

**Guide to  
Secondary Education  
in Bracknell Forest**

**2008/2009**

This booklet has been prepared to inform parents and carers of the admissions procedure for entry to secondary school in September 2008. It outlines the procedures that will be adopted by the Borough Council and sets out the role of other Admissions Authorities in the process of allocating school places.

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

**(01344) 354023 or 354144**

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

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

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

or by email at: **[school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)**

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 2007. Admission arrangements could be subject to amendment or modification before the start of, or during, the school year 2007/2008, or in relation to subsequent school years.





































## **Sharing information with other authorities**

As has been stated earlier, the six unitary authorities in the Royal County of Berkshire and neighbouring authorities are sharing information about admissions. If you are applying for a place at a school in Reading, Slough, West Berkshire, Windsor and Maidenhead, Wokingham, Hampshire or Surrey or any other surrounding LEA your details will be passed on to the appropriate LEA. Applications that include schools in two or even three different districts are possible. It is your responsibility to obtain information about oversubscription criteria from these authorities.

## **Offer of a place**

In line with the timetable that has been established by the DfES, you will be informed, in writing, of the outcome of your application. The letter offering your child a secondary school place will come from your home LEA. Bracknell Forest School Admissions will post their letters on 3 March 2008 using first class post to your home address. They are unable to enter into discussions about your child's allocation until you receive your letter.

You will be asked to accept or decline the offer of a Bracknell Forest school place by 28 March 2008. An acceptance/refusal form will be enclosed with the offer letter and a freepost address for its return. If you are happy with the offer of a place and do not wish your child to remain on any waiting lists for any higher preference schools, you should indicate this on the form. If you do not indicate this and a higher offer can be made at a later date any previous offer will be withdrawn automatically and a place at your higher ranked school will be offered.

Failure to return the acceptance form could result in the offer of a school place for your child being withdrawn in line with the School Admissions Code. If you refuse the offer of a school place you must inform the School Admissions Team as to where your child will be going, your child's name will also be taken off **all** waiting lists. It is the responsibility of your home LEA to ensure that every child of statutory school age within their area is receiving a form of education.

## **Fraudulent applications**

It is for the applicant to satisfy the Admissions Authority that they live at the address that is stated on the form at the closing date. If necessary, further proof may be requested. If fraud is established then any offer of a school place will be withdrawn.

## **Twins**

If we receive applications for twins and we are only able to offer one place then the Local Education Authority will write to the parent/ carer offering the place and it will be for the parent/ carer to decide which child takes up this offer. The other child would be placed on the waiting list.

## **Meeting your preferences**

The equal preference scheme will be used to meet your preferences.

- Any preferences that are for schools that have an admissions authority other than Bracknell Forest will be passed to that authority for them to apply their relevant criteria to the application. Once this has been done the admissions authority will pass back to the School Admissions Team a ranked list of all applications.
- Any preferences that are for a Bracknell Forest community school will be considered by the School Admissions Team using the oversubscription criteria if necessary.

























































