving appropriate education. However please note that by accepting a school place it will not affect your child's position on any waiting lists or any appeals that you may make it does just ensure that your child has a school place. Therefore please think carefully before refusing an offer of a place, as if you refuse it the School Admissions Team may be unable to give you that place back if you are unsuccessful with any appeals or you do not get offered a place from the waiting list.

## Multiple Birth Applications

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 a place, you will need to decide which child takes up the offer. Voluntary aided schools may have their own criteria regarding applications for twins or other multiple births, you should contact them direct for further advice.

# WAITING LISTS

Waiting lists are held for all schools by the School Admissions Team. They are 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.

## How can I get my child's name on a waiting list?

Your child's name will automatically be added to a waiting list of a school that is higher in your preference order than the one that has been offered.

However if you are happy with the offer you have received and do not want your child's name on any waiting list(s) for any higher preferred schools you must indicate this on your acceptance form.

## How can I find out where my child's name is on the waiting list?

You are able to phone the School Admissions Team who can inform you of your child's position on any waiting list(s)

Please 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 one day may not be the next. This can happen for example if a child with a higher priority on the published admissions criteria applies to the school e.g moves into the area.

It is also 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.

## Offers from waiting lists

As a vacancy arises a place will be offered to the child named at the top of the waiting list.

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.

## How long will my child's name be held on a waiting list?

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 then re-open at the start of the Autumn term and will include any applications that have been received and refused over the summer holidays. All waiting lists will then re-open at the start of the autumn term. No offers from waiting lists will be made over the summer holidays, offers will be made once they re-open.

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.

# 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 LA 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 23 April 2010. In that letter we will tell you how to appeal and who you should appeal to.

## Appeals for community and voluntary controlled schools

You should contact Customer Services 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 (SSFA 1998) and the School Admissions Appeals Code.

Appeals received by the published closing date will be heard during the last week of June and the first two weeks of July.

An appeal can only be heard after an application has been made on the correct form(s) and if you have not been offered a place at your preferred school(s). This must have been received in writing from the School Admissions Team.

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 352000**

## 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 page 41.

## Infant class size appeals

The School Standards and Framework Act 1998 (SSFA 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 LA 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 child would have been offered a place if the admission arrangements had been properly implemented;
- b) The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998;and/or
- c) That the decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

This means that where an Admissions Authority cites infant class size prejudice for refusing your child admission you should focus on the grounds set out above in both your written appeal and at the Appeal Hearing.

Please note that 'reasonableness' is defined in law.

# FAIR ACCESS PROTOCOL – BRACKNELL FOREST PRIMARY SCHOOLS

The protocol, approved by the School Admissions Forum, sets out the arrangements for the admission of pupils who are unable to find a place in a Bracknell Forest primary school.

The purpose of the Protocol is to ensure that education is provided with the minimum of delay for those pupils who may normally be described as vulnerable pupils and to ensure that no school in the Borough is required to take more than a disproportionate number of challenging children. The number of such pupils covered by these arrangements in Bracknell Forest in any one year is very small. Most cases will arise as a result of permanent exclusion which continues to be a rare occurrence in Bracknell Forest primary schools.

The Protocol is to be used only in exceptional circumstances ie where a pupil cannot be admitted by using the Council's normal admissions arrangements administered by the School Admissions Team. Relevant cases will be notified to the Children & Families Manager who will work with other officers as appropriate to find a suitable school placement with the minimum of delay.

Instances where the Protocol is used will be carefully documented and implementation of the Protocol will be reported to the School Admissions Forum on an annual basis.

# 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 on page 83.

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 LA 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 Children, Young People and Learning.

## 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 on page 84, sets out the principles agreed by schools in the Borough.

**Helpline: 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 Special Educational Needs Team.

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.

About one or two children in every hundred will have more severe or complex needs and the Education Act 1996 has provided a statutory framework for assessing their needs. 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 Special Educational Needs Team.

**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 Children, Young People and Learning 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 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 (IS);
- Income Based Jobseekers Allowance (IBJSA);
- an income-related employment and support allowance (this benefit was introduced on 27 October 2008);
- support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by Her Majesty's Revenue and Customs) that as of **6 April 2009** does not exceed **£16,040**.
- the Guarantee element of State Pension Credit.

Children who receive IS or IBJSA in their own right are also entitled to receive free school meals.

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

**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.

# EDUCATION TRANSPORT

## 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
- You are a low income family

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.

- All pupils who are of statutory school age, 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 address will be entitled to free transport provision.
- All pupils who are of statutory school age, 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.

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 LA 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.

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, these can also be downloaded from the Borough’s web site.

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. However, pupils with a Statement of Special Educational Needs entering a mainstream school that is not their

designated or nearest suitable school will not normally be entitled to free transport. Special Educational Needs children entering their designated area school will only be entitled to Education Transport if they fulfil the criteria on page 43 (beginning of Education Transport section). Pupils with a Statement of Special Educational Needs have no automatic entitlement to free transport to and from school.

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 required.

Please note that, in all cases, the 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 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 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 Council's decision on this will be final. Larger and/or extra vehicles will not be contracted specifically for farepayers.

**Education Transport Helpline 01344 355229**

**[education.transport@bracknell-forest.gov.uk](mailto:education.transport@bracknell-forest.gov.uk)**

**[www.bracknell-forest.gov.uk/learning/learn-schools/learn-school-transport](http://www.bracknell-forest.gov.uk/learning/learn-schools/learn-school-transport)**

# 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 2009 and 31 August 2010 will transfer to secondary school in September 2010.

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 Children, Young People and Learning.

Details about secondary schools are sent out each year to parents of children at the start of Year 6 in Bracknell Forest primary schools.

# CONTACTING THE BRACKNELL FOREST SCHOOL ADMISSION TEAM

During busy periods it may be difficult to get through to the Admissions Team by telephone. If you experience difficulties please use our email **school.admissions@bracknell-forest.gov.uk**

We are extremely busy immediately after the offer letters for primary school places are sent out on 23rd April 2010. There is a lot of information enclosed with these offer letters, so please take time to read this before phoning as it may answer your question. We cannot enter into discussions about your child's allocation until you receive your letter. We cannot tell you over the phone where your child has been allocated a place.

We are available during all the school holidays to take phone calls or meet you personally in Reception at Seymour House. To do this you need to make an appointment by phoning 01344 352000.

We will acknowledge all email enquiries to **school.admissions@bracknell-forest.gov.uk** within two working days and all written enquiries within five working days after we have received it. If your enquiry will take the School Admissions Team longer than their normal course of business it will be sent through Freedom of Information. Under Freedom of Information we have 20 days from receipt to respond to the enquiry. You will be informed if your enquiry is being dealt with in this way.

We are open between 8.30 – 17.00 Monday – Friday.

We are not open at weekends or bank holidays. The School Admissions Team aim to cover the office between these times.

If you have a Freedom of Information request you can use the following link:

**<http://www.bracknell-forest.gov.uk/yc-freedom-of-information-request-form.htm>**

Please note that the School Admissions Team can only speak to the parent or carer of the child as named on the Common Application Form. A number of security questions will also be asked this is to ensure that your child's data is protected.

# SCHOOL NURSERY CLASSES

The following pages contain information about schools in Bracknell Forest which have a school nursery class.

## Important Note

**If your child attends a school nursery you must still apply for them to attend school.**

Attending a school nursery is not an admissions criteria for attending the school. You must make a separate application for a school place; there is no automatic transfer between a school nursery and school.

School Nurseries do not have the same admissions criteria as applying for school, therefore you should check if the school is your designated area school.

School Name	Number of part time places
Birch Hill	52
College Town Infant & Nursery	52
Crown Wood	52
Fox Hill	26
Great Hollands	52
Harmans Water	78
Holly Spring Infant & Nursery	52
Meadow Vale	52
New Scotland Hill	52
Owlsmoor	52
Pines (The)	52
Sandy Lane	52
Wildmoor Heath (Broadmoor)	28
Wildridings	52
Wooden Hill	52

# LIST OF PRIMARY SCHOOLS IN BRACKNELL FOREST

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

## Ascot Heath Infant School

Community Infant School

Head Teacher: Mrs Catherine Bates  
Address: Rhododendron Walk, Ascot SL5 8PN  
Telephone: 01344 882631  
Fax: 01344 890932  
E Mail: [secretary@office.ascot-inf.bracknell-forest.sch.uk](mailto:secretary@office.ascot-inf.bracknell-forest.sch.uk)  
Age Range: 4 - 7  
Admission Number: 70  
School Hours: 8.55am – 3.15pm

## Ascot Heath CE Junior School

Voluntary Controlled Junior School

Head Teacher: Ms Sarah Theaker  
Address: Rhododendron Walk, Ascot SL5 8PN  
Telephone: 01344 883353  
Fax: 01344 882521  
Email: [secretary@office.ascot-jun.bracknell-forest.sch.uk](mailto:secretary@office.ascot-jun.bracknell-forest.sch.uk)  
Age Range: 7 – 11  
Admission Number: 60  
School Hours: 8.50am – 3.20pm

## Binfield CE Primary School

Voluntary Aided Primary School

Head Teacher: Mrs D Gare  
Address: Benetfeld Road, Binfield RG42 4EW  
Telephone: 01344 860106  
Fax: 01344 304802  
Email: [secretary@office.binfield.bracknell-forest.sch.uk](mailto:secretary@office.binfield.bracknell-forest.sch.uk)  
Age Range: 4 - 11  
Admission Number: 60  
School Hours: 8.50am – 3.20pm

## Birch Hill Primary School

Community Primary School

Head Teacher: Mr A Harding  
Address: Leppington, Bracknell RG12 7WW  
Telephone: 01344 455815  
Fax: 01344 306573  
Email: [secretary@office.birchhill.bracknell-forest.sch.uk](mailto:secretary@office.birchhill.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 60  
School Hours: Rec – Yr 2: 8.50am – 3.15pm  
Yr 3 – Yr 6: 8.50am – 3.20pm

## College Town Infant School

Community Infant School

Head Teacher: Mrs T Sammons  
Address: Branksome Hill Road, Sandhurst GU47 0QF  
Telephone: 01276 31933  
Fax: 01276 600665  
Email: [secretary@office.colltown-inf.bracknell-forest.sch.uk](mailto:secretary@office.colltown-inf.bracknell-forest.sch.uk)  
Age Range: 4 – 7  
Admission Number: 90  
School Hours: 8.55am – 3.15pm

## College Town Junior School

Community Junior School

Head Teacher: Mrs J Ward  
Address: Branksome Hill Road, Sandhurst GU47 0QE  
Telephone: 01276 35292  
Fax: 01276 37455  
Email: [secretary@office.colltown-jun.bracknell-forest.sch.uk](mailto:secretary@office.colltown-jun.bracknell-forest.sch.uk)  
Age Range: 7 – 11  
Admission Number: 90  
School Hours: 8.50am – 3.20pm

## Cranbourne Primary School

Community Primary School

Head Teacher: Mr C Sambrook  
Address: Lovell Road, Winkfield SL4 2EU  
Telephone: 01344 882350  
Fax: 01344 890590  
Email: [secretary@office.cranbourne.bracknell-forest.sch.uk](mailto:secretary@office.cranbourne.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.55am – 3.15pm

## Crown Wood Primary School

Community Primary School

Head Teacher: Miss S Bartlett  
Address: Opladen Way, Bracknell RG12 0PE  
Telephone: 01344 485448  
Fax: 01344 360399  
Email: [head@office.crownwood.bracknell-forest.sch.uk](mailto:head@office.crownwood.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 60  
School Hours: 8.50am – 3.15pm

## Crowthorne CE Primary School

Voluntary Controlled Primary School

Head teacher: Mrs B Gellatly  
Address: Dukes Ride, Crowthorne RG45 6ND  
Telephone: 01344 772089  
Fax: 01344 750106  
Email: [secretary@office.crowthorne.bracknell-forest.sch.uk](mailto:secretary@office.crowthorne.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.15pm

## Fox Hill Primary School

Community Primary School

Head Teacher: Miss T Moyes  
Address: Pondmoor Road, Bracknell RG12 7JZ  
Telephone: 01344 421809  
Fax: 01344 305452  
Email: [secretary@office.foxhill.bracknell-forest.sch.uk](mailto:secretary@office.foxhill.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.55am – 3.00pm

## Great Hollands Primary School

Community Primary School

Head Teacher: Mr Purdy  
Address: Wordsworth, Bracknell RG12 8YT  
Telephone: 01344 424911  
Fax: 01344 306575  
Email: [bursar@office.gthollands.bracknell-forest.sch.uk](mailto:bursar@office.gthollands.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 60  
School Hours: 8.50am – 3.15pm

## Harmans Water Primary School

Community Primary School

Head Teacher: Mr M Harris  
Address: Wellington Drive, Bracknell RG12 9NE  
Telephone: 01344 422196  
Fax: 01344 302848  
Email: [head@office.harmanwater.bracknell-forest.sch.uk](mailto:head@office.harmanwater.bracknell-forest.sch.uk)  
Age Rang: 4 – 11  
Admission Number: 90  
School Hours: Key Stage 1: 8.55am – 2.55pm  
Key Stage 2: 8.55am – 3.00pm

## Holly Spring Infant School

Community Infant School

Head Teacher: Mrs J Paradine  
Address: Lily Hill Road, Bracknell RG12 2SW  
Telephone: 01344 483920  
Fax: 01344 305454  
Email: head@office.hollyspring-inf.bracknell-forest.sch.uk  
Age Range: 4 – 7  
Admission Number: 60  
School Hours: 8.50am – 3.20pm

## Holly Spring Junior School

Community Junior School

Head Teacher: Mrs P Donkin  
Address: Lily Hill Road, Bracknell RG12 2SW  
Telephone: 01344 422367  
Fax: 01344 306577  
Email: head@office.hollyspring-jun.bracknell-forest.sch.uk  
Age Range: 7 – 11  
Admission Number: 60  
School Hours: 8.50am – 3.20pm

## Meadow Vale Primary School

Community Primary School

Head Teacher: Mr N Duncan  
Address: Moordale Avenue, Bracknell RG42 1SY  
Telephone: 01344 421046  
Fax: 01344 867032  
Email: secretary@office.meadowvale.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 60  
School Hours: 8.50am – 3.15pm

## New Scotland Hill Primary School

Community Primary School

Head Teacher: Mrs P Kerton  
Address: Grampion Road, Little Sandhurst GU47 8NQ  
Telephone: 01344 772184  
Fax: 01344 750561  
Email: [secretary@office.newscotland.bracknell-forest.sch.uk](mailto:secretary@office.newscotland.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.55am – 3.15pm

## Owlsmoor Primary School

Community Primary School

Head Teacher: Mr R Blackmore  
Address: Cambridge Road, Owlsmoor GU47 0TA  
Telephone: 01344 776642  
Fax: 01344 761479  
Email: [secretary@office.owlsmoor.bracknell-forest.sch.uk](mailto:secretary@office.owlsmoor.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 70  
School Hours: 8.45am – 3.10pm

## Pines (The) Primary School

Community Primary School

Head Teacher: Mrs K Nugent  
Address: Hanworth Road, Bracknell RG12 7WX  
Telephone: 01344 426413  
Fax: 01344 306685  
Email: [school@office.pines.bracknell-forest.sch.uk](mailto:school@office.pines.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.25pm

## Sandy Lane Primary School

Community Primary School

Head Teacher: Mrs L Norris  
Address: Sandy Lane, Bracknell RG12 2JG  
Telephone: 01344 423896  
Fax: 01344 861273  
Email: administrator@office.sandylane.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 90  
School Hours: 8.50am – 3.15pm

## St Joseph's RC Primary School

Voluntary Aided Primary School

Head Teacher: Mrs J Dunlop  
Address: Gipsy lane, Bracknell RG12 9AP  
Telephone: 01344 425246  
Fax: 01344 305463  
Email: head@office.stjosephs.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.15pm

## St Margaret Clitherow RC Primary School

Voluntary Aided Primary School

Head Teacher: Mrs F Valentine  
Address: Pembroke, Bracknell RG12 7RD  
Telephone: 01344 424030  
Fax: 01344 304041  
Email: head@office.stmargaretc.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.15pm

## St Michael's (Sandhurst) CE Primary School

Voluntary Aided Primary School

Head Teacher: Mrs A Butler-Willis  
Address: Lower Church Road, Sandhurst GU47 8HN  
Telephone: 01252 873360  
Fax: 01252 878916  
Email: [secretary@office.stmich-sand.bracknell-forest.sch.uk](mailto:secretary@office.stmich-sand.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.15pm

## St Michael's (Easthampstead) CE Primary School

Voluntary Aided Primary School

Head Teacher: Mr S Litson  
Address: Crowthorne Road, Bracknell RG12 7EH  
Telephone: 01344 420878  
Fax: 01344 300097  
Email: [secretary@office.stmich-east.bracknell-forest.sch.uk](mailto:secretary@office.stmich-east.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 35  
School Hours: 8.50am – 3.25pm

## Uplands Primary School

Community Primary School

Head Teacher: Miss A Warwick  
Address: Albion Road, Sandhurst GU47 9BP  
Telephone: 01252 873069  
Fax: 01252 871651  
Email: [secretary@office.uplands.bracknell-forest.sch.uk](mailto:secretary@office.uplands.bracknell-forest.sch.uk)  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.15pm

## Warfield CE Primary School

Voluntary Controlled Primary School

Head Teacher: Mrs A Binding & Mrs A Kennedy (Acting)  
Address: All Saints Rise, Warfield RG42 3SS  
Telephone: 01344 862074  
Fax: 01344 861310  
Email: secretary@office.warfield.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: Rec – Yr 2: 8.50am – 3.15pm  
Yr 3 – Yr 6: 8.50am – 3.20pm

## Whitegrove Primary School

Community Primary School

Head Teacher: Mrs C Tsakmakis  
Address: Westmorland Drive, Warfield RG42 3QS  
Telephone: 01344 861020  
Fax: 01344 861030  
Email: head@office.whitegrove.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 60  
School Hours: 9.00am – 3.30pm

## Wildmoor Heath School (Formerly Broadmoor)

Community Primary School

Head Teacher: Miss L Johns  
Address: Lower Broadmoor Road, Crowthorne RG45 7HD  
Telephone: 01344 772034  
Fax: 01344 750498  
Email: secretary@office.wildmoorheath.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.50am – 3.15pm

## Wildridings Primary School

Community Primary School

Head Teacher: Miss J Evans  
Address: Netherton, Bracknell RG12 7DX  
Telephone: 01344 425483  
Fax: 01344 360988  
Email: head@office.wildridings.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 60  
School Hours: 9.00am – 3.00pm

## Winkfield St Mary's CE Primary School

Voluntary Controlled Primary School

Head Teacher: Miss G Harbut  
Address: Winkfield Row, Bracknell RG42 6NH  
Telephone: 01344 882422  
Fax: 01344 893641  
Email: secretary@office.stmarys.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 30  
School Hours: 8.55am – 3.15pm

## Wooden Hill Primary School

Community Primary School

Head Teacher: Mrs J Quinn  
Address: Staplehurst, Bracknell RG12 8DB  
Telephone: 01344 421117  
Fax: 01344 305952  
Email: secretary@office.woodenhill.bracknell-forest.sch.uk  
Age Range: 4 – 11  
Admission Number: 50  
School Hours: 8.50am – 3.15pm

# RISING FIVE POLICY

The following table shows which schools will be offering places, to which pupils, in which term where this is different from the Borough's admission policy:

Parents have the right to accept the statutory start (start of the term following their fifth birthday), the Borough policy start or an alternative start as listed below. This does not affect the offer of a school place and will not result in the place being taken away.

Borough Policy:

Pupils born 1st Sept 2005 – 31st Dec 2005	Offered full time start January
Pupils born 1st Jan 2006 – 31st Mar 2006	Offered full time start January
Pupils born 1st Apr 2006 – 31st Aug 2006	Offered part time start January and full time April

School	Autumn term 2010 (September)	Spring term 2011 (January)	Summer term 2011 (April)
Ascot Heath Infants	Pupils born 1 Sept – 31 Dec offered full time place. Pupils born 1 Jan – 31 Aug offered part time place.	Pupils born 1 Jan – 31 Aug offered full time place.	
Binfield	All pupils offered full time place.		
Birch Hill	Pupils born 1 Sept – 31 Mar offered full time place. Pupils born 1 Apr – 31 Aug offered part time place.	Pupils born 1 Apr – 31 Aug offered a full time place.	
College Town Infants	Pupils born 1 Sept – 31 Dec offered full time place.	Pupils born 1 Jan – 31 Aug offered full time place.	
Cranbourne	All pupils offered full time place.		
Crown Wood	All pupils offered full time place.		
Crowthorne	Pupils born 1 Sept – 31 Dec offered full time place. Pupils born 1 Jan – 31 Mar offered part time place.	Pupils born 1 Jan – 31 Mar offered full time place. Pupils born 1 Apr – 31 Aug offered part time place.	Pupils born 1 Apr – 31 Aug offered full time place.

<b>School</b>	<b>Autumn term 2010 (September)</b>	<b>Spring term 2011 (January)</b>	<b>Summer term 2011 (April)</b>
Fox Hill	Pupils born 1 Sept – 31 Dec offered full time place. Pupils born 1 Jan – 31 Aug offered part time place.	Pupils born 1 Jan – 31 Aug offered full time place.	
Great Hollands	Pupils born 1 Sept – 31 Dec offered a full time place.	Pupils born 1 Jan – 31 Aug offered a full time place.	
Harmans Water	All pupils offered full time place.		
Holly Spring Infants	All pupils offered full time place.		
Meadow Vale	All pupils offered full time place.		
New Scotland Hill	Pupils born 1 Sept – 31 Dec offered full time place.	Pupils born 1 Jan – 31 Aug offered a full time place.	
Owlsmoor	Pupils born 1 Sept – 31 Dec offered full time place.	Pupils born 1 Jan – 31 Mar offered full time place. Pupils born 1 Apr – 31 Aug offered part time place.	Pupils born 1 Apr – 31 Aug offered full time place.
Pines	All pupils offered full time place.		
Sandy Lane	Pupils born 1 Sept – 31 Mar offered full time place.	Pupils born 1 Apr – 31 Aug offered full time place.	
St Josephs	All pupils offered full time place.		
St Margaret Clitherow	All pupils offered full time place.		
St Michaels Easthampstead	All pupils offered part time place.	All pupils offered full time place.	
St Michaels Sandhurst	Pupils born 1 Sept – 31 Dec offered full time place. Pupils born 1 Jan – 31 Aug offered part time place.	Pupils born 1 Jan – 31 Aug offered full time place.	

<b>School</b>	<b>Autumn term 2010 (September)</b>	<b>Spring term 2011 (January)</b>	<b>Summer term 2011 (April)</b>
Uplands	All pupils offered part time place. Those pupils born 1 Sept – 31 Dec offered full time place after October half term.	Pupils born 1 Jan – 31 Aug offered full time place.	
Warfield	Pupils born 1 Sept - 31 Mar offered full time place. Pupils born 1 Apr - 31 Aug offered part time place.	Pupils born 1 Apr - 31 Aug offered full time place.	
Whitegrove	Pupils born 1 Sept – 31 Dec offered full time place. Pupils born 1 Jan – 31 Mar offered part time place.	Pupils born 1 Jan – 31 Mar offered full time place. Pupils born 1 Apr – 31 Aug offered part time place.	Pupils born 1 Apr – 31 Aug offered full time place.
Wildmoor Heath (Broadmoor)	Pupils born 1 Sept – 31 Mar offered full time place.	Pupils born 1 Apr – 31 Aug offered full time place.	
Wildridings		All pupils offered full time place.	
Winkfield		Pupils born 1 Sept – 31 Mar offered full time place. Pupils born 1 Apr – 31 Aug offered part time place.	Pupils born 1 Apr – 31 Aug offered full time place.
Wooden Hill	All pupils offered full time place.		

# ALLOCATION OF PRIMARY SCHOOL PLACES FOR ENTRY 2009/2010

The following tables show how many applications were allocated places for primary, infant & junior schools within Bracknell Forest for 2009/2010 entry against the criteria that they fulfilled.

The places were allocated using an equal preference scheme. This is where the criteria is applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference. Where there are an equal number of applications in one category then a radial distance from home to school has been used to separate applications.

## Oversubscribed Schools

From these tables you should be aware that there were a number of our schools that were oversubscribed. This means that there were more applicants than places so the admissions criteria was used.

The tables will therefore give you an indication of those schools that were oversubscribed and what criteria applicants fulfilled who were offered places.

If you have any queries regarding any schools that were oversubscribed you should contact the School Admissions Team who will be able to give you more information

## Combination of Criteria (categories) for Primary School places 2009/2010

	No. of places	Total no. of pref received	SEN	P/C	D/A MED DEN	D/A MED SIB	D/A MED DEN	D/A MED DEN	D/A SIB DEN	D/A SIB	D/A DEN	D/A	MED SIB DEN	MED SIB	MED D DEN	SIB DEN	MED	SIB	DE N	No Cat	Total No. Alloc.
<b>Community Schools</b>																					
Ascot Heath Infant	70	126	0	0		0	1	15	55	0	0	0	0	0	0	0	0	0	0	0	70
Birch Hill Primary	60	139	1	0		0	0	9	23	0	0	0	0	0	0	0	0	11	16	16	60
Broadmoor Primary	28	53	0	0		0	0	8	12	0	0	0	0	0	0	0	0	4	4	4	28
College Town Infant	90	134	0	0		0	1	14	46	0	0	0	0	0	0	0	0	3	10	10	74
Cranbourne Primary	30	123	0	0		0	0	3	6	0	0	0	0	0	0	0	0	12	9	9	30
Crown Wood Primary	60	115	0	0		0	0	16	25	0	0	0	0	0	0	0	0	5	11	11	57
Fox Hill Primary	30	74	1	0		0	0	5	10	0	0	0	0	0	0	0	0	3	4	4	20
Great Hollands Primary	60	68	0	0		0	0	11	18	0	0	0	0	0	0	0	0	0	2	2	31
Harmans Water Primary	90	199	0	0		0	0	18	58	1	0	0	1	0	0	0	0	13	0	0	90
Holly Spring Infant	60	127	0	0		0	0	10	35	0	0	0	0	0	0	0	0	3	12	12	60
Meadow Vale Primary	60	160	1	0		0	0	18	41	0	0	0	0	0	0	0	0	0	0	0	60
New Scotland Hill Primary	30	110	0	0		0	0	5	3	0	0	0	0	0	0	0	0	7	5	5	30
Owlsmoor Primary	70	114	0	0		0	0	25	25	0	0	0	0	0	0	0	0	6	13	13	69
Pines Primary	30	94	0	0		0	0	3	8	0	0	0	0	0	0	0	0	10	9	9	30
Sandy Lane Primary	90	150	0	1		0	0	12	42	0	0	0	0	0	0	0	0	9	16	16	80
Uplands Primary	30	151	0	0		0	0	19	11	0	0	0	0	0	0	0	0	0	0	0	30
Whitegrove Primary	60	232	0	0		0	0	26	34	0	0	0	0	0	0	0	0	0	0	0	60
Wildridings Primary	45	71	0	0		0	0	9	14	0	0	0	0	0	0	0	0	7	14	14	44
Wooden Hill Primary	49	101	0	0		0	0	13	12	0	0	0	0	0	0	0	0	13	11	11	49
<b>Voluntary Controlled Schools</b>																					
Crowthorne CE Primary	30	70	0	0		0	0	1	3	0	0	0	0	0	0	0	0	3	4	3	30
Warfield CE Primary	30	171	0	0		0	0	5	15	0	0	0	0	0	0	0	0	0	0	0	30
Winkfield St Mary's CE Primary	30	173	0	0		0	0	5	16	0	0	0	0	0	0	0	0	0	0	0	30



**Legend: SEN = Special Education Needs, P/C = Public Care, D/A = Designated Area, MED = Strong Social Medical, SIB = Sibling, DEN = Denominational**  
 The places have been allocated using an equal preference scheme. This is where the criteria is applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference. Where there are an equal number of applications in one category then a radial distance from home to school has been used to separate applications. For further information please see the Guide to Primary Education in Bracknell Forest 2009/10 that was issued to you with your child's application form.

**Junior Schools within Bracknell Forest Council where the Local Authority is the Admissions Authority**

	School Names	
	College Town	Holly Spring
Number of Available Places	97	60
After the closing date the following allocation was made:		
Combination of Criteria (categories)		
SEN (Special Educational Needs)		0
LAC (Children in Public Care)	0	0
D/A, MED, SIB, F/L	0	0
D/A, MED, SIB	0	0
D/A, MED, F/L	0	0
D/A, MED	0	0
D/A SIB, F/L	4	9
D/A, SIB	0	0
D/A, F/L	40	23
D/A	0	1
MED, SIB, F/L	0	0
MED, SIB	0	0
MED, F/L	0	0
MED	0	0
SIB, F/L	3	5
SIB	0	0
F/L	14	9
NO CATEGORY	0	0
<b>Total number allocated:</b>	<b>61</b>	<b>47</b>

**Legend: SEN = Special Education Needs, P/C = Public Care, D/A = Designated Area, MED = Strong Social Medical, SIB = Sibling, DEN = Denominational**

**Junior Schools within Bracknell Forest Council where the Local Authority is the Admissions Authority**

	School Name
	Ascot Heath C of E
<b>Total number of preferences received by closing date (30 January 2009)</b>	74
Number of Available Places	60
After the closing date the following allocation was made:	
Combination of Criteria (categories)	
SEN (Special Educational Needs)	0
LAC (Children in Public Care)	0
D/A, MED, SIB, DEN & F/L	0
D/A, MED,SIB,DEN	0
D/A, MED,SIB, F/L	0
D/A, MED, SIB	0
D/A, MED, DEN, F/L	0
D/A, MED, F/L	0
D/A, MED	0
D/A, SIB, DEN, F/L	4
D/A, SIB, DEN	0
D/A, SIB, F/L	13
D/A, SIB	0
D/A, DEN, F/L	1
D/A, DEN	0
D/A, F/L	34
D/A	1
MED, SIB, DEN, F/L	0
MED, SIB, DEN	0
MED, SIB, F/L	0
MED, SIB	0
MED, DEN, F/L	0
MED, F/L	0
MED	0
SIB, DEN, F/L	0
SIB, DEN	0
SIB, F/L	2
SIB	0
DEN, F/L	0
DEN	0
F/L	0
NO CATEGORY	3
<b>Total number allocated:</b>	<b>58</b>

**Legend: SEN = Special Education Needs, P/C = Public Care, D/A = Designated Area, MED = Strong Social Medical, SIB = Sibling, DEN = Denominational,F/L = Feeder link**

# BRACKNELL FOREST SCHOOLS – ALLOCATION OF PLACES FOR PRIMARY 2009/10

The following information is based on the initial allocation at 24 April 2009 of applications received by the deadline of 30 January 2009. This information provides you with a statement on how places were allocated.

## Community Schools

School	Admission Number	Information regarding the allocation
<b>Ascot Heath Infant School</b>	<b>70</b>	The school was fully allocated with applicants to as far as those, who only fulfilled designated area. The last pupil allocated lives 0.744 miles from the school according to the radial distance policy listed below. There were insufficient places for the 6 remaining designated area applicants and all combination of categories ranked below this. These applicants have been placed on a waiting list.
<b>Birch Hill Primary School</b>	<b>60</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 0.751 miles. Remaining 'all other applicants' were placed on a waiting list.
<b>Broadmoor Primary School</b>	<b>28</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 1.020 miles. Remaining 'all other applicants' were placed on a waiting list.
<b>College Town Infant School</b>	<b>90</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>Cranbourne Primary School</b>	<b>30</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 1.722 miles. Remaining 'all other applicants' were placed on a waiting list

<b>School</b>	<b>Admission Number</b>	<b>Information regarding the allocation</b>
<b>Crown Wood Primary School</b>	<b>60</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>Fox Hill Primary School</b>	<b>30</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>Great Hollands Primary School</b>	<b>60</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>Harmans Water Primary School</b>	<b>90</b>	The school was fully allocated. Places were offered down to those applicants who only fulfilled the sibling criteria, to a distance of 1.818 miles from the school according to the radial distance policy listed below. Remaining siblings and 'all other applicants' were placed on a waiting list.
<b>Holly Spring Infant School</b>	<b>60</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 2.441 miles. Remaining 'all other applicants' were placed on a waiting list.
<b>Meadow Vale Primary School</b>	<b>60</b>	The school was fully allocated with applicants to as far as those, who only fulfilled designated area. The last pupil allocated lives 0.532 miles from the school according to the radial distance policy listed below. There were insufficient places for the 4 remaining designated area applicants and all combination of categories ranked below this. These applicants have been placed on a waiting list.
<b>New Scotland Hill Primary School</b>	<b>30</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 1.043 miles. Remaining 'all other applicants' were placed on a waiting list.
<b>Owlsmoor Primary School</b>	<b>70</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.

School	Admission Number	Information regarding the allocation
<b>Sandy Lane Primary School</b>	<b>90</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>The Pines Primary School</b>	<b>30</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 0.726 miles. Remaining 'all other applicants' were placed on a waiting list.
<b>Uplands Primary School</b>	<b>30</b>	The school was fully allocated with applicants to as far as those, who only fulfilled designated area. The last pupil allocated lives 0.278miles from the school according to the radial distance policy listed below. There were insufficient places for the 13 remaining designated area applicants and all combination of categories ranked below this. These applicants have been placed on a waiting list.
<b>Whitegrove Primary School</b>	<b>60</b>	The school was fully allocated with applicants to as far as those, who only fulfilled designated area. The last pupil allocated lives 0.334 miles from the school according to the radial distance policy listed below. There were insufficient places for the 12 remaining designated area applicants and all combination of categories ranked below this. These applicants have been placed on a waiting list.
<b>Wildridings Primary School</b>	<b>45</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>Wooden Hill Primary School</b>	<b>49</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 0.477 miles. Remaining 'all other applicants' were placed on a waiting list.

## Voluntary Controlled Schools

School	Admission Number	Information regarding the allocation
<b>Warfield Primary School</b>	<b>30</b>	The school was fully allocated with applicants to as far as those, who only fulfilled designated area. The last pupil allocated lives 0.296 miles from the school according to the radial distance policy listed below. There were insufficient places for the 7 remaining designated area applicants and all combination of categories ranked below this. These applicants have been placed on a waiting list.
<b>Winkfield Primary School</b>	<b>30</b>	The school was fully allocated with applicants to as far as those, who only fulfilled designated area. The last pupil allocated lives 0.322 miles from the school according to the radial distance policy listed below. There were insufficient places for the 7 remaining designated area applicants and all combination of categories ranked below this. These applicants have been placed on a waiting list.
<b>Crowthorne Primary School</b>	<b>30</b>	The school was fully allocated with all applicants who fulfilled all the criteria as listed below. 'All other applicants' were allocated down to a distance of 0.217 miles. Remaining 'all other applicants' were placed on a waiting list.

# ADMISSIONS ARRANGEMENTS

## Admissions criteria for community schools

The following criteria apply to these Bracknell Forest community schools:

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

Children with a Statement of Special Educational Needs that names a specific school must, by law, be admitted to that school.

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

- (A) Looked After Children (Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with The Children Act 1989).
- (B) Children who live in the designated area of the school.
- (C) Children who have either strong medical or strong social grounds for admission (for example, a chronic medical condition affecting the pupil or any serious social problems in the family). These reasons must be fully supported in writing by the professional person involved in the case. Documentation must be attached to the application form. The LA's decision in these matters is final. This evidence must set out the particular reasons why the school in question is the **only** school that the child can attend and the difficulties that would be caused if the child had to attend another school.
- (D) Children who have statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.

In 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.

- (E) 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

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 designated area will take precedence over one who fulfils sibling and denominational; an applicant who fulfils designated area and sibling, will take precedence over one who fulfils strong social/strong medical, sibling and denominational 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.

If criteria (E) is used then the relevant pairs of Junior and Infant Schools are Holly Spring Junior School and Holly Spring Infant School and College Town Junior School and College Town Infant School.

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

## Admissions criteria for voluntary controlled schools

These criteria apply to the following schools:

**Ascot Heath CE Junior Warfield CE Primary**

**Crowthorne CE Primary Winkfield St Mary's CE 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.

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

- (A) Looked After Children (Any request for the allocation of a place for a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with The Children Act 1989).
- (B) Children who live in the designated area of the school.

- (C) Children who have either strong medical or strong social grounds for admission (for example, a chronic medical condition affecting the pupil or any serious social problems in the family). These reasons must be fully supported in writing by the professional person involved in the case. Documentation must be attached to the application form. The LA's decision in these matters is final. This evidence must set out the particular reasons why the school in question is the **only** school that the child can attend and the difficulties that would be caused if the child had to attend another school.
- (D) Children who have statutory (compulsory) school age siblings, brother(s) or sister(s), at the school, and who will still be attending the school at the time of the child's admission.
- In 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.
- (E) Children whose parents choose the school on denominational grounds.
- (F) 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.

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 designated area will take precedence over one who fulfils sibling and denominational; an applicant who fulfils designated area and sibling, will take precedence over one who fulfils strong social/strong medical, sibling and denominational 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.

- Denominational Grounds

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

If Criteria (F) is used then the relevant pairs of Junior and Infant Schools are Ascot Heath Infant and Ascot Heath CE Junior School.

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

# BINFIELD CE PRIMARY SCHOOL

The Governing Body of Binfield C of E Primary School (Aided) is a party to the 'In Year Fair Access Protocols' of Bracknell Forest Council.

The Governing Body of Binfield C of E Primary School (Aided) will consider first those applications which are received by the published admission deadline. All applications will be considered equally, irrespective of ability or stated preference.

## Over subscription criteria

Children with a statement of Special Educational Needs naming the school will always be admitted.

If the number of applications exceeds the number of places (PAN = 60) the following criteria will then apply, in order of priority:

- (1) Children in the care of the Bracknell Forest Local Authority or provided with accommodation in that authority in accordance with Section 22 of the Children Act for whom the Local Authority has requested a place will be admitted first.
- (2) Children who live in the designated area detailed on the map provided by Bracknell Forest LA and held by the Authority, Binfield School Office, Bracknell Public Library. (This area is the same as the designated 'appropriate' area of the school in previous years).
- (3) Children who have a sibling or siblings at the school, and whom will still be attending the school at the time of the applicant's admission. This will be checked as necessary before an offer is made. (See definition below of sibling)
- (4) Children whose parents choose the school on denominational grounds (\*see below). At least one parent/carer, living at the same address as the child, must attend or have significant involvement with an Anglican church or an Anglican shared church on a frequent basis. Confirmation from local clergy will be required.
- (5) All other children whose parents/carers have chosen this school.

If the school does not have places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria in the same priority order as above.

This means that those that, for example, satisfy criteria 2, 3 and 4, will be considered before those that satisfy criteria 2 and 3, who will be considered before those that satisfy criteria 2 and 4, who will be considered before those who satisfy criterion 2 only. Another example is that those who satisfy criteria 3 and 4 will be considered before those who satisfy criterion 3 only, who will be considered before those who satisfy criterion 4 only.

After this, if there are still insufficient places and no distinction can be made

between the applicants, a final decision will be made on the radial distance between the home and the school. Those whose radial distance from the school is the least will be considered first. This radial distance will be determined by the Bracknell Forest Council Local Authority using the co-ordinates for the property as defined by the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

If the demand for places exceeds the PAN the school will admit up to the Planned Admission Number and no places will be reserved for pupils moving into the designated area.

The Governing Body will make its decision about the allocation of places based on the above order of criteria, and will submit (a) a ranked list of all applications to the LA by 1st April 2010 and (b) an explanation of how places have been allocated so that this may be sent out to unsuccessful applicants.

The LA and the Governing Body will construct a waiting list (from the above information) and agree on who should be contacted if a place becomes available.

In the case of siblings whose birth dates fall in the same year group the eldest child will be ranked highest in order of priority for entry then the next eldest and so on. In the case of a multiple birth where there is a lack of information of the times of births or the birth times are the same the first forenames will be ordered alphabetically and prioritised according to the nearness to the beginning of the alphabet.

"A parent/carer" is any person who has parental responsibility for or is legal guardian of the child considered to be a person who has legal responsibility for the child. Where the admission arrangements refer to 'parent's attendance at church' it is sufficient for just one parent to attend.

"Family members" include only parents, as defined above, and siblings.

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

"Home address" is the address at which the child and parent/carer resides for the majority of each week.

#### **\* What is meant by "denominational grounds"?**

It will be necessary for at least one of the parents/carers of the pupil, living at the same address as the pupil, to attend, or have a significant involvement with an Anglican church or churches, or an Anglican shared church on a frequent basis.

"Frequent" is defined as at least twice a month in normal circumstances for at least the last two years prior to the date on which the member of the clergy signs the form or the date of application if it is an 'in year' application.

"Significant involvement" is defined as follows, but must always be at the same level as 'frequent':

- (a) Actual church attendance – where a parent or carer, living at the same address as the child, takes part in a service of worship.
- (b) Where the parent/carer, living at the same address as the child, takes a tutorial role in Sunday School, or another church activity, involving religious instruction of children and young people where this takes place at the same time as the church's regular service of worship.
- (c) A parent/carer, living at the same address as the child, who is house bound and who either receives communion/sacraments or a service in their own home twice a month in normal circumstances for at least the last two years, or as regularly as the administering Anglican clergy supporting the application is able to provide it.
- (d) A parent/carer, living at the same address as the child, who has work commitments that preclude them from two attendances each month on the usual day of worship, can make up the aggregate figure by combining church attendance with house group attendance, as long as they have attended an Anglican church on one occasion a month in normal circumstances for at least the last two years. A house group is defined as people meeting together to study the bible or pray or both, at times other than the weekly services of worship. A house group covers people who meet either in the home of one of the church members, the rectory, church hall or other places where the attendance is open to all who worship at the Anglican church under whose auspices the house group is set up.

An Anglican shared church is defined to be a church of some other denomination that shares the same building for services as the Anglican church and, on occasions (at least twice a year), holds joint services with the Anglican congregation.

Normal circumstances will not apply when the parent has been on holiday or when the parent has suffered a period of ill-health

## Late Applications

Applications for places after the closing date and for other year groups in the school will be made on a form provided by the Bracknell Forest LA. If the applicant for other year groups wishes the application to be considered on denominational grounds then the school's supplementary form should be filled in. This form may be obtained from the school or from the Local Authority.

Applications received after the specified closing date will be dealt with in line with the admissions process. Governors will consider each case individually. If the year group is fully subscribed the applicant, who cannot be offered a place, will be placed on the waiting list in the position which their application warrants. (The criteria above will be used and the radial distance as measured by the LA will be used to distinguish between otherwise equal applications)

The school follows the Bracknell Forest Primary Co-ordinated Admissions Timetable.

# ST JOSEPH'S RC PRIMARY SCHOOL

St Joseph's is part of the Bracknell Forest co-ordinated admissions scheme. This means that an application to the school must be made on the **Bracknell Forest Common Application Form (CAF)** [available from and returned to Bracknell Forest Local Authority. In addition to the CAF, parents/carers are asked to complete a separate **Supplementary Information Form (SIF) specifically for St Joseph's Catholic Primary School**. The additional information on this form assists governors in placing applications in the correct oversubscription category. If no SIF is submitted governors can only rank the application according to the information on the CAF.

Should there be more applications than places available, all applications to St Joseph's Catholic Primary School will be considered on an equal preference basis against the category order set out below. The ranking of preferences given on the CAF will only be taken into account when more than one school can offer a place.

1. Catholic Looked After children
2. Children who are baptised Catholics with a sibling at St. Joseph's Catholic Primary school.
3. Children who are baptised Catholics who live in the Parish of Bracknell.
4. Children who are baptised Catholics, who live in other Parishes.
5. Non-Catholic Looked After children
6. Non-Catholic children with a sibling at St. Joseph's Catholic Primary School
7. Non-baptised children of whom at least one parent must be a baptised Catholic
8. Children who are members of other Christian Churches.
9. Children from other faith traditions.
10. Other applicants.

## Children with a Statement of Special Educational Need

Children with a statement of special educational need in which the school is named will be admitted to the school and will count towards the published admissions number.

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

1. Those providing evidence of Worship.
2. Those living closest to the school.

# ST MARGARET CLITHEROW RC PRIMARY SCHOOL

St. Margaret Clitherow School is part of the Bracknell Forest co-ordinated admissions scheme. This means that an application to the school must be made on the **Bracknell Forest Common Application Form (CAF)** and the **supplementary information form specifically for St. Margaret Clitherow**. An application for a place at St. Margaret Clitherow will not be valid unless the CAF has been completed and returned by the published closing date.

Should there be more application than places available, all applications to St. Margaret Clitherow will be considered on an equal preference basis against the category order set out below. The ranking of preferences given on the CAF will only be taken into account by the LA when more than one school can offer a place.

**Children with Statements of Educational Needs** that name this school in the statement will be admitted to the school.

1. Baptised Catholic Looked After children
2. Children who are baptised Catholics with a sibling at St. Margaret Clitherow Catholic Primary school
3. Children who are baptised Catholics who live in the Parish of Bracknell
4. Children who are baptised Catholics, who live in other Parishes
5. Non-Catholic Looked After children
6. Non-Catholic children who have a sibling at St. Margaret Clitherow Catholic Primary school
7. Non-baptised children of whom at least one parent must be a baptised Catholic
8. Children who are members of other Christian churches
9. Children who are from other faith traditions
10. Other applicants

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

1. Those providing evidence of worship
2. Children living closest to the school.

# ST MICHAELS CE PRIMARY SCHOOL, EASTHAMPSTEAD

In the event of there being a greater demand for admission than there are places available, then in accordance with the DCSF Admissions Code 2007 children with a Statement of Special Educational Need (issued by the Local Authority) naming St Michael's Easthampstead Church of England Primary School will always be admitted.

Once places have been offered to these children, the Governing Body's oversubscription criteria, set out below, will be applied.

Please note, attendance at "School House Nursery" does not give any automatic right of admission or preference to St. Michael's school. Attendance at St. Michael's school does not give any automatic right of admission to Ranelagh CE Aided Secondary School.

**Category 1:** Looked after children, in accordance with the DCSF School Admissions Code 2007.

**Category 2:** Children whose parent(s) (see note 1) attended an Anglican church service within the parish of Easthampstead including the Church at the Pines or the Bracknell Anglican Team Ministry (as listed in Appendix III) on at least two occasions on average in each calendar month in the two years prior to the closing date for admissions or the date of application if it is an in-year application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary. The vicar, priest or minister of the applicant's church will be required to complete the section of the Supplementary Form asking about the parent(s) attendance at church.

**Category 3:** Children whose parent(s) (see note 1) usual home address (see note 2) is within the Anglican parishes of Easthampstead or Bracknell Team Ministry (as shown on the map in the school office) 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 for admissions or the date of application if it is an in year application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary. The vicar, priest or minister of the applicant's church will be required to complete the section of the Supplementary Form asking about the parent(s) attendance at church.

**Category 4:** Children whose parent(s) (see note 1) usual home address (see note 2) is within the Anglican parishes of Easthampstead or the Bracknell Anglican Team Ministry ( as shown on the map in the school office) and regularly attended another Christian church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland on at least two occasions on average in each calendar month in the two years prior to the closing date for

admissions or the date of application if it is an in year application. If attendance is under two years, proof of similar attendance from a previous Christian church will be necessary. The vicar, priest or minister of the applicant's church will be required to complete the section of the Supplementary Form asking about the parent(s) attendance at church.

**Category 5:** Children who already have a sibling (see note 3) for whom the parent also has parental responsibility who will be on roll in St Michael's school at the time of the applicant's statutory admission.

**Category 6:** Other children

If there are too many applicants in any category under consideration, then;

**Firstly**, children who have a sibling already attending the school will be considered before those who do not;

**Secondly**, places will be allocated to those who live nearest to the school, with those living nearest being accorded a higher priority than those who are further away.

until all available places are filled

Please note, by 'nearest to the school' we mean:

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.

**NB**

Where the admissions process is incomplete i.e. an application is made in categories 2 – 4 for St Michael's on a CAF and submitted to the LA but no Supplementary Form is submitted to the school by the due closing date (see Appendix I), the application will be placed in category 6.

For notes and appendices please refer to the Schools Prospectus.

# ST MICHAELS CE PRIMARY SCHOOL, SANDHURST

Applications for a place at the school should be made on the Common Application Form (CAF) provided by Bracknell Forest LA. The CAF must be completed and returned to the LA by 15th January 2010. The LA's address is Primary Admissions Section, Bracknell Forest LA, Seymour House, 38 Broadway, BRACKNELL, RG12 1AU. As an alternative to completing the paper CAF, parents can apply for a school place on-line via the Council's website. Applicants will still have to send in a paper copy of their current council tax statement in order to prove their residency. This documentary evidence will then be matched to their on-line application.

All parents seeking a place at the school under the denominational criteria and who list St. Michael's as one of their preferences should also complete a supplementary form, included in the 'Information Pack' available from the school office, from the school website – [www.sandhurststmichaels.ik.org](http://www.sandhurststmichaels.ik.org) or from the Local Authority. This form is required by the Governors as part of the application process. This additional form should be completed and returned to the school office by the closing date for applications published in "The Guide to Primary Education in Bracknell Forest". The Governing Body of St. Michael's School will consider first those applications which are received by the published admission deadline. All applications will be considered equally, irrespective of stated preference.

## Over Subscription Criteria

Children with a statement of Special Educational Needs naming St. Michael's CofE (Aided) Primary School, Sandhurst must by law be admitted. Any request for the allocation of a place to a "looked-after" child who is in the care of Bracknell Forest LA will be considered next.

If the number of requests exceeds the number of places (PAN = 30) the following over subscription criteria will then apply in order of priority:-

- 1) **Looked After Children** A child who is in the care of the local authority
- 2) **Designated Area** A child with a home address in the designated area of the school.
- 3) **Sibling** A child with a sibling in attendance at the school at the time of entry.
- 4) **Preference for a Church School** A child who lives within the parish of St. Michael's, Sandhurst or St. George's, 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; OR a child who lives outside the parishes of St. Michael's, Sandhurst or St. George's, 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 St. Michael's, Sandhurst or St. George's Owlsmoor.

5) **Other reasons** A child with other reasons for attending the school.

If the school does not have places for all the children in one of the above categories, priority will be given to the children who fulfil more than one of the admissions criteria in the same priority order as above. After this, if there are still insufficient places and no distinction can be made between the applicants, a final decision will be made on radial distance between home and the school. Those whose radial distance from the school is least will be considered first.

# TERM DATES

	2009/2010	2010/2011
<b>Autumn Term</b>	3 September 2009 18 December 2009	6 September 2010 17 December 2010
Autumn Half Term	26 October 2009 30 October 2009	25 October 2010 29 October 2010
<b>Spring Term</b>	4 January 2010 31 March 2010	4 January 2011 8 April 2011
Spring Half Term	15 February 2010 19 February 2010	21 February 2011 25 February 2011
<b>Summer Term</b>	19 April 2010 23 July 2010	26 April 2011 26 July 2011
Summer Half Term	31 May 2010 4 June 2010	30 May 2011 3 June 2011

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

**The Local Authority is committed to the achievement of the five Every Child Matters outcomes for all children and young people in Bracknell Forest schools and settings, regardless of ability, ethnic origin, gender or social background.**

**The school curriculum is all the formal, informal and extended learning experiences that a school offers its children and young people. Our aim is for the curriculum to promote the:**

- enjoyment of learning and the highest standards of achievement;
- development of independent, reflective learners who are confident, resilient and resourceful;
- active participation of children and young people in shaping the direction of their own learning;
- celebration of childhood and adolescence for its own sake;
- preparation of children and young people for adult life, capable of responding positively to the opportunities and challenges of a rapidly changing and increasingly diverse world;
- development of active citizenship and community cohesion;
- commitment to personalised, lifelong learning.

**To achieve these aims, schools should work in partnership with children and young people, parents and carers and the wider community to provide a curriculum which:**

- a) is sufficiently creative, stimulating and flexible to develop learners' knowledge, skills and understanding, taking account of their particular abilities, talents and special educational needs;
- b) provides children in the Early Years Foundation Stage with a wide range of planned and child initiated activities, which help them to develop and make progress towards meeting the Early Learning Goals;
- c) satisfies the requirements of the National Curriculum and religious education (RE) and ensures that sufficient time is allowed for all aspects of the curriculum and the development of essential skills;
- d) seeks to maximise flexibility at 14 - 19 by providing a full range of appropriate curricular pathways and course offers;
- e) provides for continuity of experiences and progression within, between and beyond the key stages and prepares children and young people for the next stage of learning;

- f) offers opportunities to assess the progress and attainment of each learner to determine whether learning objectives and any agreed targets have been achieved and what should be the next steps in learning;
- g) includes an appropriate way of recording the progress and attainment of each learner and reporting these to parents/carers and pupils, and informing parents/carers and the community about the achievements of schools;
- h) prepares children and young people for the responsibilities and opportunities that arise throughout life in a democratic, multicultural and technological society, ensuring learners have access to enterprise and work-related learning;
- i) 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;
- j) develops positive attitudes and qualities through social and cultural opportunities, spiritual awareness and aesthetic appreciation and promotes the importance of a healthy lifestyle;
- k) fosters respect for the environment, an understanding of the impact human activity can have on that environment and an appreciation of the value of sustainable development;
- l) fosters in children and young people an understanding of the rights and responsibilities of being a citizen and of their roles as members of the school, local, national and international communities.

# SCHOOL GOVERNORS ARE PEOPLE LIKE YOU

Interested in the future of young people?

Want to use your skills and develop new ones?

If you have...

- a desire to make a difference
- time and energy
- a readiness to accept responsibility
- 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 young people.

Every state school has a governing body made up of between 9 and 20 governors who oversee the running of the school. The headteacher is usually a member of the governing body together with people who may be parents of children at the school, school staff, and members of the community. Some governors are appointed by the Local Authority and in Church schools, by the Diocesan authority.

School governors come from all walks of life, and they all contribute in their own way. Qualities matter more than formal qualifications, but a commitment to children's education is essential.

Free training is provided on a broad range of related topics.

**If you want to find out more, contact:**

Governor Services  
Bracknell Forest Council  
Children, Young People and Learning  
Seymour House  
38 Broadway  
Bracknell  
Berkshire RG12 1AU

Telephone: (01344) 354069

E Mail: [governors.helpdesk@bracknell-forest.gov.uk](mailto:governors.helpdesk@bracknell-forest.gov.uk)

There is more information about being a school governor on the Council's website:

[www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

Follow links to Learning – Schools – School Governors

DO YOU WANT TO HELP YOUR  
COMMUNITY?

THEN WE NEED YOU

### Become a School Crossing Patroller

School Crossing Patrollers play an important role in the local community, providing a vital and valuable service to local schools. If you would be interested in providing a service to ensure children have a safe journey to and from school we need you.

Full training and uniform will be provided.

We have a number of vacancies across the Borough for more details please phone 01344 354144.

