



# The Guide to Primary Education

# 2022/23



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This booklet has been prepared for those families with children born on or between 01 September 2017 – 31 August 2018, that are applying for their child to start school for the first time (Reception) in September 2022. It outlines the procedures that will be adopted by the Council, the process of allocating school places and sets out the roles of schools in which the local authority is not the admission authority. There is lots of information in this booklet and on the Bracknell Forest website explaining exactly what you need to do.

From page 247 is information for families whose children are taught in an infant school within another borough and need to apply for a Junior School place (Year 3) September 2022.

### Contacting the School Admissions Team

During busy periods it may be difficult to get through to the School Admissions Team by telephone. We therefore ask that you visit our website [www.bracknell-forest.gov.uk/applyforprimary](http://www.bracknell-forest.gov.uk/applyforprimary) and read this guide to find the information you require before contacting us.

The Team will be available to answer your calls between 8.30 and midday each working day. If you need help outside of these hours all of the information you should need is available on the website or within this booklet.

Supporting documents can be uploaded whilst completing your application through the Citizens Portal. Size limits do apply. If you are unable to upload your documents these can be emailed to [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

Or call: 01344 354023

### COVID-19

Due to Covid-19 restrictions and limited staff in the council offices any documents or applications posted to School Admissions may be delayed in being received. Wherever possible all applications should be submitted online.

Please note that the information contained in this booklet is current in September 2021. Arrangements could be subject to amendment or modification before the start of, or during, the school year 2022/2023.



**Email**  
[School.admissions@bracknell-forest.gov.uk](mailto:School.admissions@bracknell-forest.gov.uk)

**Call**  
01344 354023

**Visit our Website**  
<https://www.bracknell-forest.gov.uk/>

A summary of this publication can be made available in large print and in Braille. Copies in other languages may also be obtained. Please contact School Admissions using the details above





# CONTENTS



## INTRODUCTION TO PRIMARY ADMISSIONS

- Key Dates • 4
- Key Terms used in this booklet • 5
- Foreword • 8
- Schools in Bracknell Forest • 9
- Starting School • 12
- School Year Groups • 14



## BEFORE I START MY APPLICATION

- Who do I apply to? • 16
- When do I apply? • 16
- Things to do before making your application • 17
- The application process • 19
- Applying for a split site school • 26



## MAKING MY APPLICATION

- How to make an application • 28
- What if I want to change my application? • 37
- Late applications • 38



## SCHOOL PLACE OFFERS

- How are places offered? • 40
- Offer of places • 41
- Waiting Lists • 43
- School Admissions Appeals • 45



## OTHER IMPORTANT INFORMATION

- Education Transport • 47
- Suitable Travel to School • 49
- Special Educational Needs (SEN) • 50
- The Allocation of Primary School Places (Last Year) • 52



## SCHOOL INFORMATION

- School Contacts • 76
- Open Days • 76
- Admission Numbers • 76



## ADMISSION ARRANGEMENTS

- Admission Arrangements for Community Schools • 108
- Admission Arrangements for Voluntary Controlled Schools • 108
- Admission Arrangements for Academy Schools • 108
- Bracknell Forest Designated Area Map • 108



## OTHER INFORMATION

- Applying for a school place outside the normal admission round • 246
- Fair Access Protocol • 246
- Applications for Junior School • 247



# KEY DATES

For admission to primary school 2022/23

## **12 September 2021**

The Guide to Primary Education is published on the Bracknell Forest website

## **From 5 November 2021**

The online admissions system goes live allowing parents to apply. Paper forms can be requested from the School Admissions Team.

## **National Closing Date: 15 January 2022**

(Midday)

The latest date that you can submit your online application, the online site will then close.

The latest date for your completed paper application form to be returned. Forms received after this date will be regarded as late and this will affect your application,

## **4 February 2022**

Latest date for accepting applications for those moving into the area.

Latest date for applicants moving within Bracknell Forest to update their address on their on-time application.

## **National Offer Day: 16 April 2022 (or next working day)**

Emails to Bracknell Forest residents who applied online will be sent out to parents/carers informing them at which primary school their child has been offered a school place at. These will be sent to the email address used to apply.

Letters to Bracknell Forest residents who returned a paper application form will be sent out to parents/carers informing them at which primary school their child has been offered a school place at. These will be sent to the home address on this date.

## **4 May 2022**

Latest date for accepting the offer of a school place. Failure to do this could result in the offer of a place being withdrawn

Second admissions round begins

## **18 May 2022**

The closing date for submitting admissions appeals

# KEY TERMS USED IN THIS BOOKLET

## **Academies**

Academies are publicly funded independent schools.

They don't have to follow the national curriculum and can set their own term times.

They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools.

Academies get money direct from the government, not the local council. They are run by an academy trust which employs the staff.

Some academies have sponsors such as a business, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

## **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 this is the governing body and academies it is the academy trust.

## **Admissions Number**

This is the maximum number of pupils that a school is required to admit into each year group. The number is agreed and determined as part of a school's admission arrangements. Places must be offered up to the Admission Number if there is sufficient demand.

## **Admissions Criteria / Oversubscription 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. For voluntary aided schools, academies and foundation schools it is set by the governing body/ academy trust.

## **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.

## **Curriculum**

A programme of education and other educational activities.

## **Denominational**

Relating to a particular religious sect or group.

**Designated / Catchment Area**

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

**Designated / Catchment School**

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

**DfE**

Department for Education. This is a Government department.

**Education, Health and Care Plan**

A child will have an Education, Health and Care Plan if their 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.

**Foundation Stage**

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

**Home address**

Please see page 21 for full information regarding home address.

**Key Stage**

An age related period of study withing the national curriculum.

**LA**

Local Authority. Bracknell Forest Council is the LA.

**Looked After Children (LAC)**

A Looked After Child is a child who is in the care of the local authority in England or being provided with accommodation by the local authority in the exercise of their social services functions at the time of making an application to school.

This also includes all previously Looked After Children. A previously Looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after. This further includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Supporting evidence is required in order for this criterion to be applied and further information will be provided in the Admissions Arrangements for your preferred school. Please see from page 108. Evidence can be a letter/ email from your social worker or the Local Authority your child is or were looked after by. The proof submitted must confirm that your child fulfils the above criterion; court orders, adoption orders or child arrangement orders do not always confirm this.

**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**

The email or letter that will be sent to parents / carers advising them at which school in their child can be offered a school place at.

**Parent**

Parent is defined under S576 of the Education Act 1996 as: All natural parents, whether they are married or not. Any person who, although not a natural parent, has parental responsibility for a child or young person. Or any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent education law).

**Preferred order**

This is the ranked order of the schools that parents would prefer their 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 a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling attending the school and who will still be attending the school at the time of the child's admission. Children Year 6 of a school will not be considered as a sibling at a Bracknell Forest community school.

Schools whom the admission authority is not the local authority set their own admission arrangements and determine their own definition of a sibling.

**SEN**

Special Educational Needs

**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 schools which are owned by the church and the governing body is the Admissions Authority

**VC**

Voluntary Controlled School. A VC school is a state-funded school which a foundation or trust (usually a Christian denomination) has some formal influence in the running of the school. The LA is the admission authority.

# FOREWORD

Starting school is a big event in your child's life and we know that you will want to be fully informed so that you can decide which school you would prefer your child to attend.

School Admissions have produced this booklet to help you understand everything you need to know regarding the admission process.

Within this booklet you will find information on how to make an application, how your application will be dealt with, details for local schools and their admission arrangements (criteria) we have, also provided other information which you may find useful and ways in which you can find out more.

Bracknell Forest is the 'Borough of Opportunity' and your child will have access to a rich educational experience. The Local Authority works in partnership with schools and the local community to offer a wide range of opportunities. The Local Authority invest in our schools, helping to raise standards, improve the built environment and make our schools safe and exciting places in which to learn.

We understand that this is an exciting yet worrying time for parents/carers and you will no doubt be aware that we have had an increasing pressure on primary places over the last few years. We have provided additional capacity to cope with this demand but there are some schools that are just more popular than others, and therefore you must consider your preferences carefully. It is important that you read all of the information provided within this guide as there are many factors to consider before making your application.

We know that deciding which schools you will name as your preferences is a key decision for every parent/carer and if you need any help or support please do not hesitate to contact the School Admissions Team.

We wish your child every success and happiness for the next steps on their journey into education.

Cheryl Eyre

**Assistant Director – Education and Learning**

# SCHOOLS IN BRACKNELL FOREST



## Starting School

Children can start primary school at the age of 4+. If your child reaches the age of 4 on or between 1 September 2021 and 31 August 2022 then they will be able to start primary school in September 2022.

Further information on when your child can start school, compulsory school age and information regarding deferred and delayed entry can be found on page 12.

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 over the years, we have seen oversubscription in many of our schools.

Our admissions arrangements maximise the extent to which parental preference can be met. 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 on their application form.

## Primary Schools in Bracknell Forest

All of the primary schools in Bracknell Forest are comprehensive schools. This means that they cater for children of all abilities. There are 30 schools conveniently located throughout the Borough.

**Sixteen of these are community schools which are:**

- Ascot Heath Primary School
- Birch Hill Primary School
- College Town Primary School



- Cranbourne Primary School
- Fox Hill Primary School
- Harmans Water Primary School
- Holly Spring Primary School
- Meadow Vale Primary School
- New Scotland Hill Primary School
- Owlsmoor Primary School
- Sandy Lane Primary School
- The Pines School
- Uplands Primary School
- Whitegrove Primary School
- Wildridings Primary School
- Wooden Hill Primary School

**Seven are academy schools;**

- Crown Wood Primary School
- Great Hollands Primary School
- Jennetts Park Primary School
- King's Academy Oakwood
- King's Academy Binfield
- St Margaret Clitherow RC Primary School
- Wildmoor Heath Primary School

**Four are voluntary aided schools;**

- Binfield CE Primary School
- St Josephs RC Primary School
- St Michaels CE Primary School, Easthampstead
- St Michaels CE Primary School, Sandhurst

**Three are voluntary controlled schools;**

- Crowthorne CE Primary School
- Warfield CE Primary School
- Winkfield St Mary's CE Primary School

In addition, Kennel Lane School is a day special school for children aged two to nineteen who have moderate to severe learning difficulties, which may include an autistic spectrum disorder. Admission to Kennel Lane School is arranged through the Special Educational Needs department within the People Directorate and cannot be named as a preference on the local authority's common application form.

This booklet is intended to prepare and inform you of the admissions procedure for your child starting school and contains only the basic information about the primary schools within Bracknell Forest. You should contact schools directly for further school based information or copies of their prospectus.

We expect schools in Bracknell Forest to be at the heart of their local communities. The vast majority of local primary aged children will attend their designated area school.

**Primary co-ordinated scheme**

Bracknell Forest's school admissions scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the Government's Department for Education (DfE)

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, in public care or previously looked after. Our admissions criteria fully comply with the School Admissions Code.

## **Schools in which the admissions authority is not the LA**

If you are applying for an academy or VA school this must be named as a preference on your application with the local authority. The over subscription criteria for these schools are published in this booklet. If you wish to name any other school e.g. a school outside of Bracknell Forest you should contact the school directly to obtain a copy of their over subscription criteria.

## **Independent Schools**

If you require details of Independent Schools, you should contact the Independent Schools Council (ISC). The School Admissions Team is not able to provide any information on these schools and they cannot be named on your application with the local authority.

[www.isc.co.uk](http://www.isc.co.uk)

If you are only applying for independent/ private schools or obtain a school place at an independent/ private school you should inform the local authority of the arrangements you have made for your child's education.

# STARTING SCHOOL

## When can my child start school?

Your child will be given the opportunity to start school in September 2022. You will have an option between full time or part time education. You will also have the option to defer your child's entry to school, which means they do not have to start school until they become compulsory school age. However, your child must be receiving full time education the term following their 5th birthday.

## When does my child become 'compulsory school age'?

Your child will become compulsory school age the term following their 5th birthday. Below is a date of birth table to show you when your child will become compulsory school age; This is the time when they must be receiving full time education.

Child's birthday is on or between;	Compulsory school age
01 September 2017 – 31 December 2017	January 2023
01 January 2018 – 31 March 2018	April 2023
01 April 2018 – 31 August 2018	September 2023

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 compulsory 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 compulsory 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 compulsory school age on the 1 September, which is defined as the start of the autumn term. If you choose for your child not to start until their compulsory age, you would be required to reapply in July 2023 using the In Year process available online at;

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

## How do I defer my child's entry to school?

Once a school place has been offered and accepted you will be able to discuss deferring your child's entry with the Headteacher of the school. After talking with you about deferring your child's entry, taking into account your child's age, experience in early years settings, how ready your child is for school and the arrangements put in place by the school for the new intake, the Headteacher will agree a timetable for your child's entry.

## Delayed Entry

My child was born on or between 1 April and 31 August (Summer Born), how can I delay their entry into Reception until September 2023?



The parents of summer born children may choose not to send their child to school until the September following their fifth birthday and may **request** that their child is admitted outside of their chronological year group – to Reception rather than Year 1.

*For example: If your child is born on 31 August 2018 and you wish to delay your child's entry into Reception instead of Year 1, then you will be required to make your request for delayed entry before the National Closing Date.*

For further information on Delayed Entry, things to consider and how to make a request please follow the link below:

<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions/when-can-my-child-start-school/delayed-entry-reception-summer-born-children>

# 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:

Age	Year Group	Key Stage
3-4	EYFS	Early years Foundation Stage (EYFS)
4-5	Reception	Early years Foundation Stage
5-6	Year 1	KS1 (Key Stage 1)
6-7	Year 2	KS1
7-8	Year 3	KS2 (Key Stage 2)
8-9	Year 4	KS2
9-10	Year 5	KS2
10-11	Year 6	KS2

# BEFORE I START MY APPLICATION





# WHO DO I APPLY TO?

You must apply to your home local authority, (the council you pay your council tax to). You must apply either online or by using a paper application form. Either way you apply you can name up to three preferences. You must name any school you wish to apply for regardless of which LA it is in. You can only make one application. e.g. if you live within Bracknell Forest but want to apply for a school in Windsor & Maidenhead you must name the school on your Bracknell Forest application form.

This means if you are a Bracknell Forest resident you will need to apply to Bracknell Forest and must name any school that you wish to apply for even if it is within another Local Authority. You cannot however list independent/ private schools on your application form. These are fee paying schools and you must apply to the school directly.

You can not apply direct to other local authorities or schools. It is your responsibility to contact other admissions authorities to obtain information about their schools and the criteria that is relevant to admission at that school and to complete any additional forms that may be required.

## Overseas nationals entering the UK;

If you are not habitually resident in the UK but are moving to Bracknell Forest then you should contact the School Admissions Team for further advice.

It is the applicant's responsibility to ensure that they have the right to abode and that the conditions of their visa permit them to access a state funded school. By submitting your application form to the local authority, you are agreeing that you as the responsible parent/ carer for the child have checked that your child's visa complies with the above.

There is a separate deadline for applicants moving into the borough and you should refer to page 38 for further information.

# WHEN DO I APPLY?

If your child's date of birth is on or between **1 September 2017 and 31 August 2018** you should refer to the table below. If your child's birthday is not between these dates please visit [Starting Primary School](#) to find out when you need to apply.

Open for applications	Closing date for applications	Offers sent email/post	Deadline to accept/ refuse place
November 2021	National Closing Date	National Offer Day	4 May 2022

# THINGS TO DO BEFORE MAKING YOUR APPLICATION



- Ensure you have researched and understood the admissions criteria for the schools you are interested in
- Obtain any Supplementary Information Forms you may need for schools you wish to apply for.
- Make appointments to visit the schools you are interested in, contact information for Bracknell Forest schools is available in this booklet
- Take the opportunity to attend the schools during their open days or evenings. (See pages 76 onwards). We would advise that you always visit your designated area school.
- Discuss with the headteacher what the school has to offer
- Check your designated area school by checking the website:

[What's my designated area school?](#)

- Check allocation history of the schools you are applying for; last year's information is later in this booklet.
- Check the PAN (Published Admission Numbers) of schools
- Look at the websites of the different schools, obtain copies of school prospectuses and read the brochures that schools produce.

**COVID-19 and social distancing measures could have an affect on schools being able to hold open days/ tours. You should contact the school directly for further information.**

## School Prospectuses

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 the school's website.

## 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 at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). The Ofsted website also provides more information about the process of inspection.

# POINTS TO CONSIDER

Think carefully about the order you place your preferences on your application. If more than one offer can be made for schools you have named, the LA will offer to the highest preference possible according to the order you have placed them on your application.

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 from pages 76 onwards. 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 admission 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.

When accepting a place at an out of designated area school within Bracknell Forest you should be aware of the consequences this may have for any younger siblings. For Bracknell Forest community and VC school's children living in the designated area will be admitted ahead of them. This includes children who have older siblings with an Education Health and Care Plan. So, if you move house you should check the designated area for the new address and be aware that any younger siblings may not be offered a place if you have moved out of a designated area. Research the number of applications the school had last year compared to places available and the final criteria used to allocate places. This can be found from page 52.

Consider using all your 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 offer an alternative 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.

The LA is committed to meeting your preference for a school place for your child wherever possible. There are, however, 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.



# THE APPLICATION PROCESS

You do not have the right to 'choose' which school your child will attend but you do have the right to express a preference. The ability to meet 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 will be used to determine which pupils will be offered a place. The admission arrangements, containing the criteria, for Bracknell Forest Schools is set out on from page 108 onwards.

## **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 cooperation and sharing of information between each local authority (LA) and all the admissions authorities within that LA (e.g. academies, voluntary aided and foundation schools). Each of these admission authorities will have already agreed the co-ordinated scheme between them. There will also be close liaison between neighbouring LAs and admissions authorities

The co-ordinated scheme covers all schools and local authorities. Parents/carers can 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 application will be shared with other admissions authorities as necessary.

This scheme does not affect the duty of the governors of academies, voluntary aided schools etc 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 academies, voluntary aided schools etc will still apply their own criteria to applications that name their school.

## Designated / Catchment Areas

Wherever you live in Bracknell Forest there is a 'designated' primary school for your home address. Each school (with the exception of St Michaels 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. A map showing a schools designated area can be viewed in the back of this booklet or [online](#). It is also possible to do a search on the Council's website using your address, [what is my designated area school?](#)

The admission 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.

Some properties in Bracknell Forest lie within the 'designated area' for Oaklands Infant School which is within Wokingham Borough Council and South Ascot Village which is within The Royal Borough of Windsor and Maidenhead. District and Borough boundaries do not affect the allocation of places at particular schools. St Michaels Easthampstead, St Margaret Clitherow and St Joseph's do not have a 'designated area' as such, further details are set out later in this booklet.

You are strongly advised to check which school's designated area your house is in, using the Bracknell Forest website, 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. If School Admissions are unable to offer your preferred school(s) you will not automatically be given a place at your designated area school. If you do not name your designated area school as a preference 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 automatically be considered for it. It is therefore advisable to think carefully about which schools you name on your application. If you want to be considered for a school you must name it as a preference.**

## Protected Sibling Status

Parents of children attending a school that was their designated area school at the time of processing the application but where the designated area has changed will have a protection for any younger siblings for the next six years. The younger sibling's application will be processed as living in the designated area of the same school as the older sibling is attending even though the designated area has changed

It is the parent's responsibility to inform the School Admissions Team on their application that they fulfil this criterion. This information will then be verified by the School Admissions Team. Parents **must** enclose a copy of their current council tax notice.

The child must still be living at the address within the original designated area from where the parents applied for the older sibling. If a child's address has changed then this criterion will not be applied.



The older sibling must also still be attending the school where the protected sibling status is being requested.

Note that in all cases the normal admission process will be followed and there will be no guarantee of a place at the school.

### **Home address**

The address at which your child lives may be important when the admissions authority decide who they can offer places to at particular schools. The address on the application must be that of the parent or carer where the child is habitually resident. The School Admissions Team is unable to use the address of an individual's child care arrangements.

As part of the admission process the School Admissions Team must be able to verify the home address. We will try and verify your home address via the Revenue Services (Council Tax) department, however if this is not possible or a discrepancy is found, it will become your responsibility to satisfy the admission authority that you live at the address. If the admission authority is not satisfied of the home address, this could adversely affect your application. If you are not a Bracknell Forest resident but are applying for a Bracknell Forest school and require your application to be considered as designated area you should send proof of your address direct to the Bracknell Forest School Admissions Team with your child's details and to which school it relates.

### **Proof of address that is accepted:**

- a copy of your current council tax notice 21/22
- a copy of your solicitor's letter confirming completion
- a copy of your signed rental/tenancy agreement, this must be for a minimum of a year and signed by yourself and your landlord.

**Wherever possible all documents should be scanned and emailed to School Admissions. Original documents should not be sent. If original documents are sent, they may not be returned.**

The address where the child lives at the National Closing Date will be used to process the application. As part of the application process all addresses will be verified, however it remains the applicant's responsibility, should there be any discrepancies, to satisfy the admission authority that the child lives at the address they state. If fraud is suspected, then further proof may be requested. If fraud is established, then the admissions authority will make the final decision regarding the address used on the application. If an offer has been made then the school place offered will be withdrawn.

If a parent/carers owns a property within the Borough which they do not occupy and/or rent out then move into another property within, or nearer to the designated area of a preferred school the address of the property they own will be the address for determining their designated area, unless the owned house has been rented out for 12 months prior to the National Closing Date.

If an applicant already owns a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support e.g. a letter from your solicitor providing confirmation of completion. The address must be a permanent address, temporary addresses are not acceptable. If applicants are in the process of moving house within Bracknell Forest they should contact the School Admissions Team for further advice.

If an applicant is purchasing a new build home the address can only be used once proof of completion has been supplied to the School Admissions Team.

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

Should you be unable to provide any of the above proof, you have split residency of your child, or you have alternative living arrangements then you should contact the School Admissions Team for further advice in the first instance. The circumstances of each case will be considered, and further evidence or supplementary forms may be requested by the School Admissions Team in order to verify the address in which you state the child is living. The Admission Authority will make the final decision regarding the address used on your application.

St Michaels Easthampstead, St Margaret Clitherow and St Joseph's do not have a 'designated area' as such but 'home address' does play a part in the allocation process. Further details are set out later in this booklet and in the prospectus produced by the school.

If your child is not habitually resident in the UK you should contact the School Admissions Team for further advice before submitting your application.

If you are a family of UK Armed Forces Personnel or a Crown Servant returning from overseas please contact the School Admissions Team for further advice.

### **Moving House**

If you move to a new address after you have submitted your application and before the National Closing Date you must inform the School Admissions Team. If you move after you have submitted your application and before National Offer Day, it is your responsibility to inform the School Admissions Team of your child's 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)

If you move between the National Closing Date and 04 February 2022 you should contact The School Admissions Team who will be able to give you further advice regarding your application.

### **Child arrangements order (previously shared residence orders)**

It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called shared residence orders) under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding shared residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The School Admissions Team may take legal advice on these matters as they relate to a specific case. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters.

### **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.

### **Applications from abroad**

If you are not habitually resident in the UK but are moving to Bracknell Forest then you should contact the School Admissions Team for further advice.

It is the applicant's responsibility to ensure that they have the right to abode and that the conditions of their visa permit them to access a state funded school. By submitting your application form to the local authority, you are agreeing that you as the responsible parent/ carer for the child have checked that your child's visa complies with the above. There is a deadline for moving applicants and you should refer to page 38 for further information.

### **Service Families**

Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official letter from the relevant service declaring a relocation date and a Unit postal address or quartering address. For those who already live in Bracknell Forest or are moving to live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted if they wish their application to be considered under the designated area criterion.

### **LAC) Looked After Children/ Previously Looked After Children**

All admissions authorities must use LAC as an admission criterion. Please refer to the relevant admission policy for each school for definitions. These can be found from page 108.

If a parent/ carer would like to apply under this criterion they must supply all relevant documentation in support of their application under the LAC criterion to the School Admissions Team by The National Closing Date

### **Deciding on your preferences**

We are committed to meeting your school preference wherever possible. However places at primary schools are limited. Each school has a maximum number of pupils that can be admitted each year, this is known as the Published Admission Number (PAN). 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. This is governed by the Infant Class Size regulations which limits classes to 30 in Reception, Year 1 and Year 2.

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 (there are more applicants than places), the admissions/oversubscription criteria (see from page 108), will be used to determine which pupils will be offered a place.

Applications for all schools will be considered under the co-ordinated admissions scheme as 'equal preferences'. This scheme allows each school named as a preference to be considered as if you have made up to three separate applications. However, you should rank your most preferred school highest as the LA will always offer to the highest preference where possible. You can not change the order of your preferences after the closing date. It is your responsibility to ensure you are aware of the admission arrangements for your preferred school(s). The admission arrangements for Bracknell Forest schools can be found from page 108. If you are applying for schools outside of Bracknell Forest you should contact the schools directly for further advice.

Although we are not able to 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. If your child lives in Bracknell Forest and it is not possible to offer a place at any of your preferred schools the LA will offer a place at the next nearest school with vacancies (which may not necessarily be your designated area school) and may be some distance from your home.

If one of your preferences is for a school where the local authority is not the admission authority, then please refer to their admissions criteria from page 108 onwards. The admission authority may require the completion of an additional form known as a Supplementary Information Form as well as naming the school on your application for the LA; this is obtainable from the school direct.

If any of your preferences are for a voluntary aided, academy or community school outside of Bracknell Forest, then it still must be listed on your application. It is your responsibility to ensure that you are aware of the admissions criteria for the schools for which you are applying.

The admissions criteria for each school that is named as a preference is used to determine whether an offer can be made. If an offer can be made to more than one of your preferred schools the order in which you list the schools on your application will be taken into account. It is therefore very important that you consider carefully the order that you list the schools on the application, as you will be unable to change them after the closing date.

### **Denominational Grounds**

If you have named Crowthorne CE Primary School on your application and are applying to the school on denominational grounds, you must complete a Bracknell Forest Confirmation of Church Attendance Form for this to be considered. This form is available from the Bracknell Forest website; [www.bracknell-forest.gov.uk/applyforprimary](http://www.bracknell-forest.gov.uk/applyforprimary) or can be obtained from the School Admissions Team. Please obtain this form and pass to your vicar, minister or priest for verification before the National Closing Date. If you cannot get this form completed your application will not fulfil the denominational criterion.

In order to fulfil the denominational criterion, 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 Britain and Ireland or the Evangelical Alliance. 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. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

***In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.***

It is your responsibility to get the Bracknell Forest form signed and returned to the Bracknell Forest School Admissions Team if you want your application to be considered under this criterion, you will not be sent a form automatically. The form can be submitted up to and including the National Closing Date. If it is received after this date your application can not be considered under this criterion. This also applies to those applicants applying from another Local Authority. If you were unable to or chose not to comply with the denominational criterion by the closing date you will not be able to amend your application to

If you are applying through another local authority you must use the Bracknell Forest Confirmation of Church Attendance Form in order that your application can be considered under the denominational criterion. Another local authority's form can not be used.

**Please note that anyone can apply for a place at one of these schools and you do not have to apply under denominational grounds.**



# APPLYING FOR A SPLIT SITE SCHOOL

Currently Bracknell Forest has one split site school; Warfield CE Primary School. This means the school has two sites, which may be some distance apart, and both of these sites together form one school.

When applying for a split site school parents are expressing a preference for the **school and not a particular site**.

Where radial distance is used as a tiebreaker in the admission criteria, distances to both sites will be measured according to the radial distance policy (see from page 108 for admission arrangements) and the shortest distance will be used for the application.

Once places have been allocated by the LA the school will be sent a list of those children allocated a place at the school. The school will then decide how to organise children across the two sites, using their site allocation policy, available to view on the schools website, and will inform parents which site their child has been allocated.

**There is no right of appeal for a particular site.**

The LA is not involved in the process of organising children across the two sites and the schools decision which site to allocate a child is final.

**Please note: when selecting a split site school during the online application process the school will show one site address only. This does not mean you are selecting a particular site, the site allocation will still be undertaken as above**

The Governing Board of Warfield C of E Primary School are currently considering consulting on a proposal to unite the school community on to one site, by migrating the All Saints Site to the Woodhurst Site. If after consultation the decision is made to unite the two sites, the allocation of places for Reception 2022 will still take place as per the published 2022-23 admission arrangements and the process outlined above. The school will then allocate all children offered a place at Warfield C of E Primary School to the Woodhurst site only, instead of organising them between the two sites.

# MAKING MY APPLICATION





# HOW TO MAKE MY APPLICATION



**Even if your child attends a school nursery you must complete an application to apply for a school place, going to a school nursery is not an automatic transfer to the school, nor does it give priority for a particular school.**

Before making your application, you must carefully read the relevant admissions criteria published by the admission authority for the school(s) for which you are applying. Those for Bracknell Forest Schools start on page 108 of this booklet.

There are two ways of applying for a school place. You can apply quickly and easily online or by completing a paper application form. You can only use one method of applying, please do not use both. If you submit a paper form and complete an online application, the latest submitted by the closing date will be used as your final application. This could affect how you receive your offer.

You can only make one application and this will be to your home LA. If a school outside of Bracknell Forest is named on the application then this information will be passed on to the relevant LA or admission authority for that school by the Bracknell Forest School Admissions Team. The co-ordinated scheme means that all state funded schools must be recorded on the application as a preference even if they are outside Bracknell Forest.

The School Admissions Team need to verify your child's date of birth. In order to do this you will be required to supply a **copy of the child's birth certificate** (this is the only proof of date of birth that will be accepted). You can either provide a copy when you submit your application, or it must be provided once the offer of a place has been made.

To send your supporting documentation to School Admissions, please see page 1 for our contact details.

**Wherever possible all documents should be scanned and emailed to School Admissions. Original documents should not be sent. If original documents are sent, they may not be returned.**



# ONLINE APPLICATIONS

Applying online is the quickest and easiest way to apply for a school place for your child.

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

From 05 November 2021 you will be able to apply for a school place online.

Please ensure you have read and understood all the information provided by the relevant admission authority before starting your application.

## To apply online:

- You must register on the site ([Citizens Portal](#)) before you are able to make your application.
- You require an e-mail account – the email address you use will be verified by yourself when registering on the online site. Please ensure you use an email address which is not likely to change as you are unable to verify another email address after the closing date and you will not receive your offer on National Offer Day by email. If your email address does change after the closing date, you will need to contact The School Admissions Team and request your outcome to be sent by letter instead as no other email address can be used to communicate this offer.
- Once you have submitted your online application a confirmation e-mail will be sent to you please keep this as a receipt.
- If you have any technical difficulties with the site, please refer to the contact us tab located at the bottom of the online page (on the Citizens Portal). **The School Admissions Team is unable to help you with technical queries.**
- The online site closes at midday on the National Closing Date. Ensure you have submitted your application before this date.
- Please note if you go back into your online application once you have submitted it, you will need to ensure you then **re-submit** before leaving the site.

Please note if you are using an iPhone or iPad the web page may not display properly. To correct this, click on one of the three AAA's in the top right-hand corner of the page above the help section.

Due to Covid-19 restrictions and limited staff in the council offices any applications posted the School Admissions may be delayed in being received. Wherever possible all applications should be submitted online. However, If you are unable to apply online then you can request a paper application form from School Admissions and we would suggest that when completed this is emailed to [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

Please be aware that by applying in this way your offer letter will be posted on National Offer Day, whilst those who applied online will receive their offer emails on National Offer Day. The School Admissions Team is unable to discuss your child's allocation over the phone, until you have received your offer.

It is important that forms are returned by the closing date, as any application received after the National Closing Date will be processed as late. Exceptions will be where it can reasonably be assumed that the form could not have been received by the closing date. Please see page 38 for further information on this.





## Common Application Form

**Admissions to school (Reception) for September 2022**

This form **MUST** be returned to School Admissions by the 15 January 2022

*Only complete this form if you are a Bracknell Forest resident*

**Section 1****Child's Personal Details**

<b>Child's Forename</b>		<b>Child's Date of Birth</b>	
<b>Child's Surname</b>		<b>Child's Gender</b>	
<b>Child's Current Pre-School (not a required field)</b>			

<b>Child's Home Address</b>

<b>Town</b>		<b>Postcode</b>	
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**Section 2****Parent/ Carer Personal Details ( Living at the same address as the child )**

<b>Parent/Carer Title</b>	
<b>Parent/ Carer Forename</b>	
<b>Parent/ Carer Surname</b>	

Relationship to child	
Parent/ Carer Email Address	
Parent / Carer Contact Number	

## Section 3

## Other Relevant Information

Does your child have an Education, Health and Care Plan?	YES / NO
<b>Looked After Children (LAC)</b>	
** Is your child a Looked After Child? (in the care of the Local Authority)	YES/NO
** Has your child been previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after?	YES/NO
**Has your child been in state care outside of England but ceased to be in state care as a result of being adopted?	YES/NO
** If YES please confirm the name of the Local Authority that is/ was providing care for your child	
<b>** If YES please note you MUST provide proof that your child is or was a Looked After Child. For example, a letter from the Social Worker or Local Authority your child is or was looked after by confirming they fulfil the criterion. (Please refer to The Guide to Primary Education for further information)</b>	

**Section 4****Preferences**

In this section you will be required to state your preferences (you can list up to three) in your preferred order. Before completing this section of the form ensure you have:

- Read 'The Guide to Primary Education'
- Understood the Admissions Arrangements /Criteria for all the schools you have named
- Completed any additional forms where necessary

Go online to find The Guide to Primary Education

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

<b>1<sup>st</sup> Preference School</b>	
<b>Reason</b> (this is not a required field)	
<b>2<sup>nd</sup> Preference School</b>	
<b>Reason</b> (this is not a required field)	
<b>3<sup>rd</sup> Preference School</b>	
<b>Reason</b> (this is not a required field)	

Does your child currently have a sibling at one of your preferred schools who is currently and will continue to attend the school at the time of your child's admission?

If YES, please confirm the sibling's details below

Sibling's Forename: .....

Sibling's Surname: .....

Sibling's Date of Birth: .....

School the sibling attends: .....

*Please note this criterion can only be applied to applicants who fulfil the sibling criterion as defined in the admission arrangements for your preferred school. You should refer to the school's admission arrangements for further information.*

Are any of the parents/carers living with the child a member of staff at one of your preferred schools?

If YES, please confirm the parent/carer details below

Parent/ Carer Full Name: .....

School preference in which this applies to: .....

*Please note this criterion can only be applied to applicants who fulfil the staff criterion as defined in the admission arrangements for your preferred school. You should refer the school's admission arrangements for further information.*

## Section 5

## Additional Information

Is your child a twin, triplet etc. (one of a multiple birth)?	YES/ NO
**Is your child a member of a service or crown servant family, who are returning/ moving to take up duties?	YES/ NO
<p><b>**Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official letter from the relevant service declaring a relocation date and a Unit postal address or quartering address. The should be scanned and emailed to <a href="mailto:school.admissions@bracknell-forest.gov.uk">school.admissions@bracknell-forest.gov.uk</a></b></p>	

Are you making any other school applications for children within the same family?	YES/ NO
If YES, please confirm the children's details below	
Child's Forename:.....	Child's Forename:.....
Child's Surname:.....	Child's Surname: .....
Child's Date of birth:.....	Child's Date of birth:.....
Child's Forename:.....	Child's Forename:.....
Child's Surname:.....	Child's Surname: .....
Child's Date of birth:.....	Child's Date of birth:.....



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**Section 6**

**Declarations**

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I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that any offer of a school place will be based on the information I provide being accurate and correct and that the Local Authority reserve the right to withdraw any school place offered if I give false or misleading information.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood The Parents Guide to Primary Education, the admissions arrangements for my preferred schools and have completed and submitted any additional forms which may be required.

I understand that School Admissions will verify my address and will contact me should a discrepancy be found and that it is my responsibility to satisfy the Admissions Authority that my child and I live at the address that is stated on the form.

**For overseas nationals entering the UK ONLY;**

Overseas nationals entering the UK must confirm that they have the right to abode and that the conditions of their visa permit them to access a state funded school.

By submitting this form, you are agreeing that you as the responsible parent/ carer for the child named on this form have checked that your child's visa complies with the above.

Parent/ Carer Signature: .....

Print Name: .....

Date: .....

**This form must be returned to School Admissions by the 15 January 2022**

Preferably, please email this form to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

Or post; School Admissions Team, Time Square, Market Street ,Bracknell, RG12 1JD

# WHAT IF I WANT TO CHANGE MY APPLICATION?

## **Before the National Closing Date Online application**

- **Online Application**

You are able to change your online application right up to midday on the National Closing Date. 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 are advised to keep this e-mail as confirmation.

- **Paper Application**

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 or by e-mail by the National Closing Date. Your change of preference request will then be taken into account.

## **After the National Closing Date All applications**

If you wish to change your preferences after the national closing date you should complete the Change of Preference form which will be available on the Bracknell Forest website from National Offer Day. This should be submitted to School Admissions before 4 May 2022. All requests will then be considered in the second round of admissions beginning on 4 May 2022.

# LATE APPLICATIONS



The following dates apply to Bracknell Forest community and voluntary controlled schools only. Other authority or own admission authority schools may have different dates. It is your responsibility to find out what these dates are.

Where it can reasonably be assumed that an application could have been made by the National Closing Date the application will be considered by the School Admissions Team in the second round of admissions which begins on 4 May 2022.

## **Moving into Bracknell Forest**

Where it can reasonably be assumed that your application could not have been made to School Admissions by the National Closing Date (for example that you have just moved into Bracknell Forest) but your application is submitted before 04 February 2022 the application will be considered on time. However, proof of address and evidence to support the reason for the late application will be required. The LA's decision is final. If the application is received on or after 04 February 2022 it will be processed in the second round of admissions which begins on 4 May 2022.

## **Moving within Bracknell Forest**

If you move house within Bracknell Forest after the National Closing Date and before the National Offer Day you must contact the School Admissions Team with your new address even if you do not wish to change your application. This will not affect your application, but it will ensure that the allocated school receive the correct address for your child.

If, however you do wish to amend your application following a house move within Bracknell Forest then you will need to contact School Admissions and submit the required proof of address before 04 February 2022. If the required proof of address is received on or after 04 February 2022 then any changes you wish to make to your application will be processed in the second round of admissions beginning on 4 May 2022.

Please see page 21 for further information on what is accepted as proof of address.

# SCHOOL PLACE OFFERS





# HOW ARE PLACES OFFERED?

All preferences named on an application will be treated as equal preferences. This will mean that should the school be oversubscribed then the admissions/oversubscription criteria will be applied to that particular school regardless of its ranked order on the form.

There are tables on page 52 showing how many preferences were expressed for each primary school in Bracknell Forest last year and which criteria places were allocated to for all the community schools within Bracknell Forest. With the system of equal preferences these rankings will not give you an accurate indication of how oversubscribed schools may be for this year's intake, however it will give you an indication of where a school has been oversubscribed in the past.

After the National Closing Date the relevant admissions criteria will be applied to all applications for oversubscribed schools. If a Bracknell Forest community school is named then the admissions criteria on from page 108 will be used. When a school is oversubscribed, applications will be put in the order of the admissions criteria they fulfil.

The admissions criteria will be applied to each preference as if they are stand alone applications to the school.

Any preferences for Bracknell Forest schools where the admissions authority is not the LA will be passed to that admission authority for them to apply their relevant criteria to the application. Once this has been done the admissions authority will provide The School Admissions Team a ranked list of all applications.

If a school is named on the form that is not a Bracknell Forest school then the request for a school place is forwarded to the relevant local authority or admissions authority and their criteria is applied to the application.

Once all this information has been collected and returned, The School Admissions Team will complete the allocation process.

If, by applying the criteria (or other admission authorities applying their criteria) the LA is able to offer a place at more than one school, then the order that you list your preferences on your application will be taken into account. Your child will be offered a place at the school that is listed highest on your application and at which an offer can be made. You will only receive one offer of a school place (regardless of which area the school is in or type of school) in line with the School Admissions Code. So please think carefully about the order of your preferences as these cannot be changed after the National Closing Date.

Other admission authority schools will not know which number preference you have named their school when considering applications, they will only know that a place has been requested. However, if your child is not allocated a place at a preferred school and you wish to appeal, your application form will then be shared with all parties relevant to the appeals process.

## **Number of Places**

Each year the Local Authority publishes an admission number for each school. This is the number of pupils that the admissions authority can admit into the school during the academic year 2022/23.

Once this number has been set the LA and governors must admit children up to the number if there is sufficient demand for places. The individual school details set out later in this booklet record the admissions number for each school.



# OFFER OF PLACES

In line with the timetable that has been established by the DfE, you will be informed, in writing, of the outcome of your application by your home LA.

- If you applied online an email will be sent on National Offer Day to the email address you used when registering to use the online system (the Citizens Portal).
- If you applied using a paper form a letter offering your child a school place will be **posted** by The School Admissions Team on National Offer Day to your home address.

The School Admissions Team are unable to enter into discussions about your child's allocation until you have received your offer. There will be a lot of information online available that may answer any questions you have therefore please take the time to read through all the information provided before calling the School Admissions Team.

## **What to do next**

You will be asked to accept or decline the offer of a school place by 4 May 2022. To do this you can:

- Go onto the Bracknell Forest website and accept or decline your place online
- Use the link in your email to access the acceptance form
- Call Customer Services on 01344 352000.

Failure to accept a place could result in the offer of a school place for your child being withdrawn in line with the School Admissions Code.

If you have not submitted your child's birth certificate within the application process you will be required to send a **copy** once you have accepted the place. However, if you cannot find your child's birth certificate please do not delay in accepting a place. You should order a new one and inform The School Admissions Team that a new one has been ordered. Once the new birth certificate arrives please forward a **copy** of this to The School Admissions Team.

## **What if you are not offered any of your preferences**

If you are unable to be offered any of your preferences the information available will explain why, and your child will be offered a place at 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 the waiting list(s) for your preferred Bracknell Forest schools, please see page 43 for more details on waiting lists.

## **What if you are offered a second or third preference**

If you are not offered your first preference but are offered a second or third preference, your child's name will be placed on the waiting lists for any higher preferred Bracknell Forest schools than the one offered. Please refer to page 43 for more details on waiting lists.

### **What if you refuse the offer of a school place**

If you refuse the school place offered, you must tell School Admissions of the alternative arrangements you have made for your child's education. It is the responsibility of your home LA to ensure that every child of statutory school age within their area is receiving a form of education.

Refusing the school place offered will not change your waiting list position and it will not advantage you in appeal.

Refusing the school place offered will result in the offer being withdrawn; this school place may then be offered to another child. Therefore, once you have refused the school place offered, there is no guarantee this place will still be available should you change your mind.

If we are unable to make an offer at a preferred school from a waiting list or if your appeal is not successful, refusing the school place offered will result in your child not having a school place for September 2022. You will be responsible for making sure your child receives education. You will be required to confirm the arrangements you have made for your child's education with School Admissions and if no correspondence is received, your details will be passed to Education Welfare.

### **Accepting the school place offered**

If you accept the school place offered, it will not affect your position on any waiting list for a preferred school or any appeal that you may wish to make.

If we are unable to make an offer at a preferred school from a waiting list or if your appeal is not successful, accepting the school place offered will make sure your child has a school place for September 2022.

Please note that accepting a school place for a child does not guarantee a place at the same school for a younger sibling

### **Fraudulent applications**

It is for the applicant to satisfy the Admission Authority that they fulfil the criteria they are applying for and that the child lives at the address that is stated on the form at the closing date. If necessary, further proof may be requested and a member of The School Admissions Team may visit you. If fraud is established then the School Admissions Team may refuse to use the address provided on your application, to process your application and in the case where an offer has been made this offer will be withdrawn.

### **Multiple Births**

Where the LA has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) may be admitted as an exception. This only applies to the allocation as of the National Offer Day and not to any offers from waiting lists. You should also refer to the relevant admission authority for further information.

# WAITING LISTS



Waiting lists are constructed using the names of those children whose parents have formally applied for admission to the school using the application process and have been unsuccessful in their application. Waiting lists will be constructed according to the published admission criteria and will follow the same priority order. Please note this only applies to schools which were listed as higher preferences than that which has been offered.

If your child's name is at the top of a waiting list and a place can be offered you will be contacted by the School Admissions Team using the contact details you have provided on your application form.

With schools becoming increasingly oversubscribed the School Admissions Team will require a prompt response from you regarding any waiting list offer. Parents are expected to accept the offer of a place for a higher preference school. The School Admissions Team may give a short deadline to accept this offer and if a response is not received the offer may be withdrawn.

It is very important that you keep the School Admissions Team up to date with your contact details and to inform them if you no longer wish your child's name to be held on a waiting list.

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

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

If you have applied for another authority school you must contact the relevant admission authority for further information on waiting lists. Some admission authorities require you to request for your child's name to be placed on a waiting list and may not be added automatically.

**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 Bracknell Forest waiting list.

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

Waiting list positions are not fixed and may change depending on applications received.

**Offers from waiting lists**

Offers from waiting lists for Bracknell Forest schools will not begin until 4 May 2022 (other LA dates may differ), when the second round of admissions begins. If you are offered a place from the waiting list for a higher preference school any original allocation will be withdrawn. It is your responsibility to ensure that you inform the School Admissions Team if you do not want your child to remain on waiting lists for any higher preferences. You should inform the School Admissions Team as soon as possible.

Once a child starts at a school and begins to build relationships with other children and teachers, we would hope that you will not consider moving your child to another school except in exceptional circumstances.

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

For Bracknell Forest community and VC schools your child's name can be held on any relevant waiting lists until the end of the summer term of the academic year in July 2023. The waiting list will then be closed.

The LA will maintain the waiting list for Crown Wood Primary School and Wildmoor Heath Primary School until 1 September 2022, the schools will then maintain their own waiting lists. Please refer to the school's admission arrangements for how long these waiting lists will be maintained. For further information you should contact the individual schools directly.

The LA will continue to maintain the waiting list for all other own admission authority schools within Bracknell Forest.

If you require your child's name to be placed back on the waiting for the next academic year (Year 1) you will need to start the In Year Application process in July 2023. You will not be reminded to do this. For more information on the In Year process please refer to the Bracknell Forest website: [www.bracknell-forest.gov.uk/schooladmissions](http://www.bracknell-forest.gov.uk/schooladmissions)

# SCHOOL ADMISSION APPEALS

## **Primary School Admission Appeals**

If we are not able to offer your child a place at your preferred school, this is because there were more applications for the school than there were available places and not all requests for places could be met.

There are two different grounds for refusing a school place. The ground for refusal will depend on the school that you have applied for, the school's admission number and the class organisation.

### **Reason for refusal 1: Infant Class Size Grounds**

The law states that Key Stage 1 pupils, this is those children in Reception, years 1 and 2, cannot be taught in classes of more than 30 pupils to one fully qualified teacher.

### **Reason for refusal 2: Ordinary Prejudice Grounds**

This is where the relevant year group within the school is currently full and the point has been reached where considerations of parental preference have become outweighed by the adverse financial and accommodation consequences of admitting further pupils over the planned admission number. It would place pressure on staff and existing pupils and have an impact on successful teaching and learning. It will prejudice the provision of efficient education and the efficient use of resources in terms of Section 86(3) of the School Standards & Framework Act 1998.

### **Lodging an Appeal for a Bracknell Forest School**

Information regarding appeals, who you should contact and the reason for the refusal will be clearly stated in the information available at the time of your offer.

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, 18 May 2022 will usually be heard during June/ July 2022.

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). The application must have been submitted and processed by the School Admissions Team before an appeal can be lodged.

You cannot appeal for a school that was a lower preference school on your application form to that of the offer you have received.

Customer Services: 01344 352000

### **Appeals for schools outside of Bracknell Forest**

If you have been refused a place at a school that is not in Bracknell Forest, you should contact the relevant admission authority for information on their appeals process.



# OTHER IMPORTANT INFORMATION



# EDUCATION TRANSPORT

Will my child be entitled to any assistance with transport 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 qualifying 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). The measurement of statutory walking distances is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk safely.

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
- Low Income (please see below)

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). The measurement of statutory walking distances is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk safely.

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 or the equivalent Universal 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 not provided to denominational schools 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 attendance at primary school. 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 Education Transport team 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. Transport is not provided to independent schools.

The current Bracknell Forest Education Transport Policy is available on the Bracknell Forest website [www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport](http://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport)

If you believe that you are entitled to transport when a place has been allocated you should complete the form "Mainstream Transport Support" which is available on the Bracknell Forest website [www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport](http://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport) - Applications should be submitted by the end of June 2022 in order for your child to be considered for transport in September 2022. If an application is submitted after this date, there may be a delay in arranging any suitable transport to which your child may be entitled, in time for the start of term.

The Education Transport Team 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 academic year if an application form has been received on time (see above)..

If your child has an Education Health and Care Plan (EHCP), he/she may be entitled to free transport to the school mentioned in Section I. Please discuss this matter with the Special Education Needs Team. However, pupils with a Education Health and Care Plan entering a mainstream school that is not their designated or nearest suitable school will not normally be entitled to free transport.

Pupils with an EHCP have no automatic entitlement to free transport to and from school; however, the Council may make travel arrangements for all pupils registered at a school **within walking distance** who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability.

Pupils who cannot be reasonably expected to walk to school because of a reason which may be associated with physical or mental health reasons, neuro-developmental difficulties and/or disabilities may be provided with transport assistance on a temporary or permanent basis. Such cases should be discussed with the Education Transport team in the first instance. Evidence from an appropriate professional will be required and all cases will be considered individually.

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 may these pupils be given the option to apply for a fare paying seat on one of the Council's contracted services. Where spare capacity exists on current vehicles that have been contracted to provide education transport for entitled pupils, the Council may 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 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.

For more detailed information please refer to our website.

**Education Transport Team 01344 352002**

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

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



# SUSTAINABLE TRANSPORT TO SCHOOL



Bracknell Forest Council is committed to promoting sustainable travel to school. Primarily this means walking and cycling, but for longer distances includes bus and car sharing.

When you are thinking about schools you would like your child to attend, please consider the following:

Children who walk or cycle to school can be fitter, have better developed social skills, be more familiar with their surroundings, have better road safety awareness and arrive at school more relaxed and ready to learn.

Walking, cycling or using public transport offers children greater independence and flexibility – with pupils staying late at school for extra curricular activities and sport, this flexibility (especially for older children) can be important.

Driving your child to school costs money. Our figures show the average cost of driving a child to school is around £200 a year.

If you choose a school that you will have to drive to, it can be a long term commitment. Will you still want, or be able, to drive your child to school in five years time?

If you do have to drive, where will you park, is it safe?

For more information, and help in planning a sustainable journey to a school, visit: <https://www.bracknell-forest.gov.uk/roads-parking-and-transport/travel-and-public-transport/school-travel-help-parents-and-pupils>

You can also ask a school for a copy of their School Travel Plan.

# SPECIAL EDUCATIONAL NEEDS

## 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, SENCo or Head teacher in the school. You may also speak directly to staff in the Special Educational Needs (SEN) Team. In addition, you may wish to seek support from the Information, Advice and Support Service (IASS), who are able to provide impartial advice to young people or to parents whose children have special educational needs. Wherever possible, a child's needs are met in the pre-school setting or school that serves the local community. Schools are provided with funding to meet the needs of most children with special educational needs. The Local Authority also maintains a wide range of support services, including 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 a broad, balanced and relevant education.

Information about arrangements for children with special educational needs in Bracknell Forest is available online on the Council's Local Offer.

## Children with Education, Health and Care plans

If your child is in the process of being issued with an Education, Health and Care (EHC) plan and attends a mainstream primary school or is accessing a specialist resource in a mainstream primary school, then his or her future placement must be considered as part of the statutory assessment process or as part of the annual review of the plan, if they already have one. You do not need to complete the standard admission form that is provided to all parents. The SEN Team is responsible for coordinating your school preference and arranging school placement in these circumstances and will be in contact with you about this.

To help you decide, all primary schools in the area are listed in this booklet, although in most cases your preference will simply be a matter of confirming what has been discussed previously.

If your school preference is likely to be affected by the availability of school transport, you are strongly advised to refer to information regarding Education Transport. Pupils entering a mainstream school that is not their designated or nearest suitable school will not normally be entitled to free transport. Pupils transferring to their designated area school will only be entitled to education transport if they fulfil the criteria. If a mainstream school other than the designated or nearest suitable school is named in Section I of their EHC plan, this will be reflected as parents agreeing to provide their own travel arrangements in the wording of the plan and you will not be entitled to transport for your child.

**Special provision:** if your preference is for a place in a special school, then this is dealt with by the SEN Team in accordance with the statutory procedures for naming a school in an EHC plan. Please note that if you wish that your child attends a mainstream school and accesses a specialist provision, then this will also need to be discussed with the SEN team.

When transport eligibility is considered there will be an expectation that your child might walk a short distance to a special school or to a transport pick up point unless individual assessment shows a clear need to provide transport from home.

**Schools outside Bracknell Forest:** you are able to express a preference for your child to move to a mainstream school, a special school, or to one of these types of schools in another authority's area outside of Bracknell Forest. The allocation of places in schools outside Bracknell Forest is arranged in consultation with the school and the appropriate local authority and school governors/principal, if the school is an academy/free school.

**Agreeing a preference:** the law is that the Local Authority must agree to your preference of school/setting as listed below:

- maintained nursery school
  - maintained school and any form of academy or free school (mainstream or special)
  - non-maintained special school
  - further education or sixth form college
  - independent school or independent specialist colleges (where they have been approved for this purpose by the Secretary of State and published in a list available to all parents and young people)
- unless
- the school is unsuitable to the child's age, ability or aptitude, or to his or her special educational needs
  - the attendance of your child at the school would be incompatible with the provision of:
    - efficient education for the children with whom he/she would be educated – there would have to be grounds to show that no reasonable steps could be taken to eliminate the incompatibility;
    - the attendance of your child would be incompatible with the efficient use of resources – for example parents will normally be responsible for transporting a child to and from any school which is not the nearest suitable.

In the majority of cases, it will be possible to meet the parental preference for a named school. However, you may not agree with something that is being suggested. If you want to meet someone from the SEN Team, this can be arranged. IASS is also available to offer independent advice and support to young people/parents of children with special educational needs. In cases where there is a dispute about your child's special educational provision you have the right to request formal mediation with an independent mediation service. Information on this can be found online on the Council's Local Offer and on correspondence from the SEN Team. You will also be given the right of appeal to the SEN and Disability Tribunal, if you are not happy with the content of an EHC plan or with the school/setting named in the plan.

**Other independent special schools:** if you consider your child should go to an independent school not in the list referred above, your representation will be carefully considered. Decisions on each case will be made after consideration of the individual circumstances.

**Special Educational Needs Team: 01344 354039**

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

**Information, Advice and Support Service Helpline 01344 354011**



# ALLOCATION OF PRIMARY SCHOOL PLACES 2021/22 (LAST YEAR)

The following tables show how many applicants were allocated places for primary schools within Bracknell Forest for 2021/2022 entry against the criteria that they fulfilled.

Places were allocated using an equal preference scheme. This is where the admissions criteria are 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 schools that were oversubscribed. This means that there were more applicants than available places so the admission criteria were used to decide who would be offered.

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

This information is important to consider when deciding on your preferences but cannot be an indication of what will happen this academic year 2022/23.

**If the allocation breakdown has not been provided you should contact the school directly for further information.**

# Allocation of places for admission to primary school 2021/22

## Bracknell Forest community and voluntary controlled schools

*The following information is based on the initial allocation at 16 April 2021 of applications received by the deadline of 15 January 2021. This information provides you with a statement on how places were allocated in line with the published admission arrangements at your preferred school.*

### COMMUNITY SCHOOLS

School	Number of Places	Information regarding the allocation
<b>Ascot Heath Primary School</b>	<b>60</b>	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (H) 'All Other Children' to a distance of 2.363 miles. The remaining applicants ranked below this were placed on a waiting list.
<b>Birch Hill 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>College Town 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>Cranbourne Primary School</b>	<b>30</b>	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (H) 'All Other Children' to a distance of 2.898 miles. The remaining applicants ranked below this were placed on a waiting list
<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. There was also 1 pupil allocated to this school as an alternative as their preferences could not be met.
<b>Harmans Water 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>Holly Spring Primary School</b>	<b>90</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 2 pupils allocated to this school as an alternative as their preferences could not be met.
<b>Meadow Vale 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>New Scotland 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>Owlsmoor 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>Sandy Lane 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>The Pines School</b>	<b>60</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
<b>Uplands Primary School</b>	<b>30</b>	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (F) 'Children who live in the designated area of the school' to a distance of 0.359 miles. There were insufficient places for the remaining criterion F applicants and all applicants of criterion 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. Places were offered down to those applicants who fulfilled criterion (H) 'All Other Children' to a distance of 0.575 miles. The remaining applicants ranked below this were placed on a waiting list
<b>Wildridings 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>Wooden Hill Primary School</b>	<b>60</b>	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.

### **Bracknell Forest Community Schools – Admission Criteria 2021/22**

Children with an Education, Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) **Looked After Children** and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted

(or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after.

- (B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- (C) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (D) Children of staff at a particular school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission.
- (F) Children who live in the **designated area** of the school
- (G) Children who **do not** live in the designated area of the school but who have a **sibling** at the school, and who will still be attending the school at the time of the child's admission.
- (H) All other children

Children must be living in the designated area at the closing date of 15 January 2021 to be considered under this criterion.

### Tie Break

If there are still insufficient places and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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Our published admission arrangements can be found in [The Guide to Primary Education](#)

## VOLUNTARY CONTROLLED SCHOOLS with a denominational criterion

School	Number of Places	Information regarding the allocation
Crowthorne CE Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (H) 'All Other Children' to a distance of 0.244 miles. The remaining applicants ranked below this were placed on a waiting list

### Bracknell Forest Voluntary Controlled Schools Admission Criteria 2021/22 – with a denominational criterion

Children with an Education, Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) **Looked After Children** and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after.
- (B) Children who appear to have been in **state care outside of England** and ceased to be in state care as a result of being adopted
- (C) Children who have either **medical or social grounds** for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (D) Children of **staff** at a particular school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion.
- (F) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission
- (G) Children who live in the **designated area** of the school and whose parent(s) meet the **denominational** criterion.
- (H) Children who live in the **designated area** of the school.
- (I) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion.
- (J) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission
- (K) Children who do not live in the designated area of the school but whose parents meet the **denominational** criterion
- (L) All other children



Children must be living in the designated area at the closing date of 15 January 2021 to be considered under this criterion.

### **Tie Break**

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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Our published admission arrangements can be found in [The Guide to Primary Education](#)

## VOLUNTARY CONTROLLED SCHOOLS with no denominational criterion

School	Number of Places	Information regarding the allocation
Warfield CE Primary School	60	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
Winkfield St Mary CE Primary School	30	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.

### Bracknell Forest Voluntary Controlled Schools Admission Criteria 2021/22 – with no denominational criterion

Children with an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (A) **Looked After Children** and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after.
- (B) Children who appear to have been in **state care outside of England** and ceased to be in state care as a result of being adopted
- (C) Children who have either **medical or social grounds** for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (D) Children of **staff** at a particular school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission.
- (F) Children who live in the **designated area** of the school
- (G) Children who **do not** live in the designated area of the school but who have a **sibling** at the school, and who will still be attending the school at the time of the child's admission.
- (H) All other children

Children must be living in the designated area at the closing date of 15 January 2021 to be considered under this criterion.

#### Tie Break

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance

on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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

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

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Our published admission arrangements can be found in [The Guide to Primary Education](#)

# Allocation Breakdown for Admission to Primary School (Reception), September 2021

## Bracknell Forest community schools



Places have been allocated in accordance with the [published admission arrangements 2021/22](#)

National Offer Day: 16 April 2021

Community Schools	Preferences Received	Number of Places		(A) Education Health Care Plan (EHCP)	(B) Looked After Children (LAC)	(C) Children who appear to be in state care outside of England	(D) Social and Medical Grounds	(E) Children of staff at a particular school	(F) Designated Area and Sibling	(G) Designated Area	(H) Sibling	(I) All other children	Alternative Allocation (no preferences met)	Total Number of Places Allocated
Ascot Heath Primary School	109	60		0	0	0	0	1	19	23	3	14	0	60
Birch Hill Primary School	116	60		0	0	0	0	0	12	14	12	15	0	53
College Town Primary School	112	90		0	0	0	0	1	17	38	8	16	0	80
Cranbourne Primary School	92	30		0	0	0	0	0	2	4	12	12	0	30
Fox Hill Primary School	92	30		0	0	0	0	1	6	12	1	7	1	28
Harman's Water Primary School	100	60		0	0	0	0	0	17	25	5	7	0	54
Holly Spring Primary School	111	90		0	1	0	0	0	22	25	12	8	2	70
Meadow Vale Primary School	117	90		0	0	0	0	0	21	27	11	19	0	78
New Scotland Hill Primary School	46	30		0	0	0	0	0	5	3	4	11	0	23
Owlsmoor Primary School	113	90		1	0	0	0	0	19	20	8	16	0	64
Sandy Lane Primary School	61	60		0	1	0	0	0	6	13	6	6	0	32
The Pines School	81	60		0	0	0	0	0	15	4	13	10	0	42
Uplands Primary School	133	30		0	1	0	0	2	10	17	0	0	0	30
Whitegrove Primary School	120	60		1	2	0	0	2	23	30	1	1	0	60
Wildridings Primary School	88	60		1	0	0	0	1	9	12	21	13	0	57
Wooden Hill Primary School	91	60		0	0	0	0	0	8	13	13	20	0	54

- Places have been allocated using an equal preference scheme. This is where the criteria are 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.
- For further information regarding how places are allocated please see [The Guide to Primary Education 2021/22](#)

# Allocation Breakdown for Admission to Primary School (Reception), September 2021

## Bracknell Forest voluntary controlled schools

Places have been allocated in accordance with the [published admission arrangements 2021/22](#)

National Offer Day: 16 April 2021

Voluntary Controlled Schools – with a denominational criterion		Crowthorne CE Primary School
Preferences Received		96
Number of Places		30
Criteria		
Education Health Care Plan (EHCP)		1
(A)	Looked After Children (LAC)	0
(B)	Children who appear to be in state care outside of England	0
(C)	Social and Medical Grounds	0
(D)	Children of staff at a particular school	1
(E)	Designated Area, Sibling and Denominational	0
(F)	Designated Area and Sibling	7
(G)	Designated Area and Denominational	0
(H)	Designated Area	14
(I)	Sibling and Denominational	1
(J)	Sibling	3
(K)	Denominational	1
(L)	All other children	2
Alternative Allocation (no preferences met)		0
Total Number of Places Allocated		30

Voluntary Controlled Schools - with <u>no</u> denominational criterion		Warfield CE Primary School	Winkfield St Mary CE Primary School
Preferences Received		125	72
Number of Places		60	30
Criteria			
Education Health Care Plan (EHCP)		0	0
(A)	Looked After Children (LAC)	1	0
(B)	Children who appear to be in state care outside of England	0	0
(C)	Social and Medical Grounds	0	0
(D)	Children of staff at a particular school	0	0
(E)	Designated Area and Sibling	9	1
(F)	Designated Area	27	4
(G)	Sibling	5	7
(H)	All other children	8	7
Alternative Allocation (no preferences met)		0	0
Total Number of Places Allocated		50	19

- Places have been allocated using an equal preference scheme. This is where the criteria are 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.
- For further information regarding how places are allocated please see [The Guide to Primary Education 2021/22](#)



# Allocation of Places for Crown Wood Primary School



## Reception Admissions 2021/22

*The following information is based on the initial allocation on 16 April 2021 of applications received by the deadline of 15 January 2021. This information provides you with a statement on how places were allocated in line with the published admission arrangements for Crown Wood Primary School.*

Crown Wood Primary School has a Published Admissions Number of 90 for entry into Reception in September 2021. Our admissions criteria for 2021-22 is as follows:

### **SEN/EHCP**

Pupils with an Education Health Care Plan (EHCP) that names the school will be allocated a place before other applicants are considered. After this requirement has been satisfied the following criteria will apply:

#### **Priority One: Looked After Children**

A Looked After Child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989), and for the purposes of these admission arrangements includes a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

#### **Priority Two: Medical or Social**

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school. Applications must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by the Greenshaw Learning Trust Admissions Committee against the set criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.)

#### **Priority Three: Children of permanent staff**

Where a member of staff has been employed at Crown Wood Primary School for two or more consecutive years; or the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

#### **Priority Four: Siblings**

Children who have siblings at the school, and who will still be attending the school at the time of the child's admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday.

#### **Priority Five: Children who live in the designated area of the school**

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January 2021 to be considered under this criterion.

### Priority Six: Distance

The remaining places will be offered on the basis of proximity to the school, measured using direct distance calculations within a computer system. The measurement of each distance is calculated using Pythagoras' Theorem. Distances are measured using direct distance calculations within a computer system. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

### Tie Break

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s).

## Allocation Breakdown for Admission to Crown Wood Primary School, September 2021

Places have been allocated in accordance with our published admission arrangements 2021/22. Please refer to our website - <https://www.crownwoodschool.com/Admissions/> - for further information.

<b>Number of Preferences Received</b>	140
<b>Number of available places</b>	90
<b>SEN/ EHCP</b>	0
<b>Looked After Children</b>	2
<b>Medical or Social</b>	1
<b>Children of Permanent Staff</b>	2
<b>Siblings</b>	35
<b>Designated Area</b>	18
<b>Other Children (by distance)</b>	20
<b>Alternative Allocation (no preferences met)</b>	0
<b>Total Number of Places Allocated</b>	<b>78</b>

(Correct at 16 April 2021)

# Allocation of places for Great Holland's Primary School

## Reception Admissions 2021/22

The following information is based on the initial allocation on 16 April 2021 of applications received by the deadline of 15 January 2021. This information provides you with a statement on how places were allocated in line with the published admission arrangements at Great Holland's Primary School.

Number of Places	Information regard the allocation
60	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.

### Great Holland's Primary School – Admissions Criteria 2021/22

Please refer to our published admissions arrangements for further information

Children with an Education Health & Care Plan that names a specific school must, by law, be admitted to that school. After this requirement has been satisfied the following rules will apply:

- (1) Looked after children or children who were looked after (see published admissions arrangements)
- (2) The children of staff at Maiden Erlegh Trust whose main place of work is Great Holland's Primary School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust.
- (3) Children whose permanent home address is inside the designated area of the school and who have a sibling at the school at the time of application who is expected to be attending the school when the child will enter the school
- (4) Children whose permanent home address is inside the designated area of the school
- (5) Children whose permanent home address is outside the designated area of the school and who have a sibling at the school, at the time of application who is expected to be attending the school when the child enters the school
- (6) Any other children

Children must be living in the designated area at the closing date of 15 January 2021 to be considered under this criterion.

## Tie Break

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary. If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Maiden Erlegh Trust. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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

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Our published admission arrangements can be found

<https://www.greathollandsprimary.co.uk/page/?title=School+Admissions&pid=154>

# Allocation Breakdown for Admission to Primary School, September 2021

## Great Hollands Primary School



Places have been allocated in accordance with Great Hollands Primary School published [admission arrangements 2021/22](#)

Great Hollands Primary School	
Preferences Received	53
Number of Places	60
Criteria	
Education Health Care Plan (EHCP)	0
1. Looked After Children (LAC)	0
2. Children of Staff	0
3. Designated Area and Sibling	4
4. Designated Area	14
5. Sibling	5
6. All other children	3
Alternative Allocation (no preferences met)	0
<b>Total Number of Places Allocated</b>	<b>26</b>

-National Offer Day 16 April 2021

[Great Hollands Primary School Admission Arrangements](#)



# Allocation Breakdown for Admission to Primary Phase, September 2021

## King's Academy Binfield

Places have been allocated in accordance with King's Academy Binfield's [published admission arrangements 2021/22](#)



King's Group  
Academies

King's Academy Binfield	
Preferences Received	148
Number of Places	30
Criteria	
Education Health Care Plan (EHCP)	0
1. Looked After Children (LAC)	0
2. Children who appear to be in state care outside of England	0
3. Social and Medical Grounds	0
4. Sibling	10
5. Children of Staff	0
6. Designated Area	12
7. All other children	8
<b>Total Number of Places Allocated</b>	<b>30</b>

-National Offer Day 16 April 2021

[King's Academy Binfield's Admission Arrangements](#)

# Allocation of places to King's Academy Binfield

## Primary Phase 2021/22



King's Group  
Academies

*The following information is based on the initial allocation at 16 April 2021 of applications received by the deadline of 15 January 2021. This information provides you with a statement on how places were allocated in line with the published admission arrangements at King's Academy Binfield.*

Number of Places	Information regard the allocation
30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (7) 'Other Children' to a distance of 0.447 miles. The remaining applicants ranked below this were placed on a waiting list

### **King's Academy Binfield – Admissions Criteria 2021/22**

*Please refer to our published admissions arrangements for further information*

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1.) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- 2.) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted
- 3.) Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered. An additional form will need to be completed.
- 4.) Priority will next be given to the siblings of pupils attending the school at the time of the child's admission.
- 5.) Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Binfield for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.

6.) Priority will next be given to children living within the relevant phase (primary) catchment/designated area set out in the map provided within the schools admissions policy.

7.) Other children

### **Tie-break**

If there are still insufficient places and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance. This will be supervised by someone independent of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. For primary admissions we will admit them as permitted by the infant class size rules and exceed our PAN.

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Our published admission arrangements can be found in [The Guide to Primary Education](#)

# Allocation Breakdown for Admission to Primary School, September 2021

## King's Academy Oakwood



King's Group  
*Academies*

*Places have been allocated in accordance with King's Academy Oakwood published admission arrangements 2021/22*

King's Academy Oakwood	
Preferences Received	75
Number of Places	<b>30</b>
Criteria	
Education Health Care Plan (EHCP)	0
1. Looked After Children (LAC)	0
2. Children who appear to be in state care outside of England	0
3. Social and Medical Grounds	0
4. Sibling	6
5. Children of Staff	1
6. Designated Area	13
7. All other children	10
<b>Total Number of Places Allocated</b>	<b>30</b>

*National Offer Day 16 April 2021*

[King's Academy Oakwood Admission Arrangements](#)

# Allocation of places to King's Academy Oakwood 2021/22



King's Group  
Academies

## Reception, September 2021

*The following information is based on the initial allocation at 16 April 2021 of applications received by the deadline of 15 January 2021. This information provides you with a statement on how places were allocated in line with the published admission arrangements at King's Academy Oakwood.*

Number of Places	Information regard the allocation
30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (7) 'Other Children' to a distance of 2.099 miles. The remaining applicants ranked below this were placed on a waiting list

### King's Academy Oakwood – Admissions Criteria 2021/22

*Please refer to our published admissions arrangements for further information*

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

- 1.) Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
- 2.) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- 3.) Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered. An additional form will need to be completed.
- 4.) Priority will next be given to the siblings of pupils attending the school at the time of the child's admission.
- 5.) Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Oakwood for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.



6.) Priority will next be given to children living within the catchment/designated area set out in the map provided within the school's admissions policy.

7.) Other children

### **Tie-break**

If there are still insufficient places and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance. This will be supervised by someone independent of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. They will be admitted as permitted by the infant class size rules and exceed our PAN.

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Our published admission arrangements can be found in [The Guide to Primary Education](#)

**Statement issued by the Governing Body of St Joseph's School in relation to the ranking of applications for the Academic Year 2021-22.**

For admission to the Reception class in the academic year 2021-22 there are 30 places available. On the 3<sup>rd</sup> March 2021, 85 applications were received from Bracknell Forest Borough Council for the Governors of St Josephs to rank. As a Voluntary Aided School, St Joseph's is its own admissions authority.

The information extracted from the Common Application Form (CAF) by the Local Authority (LA), together with the information provided on the school's Supplementary Information Form (SIF), was given careful consideration by the Admissions Committee at a meeting held on the 3<sup>rd</sup> March 2021.

Applications were then ranked in accordance with the admissions criteria detailed in the St Joseph's Catholic Primary School Admission Policy 2021-22. In the cases of those applicants applying on denominational grounds evidence of baptism is required and evidence of worship is a prior consideration under the oversubscription rules. Evidence of Worship was then sub divided as per the admission policy i.e. attends Mass regularly, attends Mass occasionally, attends Mass irregularly. Distance between the home address and school is then used to determine the order of all applicants. Distance is provided by the LA.

The ranked list was then forwarded to the LA - applicants with a higher ranking parental preference for another school were offered their higher ranking school and places were then offered to the first 30 on the ranked list.

**85 applications were received to which the Governors applied the school's admissions criteria as follows:**

Category	No. of Applications	Ranked
SEN	0	-
1	1	1
2	8	2 - 9
3	30	10 - 39
4	2	40 - 41
5	0	-
6	1	42
7	7	43 - 49
8	3	50 - 52
9	33	53 - 85
Late Applications	0	To be ranked after 30 <sup>th</sup> April 2021



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[www.st-michaels-school.org](http://www.st-michaels-school.org)

March 2021

Applications to St. Michael's C of E (Aided) Primary School, Sandhurst  
for the Reception Group for 2021/22

There are 30 places available for admission to our Reception Year Group in the academic year 2021/22 for children with birthdates between 1 September 2016 and 31<sup>st</sup> August 2017. Bracknell Forest Borough Council received 51 applications naming St. Michael's C of E (Aided) Primary School, Sandhurst as one of their preferred schools.

The information extracted from the Common Application Form by Bracknell Forest Borough Council, together with information provided on the Supplementary Forms, was given careful consideration with regard to St. Michael's Admissions Policy for 2021/22 by the Admissions Committee in March 2021. Applications were ranked in accordance with the admissions criteria; preference being given to those that fulfilled more than one category, and distance between the home address and the school being used to determine order within a category. The rankings of the 51 applications were as follows:

Category	Number of Applications	Ranked
1	0	0
2, 3 and 4	0	0
2 and 3	2	1-2
2 and 4	0	0
2	13	3-15
3 and 4	0	0
3	5	15-19
4	1	20
5	30	21-51

Category 1: Looked After Children:

A child who is/was in the care of a local authority

Category 2: Designated Area:

A child with a home address in the designated area of the school.

Category 3: Sibling:

A child with a sibling on the roll of the school at the time the application is processed and who is expected still to be in attendance at the time of entry to the school.

Category 4: Preference for a Church School:

Children whose parents chose the school for denominational grounds, supported by a completed supplementary form.

Category 5: Other Reasons:

Grounds other than the above.

A ranked list was forwarded to Bracknell Forest Borough Council, who removed applicants where a higher ranked parental preference for another school could be met, and then offered places to the first 30 on the revised list.

Joanna Paterson Chair of Admissions

# SCHOOL INFORMATION



# PRIMARY SCHOOLS IN BRACKNELL FOREST

Bracknell Forest Local Authority co-ordinates primary admissions for 30 Schools. Primary education is also provided at the Borough's Special School, Kennel Lane School for which applications are processed separately by the Special Education Needs Team.

All schools are maintained and managed by the headteacher and governors in partnership with the LA.

Within Bracknell Forest we have community schools, voluntary controlled schools, voluntary aided schools and academies. Please refer to the key terms on page 5 for explanations of these.

The following pages will provide you with information about the Bracknell Forest schools who provide primary provision.

Information has also been provided for Oaklands Infant School. This school is not situated within Bracknell Forest however, some Bracknell Forest residents fall within the designated area of this school.

**School visits/ tours could be subject to change at short notice following government guidance and advice regarding COVID-19. Please contact individual schools for further information.**





# ASCOT HEATH PRIMARY SCHOOL

COMMUNITY SCHOOL

**‘Confident learners in a happy, safe and  
secure environment ‘**

**HeadTeacher:** Mrs Rachel Bradley

Ascot Heath Primary School is a co-education community school that caters for children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours: 8:55am | 3:20pm

**Visits/ Open Days**

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To be confirmed. Details will be shared via the school website

**Please look at the Prospective Parent tab.**

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**For Admission Year 2021**

Number of preferences received: 109

Number of appeals: 2

Number of appeals allowed: 0

Please attend our school open days or visit our website for further information on our school

## **CONTACT**

01344 882631

[Secretary@ascotheathprimary.school](mailto:Secretary@ascotheathprimary.school)

[www.ascotheathprimary.school](http://www.ascotheathprimary.school)

## **ADDRESS**

Ascot Heath Primary School

Rhododendron Walk

Ascot

Berkshire

SL5 8PN

## **SCHOOL NUMBER**

867 2135

# BINFIELD CE PRIMARY SCHOOL

VOLUNTARY AIDED SCHOOL

**‘Learning in a caring Christian  
community’**



Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 860106

[secretary@binfieldschool.com](mailto:secretary@binfieldschool.com)

[www.binfieldschool.co.uk](http://www.binfieldschool.co.uk)

## ADDRESS

Binfield CofE Primary School  
Benetfeld Road  
Binfield  
Bracknell  
RG42 4EW

## SCHOOL NUMBER

867 3076

**HeadTeacher:** Mrs Suzie Featherstone-Wright

Binfield CofE Primary School is a co-education voluntary aided school that caters for children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours: 8:40am | 3:15pm

## Visits/ Open Days

To be confirmed. Details will be shared via the school website

## For Admission Year 2021

Number of preferences received: 91

Number of appeals: 0

# BIRCH HILL PRIMARY SCHOOL



**‘Learn, Believe, Achieve Together’**

**HeadTeacher:** Mr Michael Dillon

Birch Hill Primary School is a Local Authority primary school that caters for children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours KS1: 8:50am | 3:15pm

School Hours KS2: 8:50am | 3:20pm

## Visits/ Open Days

---

To be confirmed. Details will be shared via the school website

## For Admission Year 2021

---

Number of preferences received: 116

Number of appeals: 0

Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 455815

[secretary@birchhillprimaryschool.co.uk](mailto:secretary@birchhillprimaryschool.co.uk)

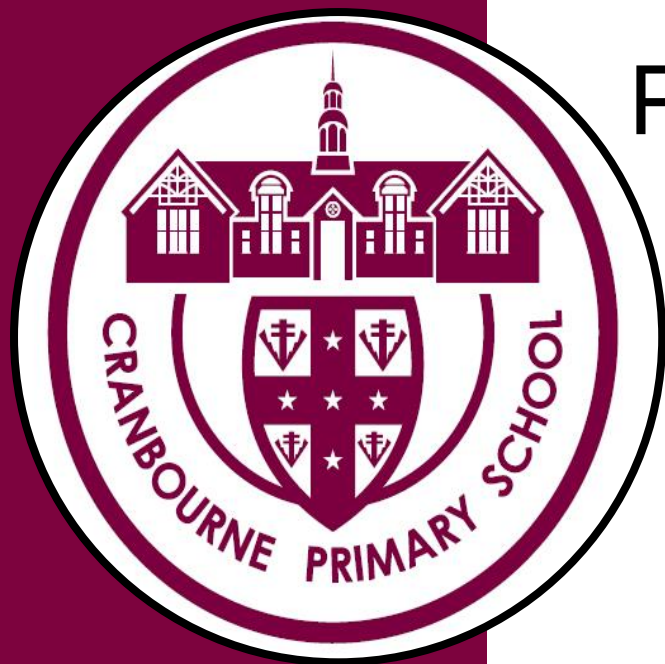
[www.birchhillprimaryschool.co.uk](http://www.birchhillprimaryschool.co.uk)

### ADDRESS

Birch Hill Primary School  
Leppington  
Bracknell  
RG12 7WW

### SCHOOL NUMBER

867 2165



# CRANBOURNE PRIMARY SCHOOL

COMMUNITY SCHOOL

**‘Where learning and friendships grow’**

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 882350

[secretary@cranbourneprimary.com](mailto:secretary@cranbourneprimary.com)

[www.cranbourne.org.uk](http://www.cranbourne.org.uk)

## ADDRESS

Cranbourne Primary School  
Lovel Road  
Winkfield  
Nr Windsor  
Berkshire  
SL4 2EU

## SCHOOL NUMBER

867 2099

**HeadTeacher:** Mrs Paula Jenkins

Cranbourne Primary School is a co-education community school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:55am | 3:15pm

## Visits/ Open Days

---

To be confirmed. Details will be shared via the school website

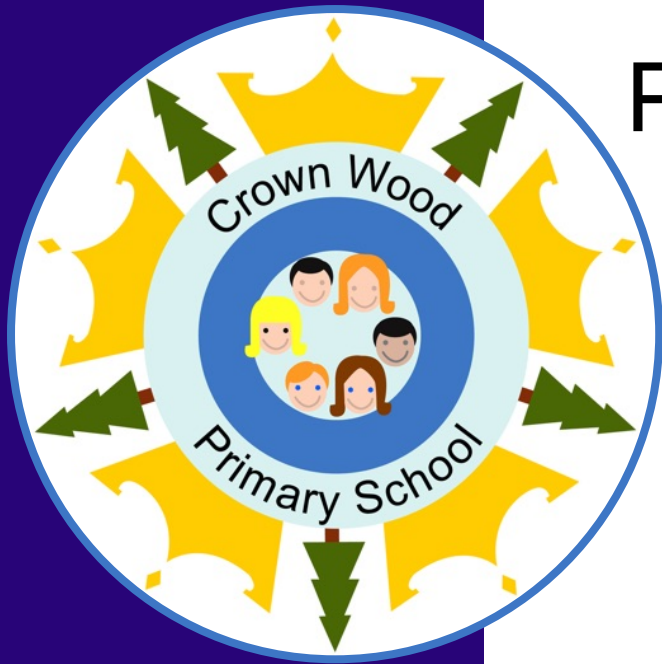
## For Admission Year 2021

---

Number of preferences received: 92

Number of appeals: 1

Number of appeals allowed: 0



# CROWN WOOD PRIMARY SCHOOL

ACADEMY  
GREENSHAW LEARNING TRUST

**'Dare to Dream'**

**Determination, Responsibility,  
Everyone Together, Aspiration &  
Achievement, Mutual Respect**

**HeadTeacher:** Mr Grant Strudley

Crown Wood Primary School is a co-education academy school that caters for children aged 4-11.

PAN: 90  
*Published Admission Number*

School Hours: 8:50am | 3:15pm

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 485448  
[secretary@crownwoodprimary.co.uk](mailto:secretary@crownwoodprimary.co.uk)  
[www.crownwoodschool.com](http://www.crownwoodschool.com)

## ADDRESS

Crown Wood Primary School  
Opladen Way  
Crown Wood  
Bracknell  
RG12 0PE

## SCHOOL NUMBER

867 2236

## Visits/ Open Days

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For further information about admissions to Crown Wood, please visit:  
<https://www.crownwoodschool.com/Admissions/>.

We will be arranging open days during the Autumn Term. Please see  
<https://www.crownwoodschool.com/Admissions/Open-Days> for dates and how to register.

## For Admission Year 2021

---

Number of preferences received: 140

Number of appeals: 0





# CROWTHORNE CE PRIMARY SCHOOL

VOLUNTARY CONTROLLED SCHOOL

**'Inspiring and enabling our school  
community to live life to the full'**

**HeadTeacher:** Miss Ruth Jackson

Crowthorne CofE Primary School is a co-education voluntary controlled school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:45am | 3:15pm

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 772089

[secretary@crowthornecofe.co.uk](mailto:secretary@crowthornecofe.co.uk)

## ADDRESS

Crowthorne CofE Primary School  
Dukes Ride  
Crowthorne  
RG45 6ND

## SCHOOL NUMBER

867 3023

## Visits/ Open Days

---

Our open days and tours for prospective parents are available on our school website.

## For Admission Year 2021

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Number of preferences received: 96

Number of appeals: 0



# FOX HILL PRIMARY SCHOOL

COMMUNITY SCHOOL

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 421809

[secretary@foxhillschool.co.uk](mailto:secretary@foxhillschool.co.uk)

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

## ADDRESS

Fox Hill Primary School  
Pondmoor Road  
Bracknell  
RG12 7JZ

## SCHOOL NUMBER

867 2057

**HeadTeacher:** TBC

Fox Hill Primary School is a co-education community school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:55am | 3:00pm

## Visits/ Open Days

---

**Open Days for 2022 (book online via school website)**

Dates and times TBC

## For Admission Year 2021

---

Number of preferences received: 92

Number of appeals: 0



# GREAT HOLLANDS PRIMARY SCHOOL

ACADEMY SCHOOL  
MAIDEN ERLEGH TRUST

**‘Thinking and Learning Together.  
Achieving Forever’**

**HeadTeacher:** Mr Richard Ferris

Great Hollands Primary School is a co-education academy school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:50am | 3:15pm

Please attend our school open days or visit our website for further information on our school

## **CONTACT**

01344 424911

[GHPSoffice@maidenerlegitrust.org](mailto:GHPSoffice@maidenerlegitrust.org)

[www.greathollandprimary.co.uk](http://www.greathollandprimary.co.uk)

## **ADDRESS**

Great Hollands Primary School  
Wordsworth  
Bracknell  
RG12 8YR

## **SCHOOL NUMBER**

867 2001

## **Visits/ Open Days**

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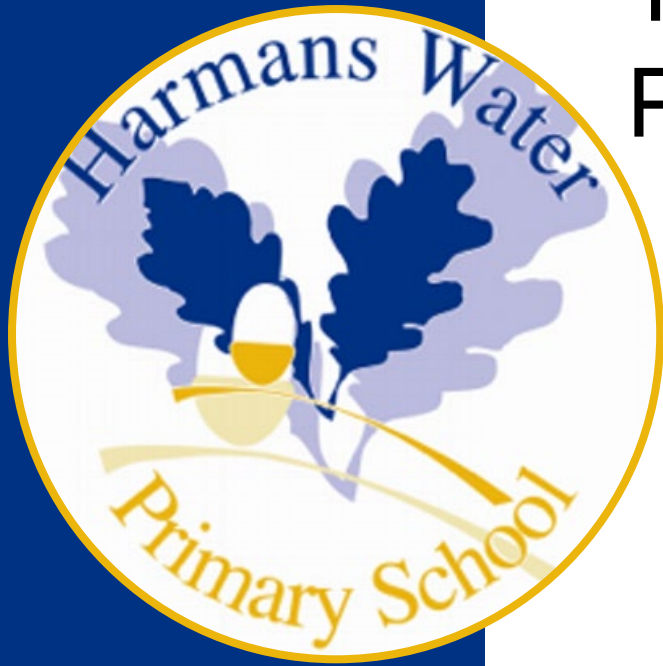
To be confirmed. Details will be shared via the school website

## **For Admission Year 2021**

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Number of preferences received: 53

Number of appeals: 0



# HARMANS WATER PRIMARY SCHOOL

COMMUNITY SCHOOL

**HeadTeacher:** Mrs Alison Wyld

Harmans Water Primary School is a co-education community school that caters for children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours Reception and KS1: 8:45am | 3:10pm

School Hours KS2: 8:40am | 3:15pm

## Visits/ Open Days

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Full details of our Open Days are featured on our school website at [www.harmanswater.co.uk](http://www.harmanswater.co.uk)

If you have any questions, please do not hesitate to contact the school office using the [secretary@harmanswater.co.uk](mailto:secretary@harmanswater.co.uk) e-mail address

## For Admission Year 2021

---

Number of preferences received: 100

Number of appeals: 0

Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 422196

[secretary@harmanswater.co.uk](mailto:secretary@harmanswater.co.uk)

[www.harmanswater.co.uk](http://www.harmanswater.co.uk)

### ADDRESS

Harmans Water Primary School  
Wellington Drive  
Bracknell  
RG12 9NE

### SCHOOL NUMBER

867 2254



# HOLLY SPRING PRIMARY SCHOOL

COMMUNITY SCHOOL

'We aim to be an inclusive school that broadens aspirations,  
inspires and develops self-belief.

To achieve this, we: **I.M.A.G.I.N.E.**

**Ignite a love for learning;  
Motivate to achieve;  
Accept everyone;  
Grow greatness;  
Instil independence;  
Nurture;  
Enjoy.**

Please attend our school open days or  
visit our website for further information  
on our school

## CONTACT

01344 483920

[office@hsprimary.uk](mailto:office@hsprimary.uk)

[www.hollyspringprimary.co.uk](http://www.hollyspringprimary.co.uk)

## ADDRESS

Holly Spring Primary School  
Lily Hill Road  
Bracknell  
RG12 2SW

## SCHOOL NUMBER

867 2060

**HeadTeacher:** Mrs S.Marsh

Holly Spring Primary School is a co-education community school that  
caters for children aged 4-11.

PAN: 90

*Published Admission Number*

School Hours: 8:50am | 3:20pm

## Visits/ Open Days

TBC Please visit our Website

## For Admission Year 2021

Number of preferences received: 111

Number of appeals: 0



# JENNETTS PARK CE PRIMARY SCHOOL

ACADEMY SCHOOL  
BONITAS MULTI-ACADEMY TRUST

**'Empowering children to flourish and  
achieve under God's love'**



Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 301269

[secretary@jennetts.bonitas.org.uk](mailto:secretary@jennetts.bonitas.org.uk)

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

## ADDRESS

Jennetts Park CE Primary School  
3 Tawny Owl Square  
Jennetts Park  
Bracknell  
RG12 8EB

## SCHOOL NUMBER

867 2000

**HeadTeacher:** Mrs Elizabeth Savage

Jennetts Park CE Primary School is a co-education academy school that caters for children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours: 8:50am | 3:25pm

## Visits/ Open Days

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To be confirmed. Details will be shared via the school website

## For Admission Year 2021

---

Number of preferences received: 74

Number of appeals: 0



# KING'S ACADEMY BINFIELD

(PRIMARY PHASE)  
ACADEMY SCHOOL  
KING'S GROUP ACADEMIES

**'Dare to be remarkable'**

**HeadTeacher:** Mrs Sarah Howells

King's Academy Binfield is a co-education academy school for children aged 3-18. At this time the schools primary phase only caters for Nursery, Reception, Year 1 and Year 2.

PAN: 60  
*Published Admission Number*

School Hours: 8:30am | 3:30pm

## Visits/ Open Days

---

To be confirmed. Details will be shared via the school website

## For Admission Year 2021

---

Number of preferences received: 148

Number of appeals: 1

Number of appeals allowed: 0

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 586399

[Admin.biprimary@kingsacademies.uk](mailto:Admin.biprimary@kingsacademies.uk)

[Lauren.newhouse@kingsacademies.uk](mailto:Lauren.newhouse@kingsacademies.uk)

[www.kgabinfeld.uk](http://www.kgabinfeld.uk)

## ADDRESS

King's Academy Binfield  
St Georges Way  
Binfield  
Bracknell  
RG42 3FS

## SCHOOL NUMBER

867 2002



# KING'S ACADEMY OAKWOOD

ACADEMY SCHOOL  
KING'S GROUP ACADEMIES

**'Dare to be remarkable'**

**HeadTeacher:** Mrs Sarah Howells

King's Academy Oakwood is a co-education academy school for children aged 4-11. The school opened in September 2019 and at this time the school only caters for Reception, Year 1, Year 2, Year 3 and Year 4.

PAN: 30  
*Published Admission Number*

School Hours: 08:30am-3:30pm

## Visits/ Open Days

---

To be confirmed. Details will be shared via the school website

## For Admission Year 2021

---

Number of preferences received: 75

Number of appeals: 0

Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 586399

[Admin.oakwood@kingsacademies.uk](mailto:Admin.oakwood@kingsacademies.uk)

[Jayde.scully@kingsacademies.uk](mailto:Jayde.scully@kingsacademies.uk)

[www.kgabinfield.uk](http://www.kgabinfield.uk)

### ADDRESS

King's Academy Oakwood  
Chiltern View  
Binfield  
Bracknell  
RG42 4FY

### SCHOOL NUMBER

867 2002



# MEADOW VALE PRIMARY SCHOOL

COMMUNITY SCHOOL

**'Learning – Believing – Achieving'**

**HeadTeacher:** Mrs Catherine Forrester

Meadow Vale Primary School is a co-education community school that caters for children aged 3-11.

PAN: 90

*Published Admission Number*

School Hours: 8:50am | 3:15pm

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 421046

[secretary@meadowvaleprimary.com](mailto:secretary@meadowvaleprimary.com)

[www.meadowvaleprimary.co.uk](http://www.meadowvaleprimary.co.uk)

## ADDRESS

Meadow Vale Primary School  
Moordale Avenue  
Bracknell  
RG42 1SY

## SCHOOL NUMBER

867 2251

## Visits/ Open Days

---

To be confirmed. Details will be shared via the school website

## For Admission Year 2021

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Number of preferences received: 117

Number of appeals: 0



# NEW SCOTLAND HILL PRIMARY SCHOOL AND NURSERY

COMMUNITY SCHOOL

**'Enjoying living and learning together'**

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 772184

[secretary@nshprimary.co.uk](mailto:secretary@nshprimary.co.uk)

[www.newscotlandhill.co.uk](http://www.newscotlandhill.co.uk)

## ADDRESS

New Scotland Hill Primary School  
and Nursery  
Grampian Road  
Little Sandhurst  
Berkshire  
GU47 8NQ

## SCHOOL NUMBER

867 2154

**HeadTeacher:** Mr Simon Cotterill

New Scotland Hill Primary School and Nursery is a co-education community school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:50am | 3:15pm

## Visits / Open Days

### Open Days 9.30am-10.30am

Wednesday 13<sup>th</sup> October 2021

Wednesday 1<sup>st</sup> December 2021

Friday 7<sup>th</sup> January 2022

### Visits

Individual & small group tours by appointment throughout the Autumn Term.

Please contact: [secretary@nshprimary.co.uk](mailto:secretary@nshprimary.co.uk) to book.

## For Admission Year 2021

Number of preferences received: 46

Number of appeals: 0





# OWLSMOOR PRIMARY SCHOOL

COMMUNITY SCHOOL

Please attend our school open days  
or visit our website for further  
information on our school

## CONTACT

01344 776642

[secretary@owlsmoorprimary.com](mailto:secretary@owlsmoorprimary.com)

[www.owlsmoorprimary.com](http://www.owlsmoorprimary.com)

## ADDRESS

Owlsmoor Primary School  
22-42 Cambridge Road  
Owlsmoor  
Sandhurst  
GU47 0TA

## SCHOOL NUMBER

867 2138

**HeadTeacher:** Mrs Liz Cole

Owlsmoor Primary School is a co-education community school that  
caters for children aged 4-11.

PAN: 90

*Published Admission Number*

School Hours: 8:45am | 3:10pm

## Visits/ Open Days

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School Tours Most Days at 9:30am, 11am or 1:30pm. Please arrange  
a visit by emailing [secretary@owlsmoorprimary.com](mailto:secretary@owlsmoorprimary.com) or calling 01344  
776642

## For Admission Year 2021

---

Number of preferences received: 113

Number of appeals: 0



# SANDY LANE PRIMARY SCHOOL

COMMUNITY SCHOOL

**'Where everyone is equipped to excel'**

**HeadTeacher:** Mr Neil Davies

Sandy Lane Primary School is a co-education community school that caters for children aged 4-11.

PAN: 90

*Published Admission Number*

School Hours KS1: 8:40am | 3:15pm

School Hours KS2: 8:40am | 3:20pm

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 423896

[secretary@sandylanebracknell.com](mailto:secretary@sandylanebracknell.com)

[www.sandylanebracknell.com](http://www.sandylanebracknell.com)

## ADDRESS

Sandy Lane Primary School  
Sandy Lane  
Bracknell  
RG12 2JG

## SCHOOL NUMBER

867 2814

## Visits/ Open Days

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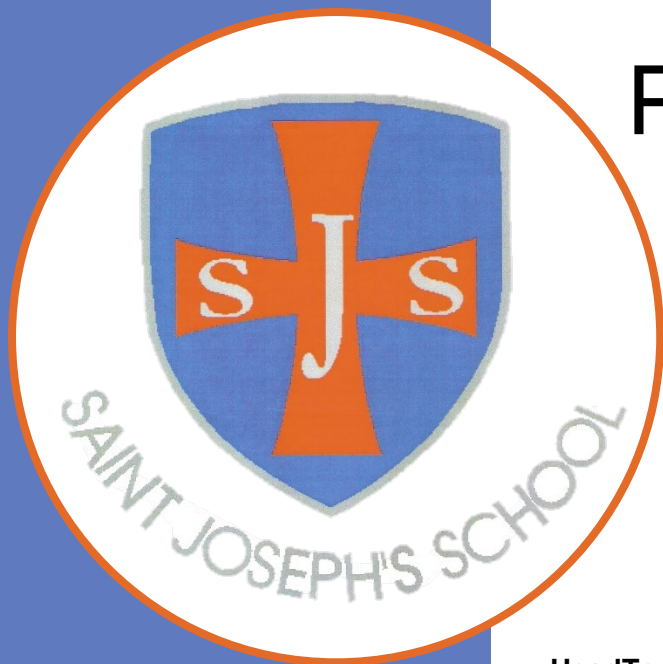
To be confirmed. Details will be shared via the school website

## For Admission Year 2021

---

Number of preferences received: 61

Number of appeals: 0



# ST JOSEPH'S RC PRIMARY SCHOOL

VOLUNTARY AIDED SCHOOL

**'We are growing together on our journey  
of achievement with Jesus in our hearts,  
heads and hands'**

**HeadTeacher:** Mrs Juanita Dunlop

St Joseph's RC Primary School is a co-education voluntary aided school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:45am | 3:15pm

Please attend our school open days  
or visit our website for further  
information on our school

## CONTACT

01344 425246

[secretary@stjosephsbracknell.co.uk](mailto:secretary@stjosephsbracknell.co.uk)

[www.stjosephsbracknell.co.uk](http://www.stjosephsbracknell.co.uk)

## ADDRESS

St Joseph's RC Primary School  
Gipsy Lane  
Off Larges Lane  
Bracknell  
RG12 9AP

## SCHOOL NUMBER

867 3333

## Visits/ Open Days

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For school visits please call the school office from October 2021

## For Admission Year 2021

---

Number of preferences received: 85

Number of appeals: 0



# ST MARGARET CLITHEROW RC PRIMARY SCHOOL

ACADEMY SCHOOL  
FRASSATI CATHOLIC ACADEMY TRUST

**'We act with love, build our faith and  
grow as people'**

**HeadTeacher:** Mrs Lisbeth Jones (acting Head)

St Margarets Clitherow RC Primary School is a co-education  
academy school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:45am | 3:15pm

Please attend our school open days  
or visit our website for further  
information on our school

## CONTACT

01344 424030

[secretary@smc-bracknell.com](mailto:secretary@smc-bracknell.com)

[www.stmargaretclytherowbracknell.co.  
uk](http://www.stmargaretclytherowbracknell.co.uk)

## ADDRESS

St Margaret's Clitherow RC Primary  
School  
Pembroke  
Bracknell  
RG12 7RD

## SCHOOL NUMBER

867 3344

## Visits/ Open Days

---

Wednesday 7<sup>th</sup> October  
Wednesday 4<sup>th</sup> November  
Wednesday 2<sup>nd</sup> December

## For Admission Year 2021

---

Number of preferences received: 69

Number of appeals: 0

# ST MICHAEL'S EASTHAMPSTEAD CE PRIMARY SCHOOL

VOLUNTARY AIDED SCHOOL

**'Learning to love; love to learn'**



**HeadTeacher:** Miss Sarah Robinson

St Michaels Easthampstead CE Primary School is a co-education voluntary aided school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:50am | 3:15pm

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 420878

[secretary@stmicheast.co.uk](mailto:secretary@stmicheast.co.uk)

[www.stmicheasthampstead.com](http://www.stmicheasthampstead.com)

## ADDRESS

St Michael's Easthampstead CE  
Primary School  
Crowthorne Road  
Bracknell  
RG12 7EH

## SCHOOL NUMBER

867 3313

## Visits/ Open Days

---

Open Days will be announced on School Website

## For Admission Year 2021

---

Number of preferences received: 83

Number of appeals: 0

# ST MICHAELS SANDHURST CE PRIMARY SCHOOL

VOLUNTARY AIDED SCHOOL

**‘This little light of mine, I’m going to let it  
shine! ‘**



Please attend our school open days  
or visit our website for further  
information on our school

## CONTACT

01252 873360

[secretary@st-michaels-school.org](mailto:secretary@st-michaels-school.org)

[www.st-michaels-school.org](http://www.st-michaels-school.org)

## ADDRESS

St Michaels CE Aided Primary School  
Lower Church Road  
Sandhurst  
Berkshire  
GU47 8HN

## SCHOOL NUMBER

867 3038

**HeadTeacher:** Mr Stuart Bevan

St Michaels Sandhurst CE Primary School is a co-education voluntary  
aided school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:50am | 3:15pm

## Visits/ Open Days

---

There will be an Open Day in the Autumn Term. Date to be  
confirmed.

## For Admission Year 2021

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Number of preferences received: 53

Number of appeals: 0



# THE PINES SCHOOL

COMMUNITY SCHOOL

**'Be Your BEST'**

**Believe – Excellence – Safe - Team**



Please attend our school open days  
or visit our website for further  
information on our school

## CONTACT

01344 426413

[secretary@thepinesschool.org.uk](mailto:secretary@thepinesschool.org.uk)

[www.thepinesschool.org.uk](http://www.thepinesschool.org.uk)

## ADDRESS

The Pines School  
Hanworth Road  
Bracknell  
RG12 7WX

## SCHOOL NUMBER

867 3357

**HeadTeacher:** Mrs Kate Davies

The Pines School is a co-education community school that caters for  
children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours KS1: 8:55am | 3:10pm

School Hours KS2: 8:55am | 3:25pm

## Visits/ Open Days

---

Opening Mornings at 10am, Please note these will be virtual and are  
subject to change.

Tuesday 5<sup>th</sup> October 2021

Tuesday 9<sup>th</sup> November 2021

Tuesday 11th January 2022

Please contact [secretary@thepinesschool.org.uk](mailto:secretary@thepinesschool.org.uk) to book a place

## For Admission Year 2021

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Number of preferences received: 81

Number of appeals: 0

# UPLANDS PRIMARY SCHOOL AND NURSERY

COMMUNITY SCHOOL

**'Inspire to Achieve'**



Please attend our school open days or visit our website for further information on our school.

## CONTACT

01252 873069

[office@uplandsberkshire.org](mailto:office@uplandsberkshire.org)

[www.uplandsberkshire.org](http://www.uplandsberkshire.org)

## ADDRESS

Uplands Primary School and Nursery  
Albion Road  
Sandhurst  
Berkshire  
GU47 9BP

## SCHOOL NUMBER

867 2113

**Head Teacher:** Mr Phil Sherwood

Uplands Primary School and Nursery is a co-education community school that caters for children aged 4-11. It also has a nursery onsite which takes children from 3 years old (via a separate admissions process). In addition, Uplands is the lead school of the Forest Learning Alliance, an organisation which supports schools, trains new teachers and supports the professional development of teachers and leaders.

PAN: 30

*Published Admission Number*

School Hours: 08:40 - 15:15

\*NB: wraparound care is also on offer from 08:00 to 08:40 and after school until 18:00.

## Visits/ Open Days

Please check our website for details of open days. These will be held during Autumn Term 2021. At the current time, we may not be able to offer school tours in the same way as before. Please contact the school office to register your interest to attend an open day or virtual information session and we will send you our latest information on visits and school tours.

## For Admission Year 2021

Number of preferences received: 133

Number of appeals: 4

Number of appeals allowed: 0



# WARFIELD CE PRIMARY SCHOOL

VOLUNTARY CONTROLLED SCHOOL

**‘Friends on a learning journey, achieving  
success together, guided by God’**

**HeadTeacher:** Mrs Anna Kennedy

Warfield CE Primary School is a co-education voluntary controlled school that caters for children aged 4-11.

Warfield CE Primary School is a split site school. The school has two sites but is one school. You cannot apply for a specific site when applying for Warfield CE Primary School.

The Governing Board of Warfield CE Primary School are currently considering consulting on a proposal to unite the school community on to one site. Please refer to page 28 for further information.

PAN: 60  
*Published Admission Number*

30 children will be allocated to each site as per the schools [site allocation policy](#).

School Hours: 8:35am | 3:15pm

## Visits/ Open Days

Prospective parents are invited to book tours. Information will be available on the school's website.

For any questions, please contact the school office. We look forward to meeting you.

## For Admission Year 2021

Number of preferences received: 125

Number of appeals: 0

Number of appeals allowed: 0

Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 862074

[secretary@warfieldprimary.co.uk](mailto:secretary@warfieldprimary.co.uk)  
[www.warfieldprimary.co.uk](http://www.warfieldprimary.co.uk)

### ADDRESS

Warfield CE Primary School

All Saints Site  
All Saints Rise  
Warfield  
Bracknell  
RG42 3SS

Woodhurst Site  
Sopwith Road  
Warfield  
Bracknell  
RG42 6BR

### SCHOOL NUMBER

867 3047



# WHITEGROVE PRIMARY SCHOOL

COMMUNITY SCHOOL

**'Together, we make learning irresistible'**

**HeadTeacher:** Mrs Karen Davis

Whitegrove Primary School is a co-education community school that caters for children aged 4-11.

PAN: 60

*Published Admission Number*

School Hours: 8:55am | 3:30pm

## Visits/ Open Days

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Please refer to our school's website for more information regarding dates for our open mornings which are held throughout the year.

## For Admission Year 2021

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Number of preferences received: 120

Number of appeals: 1

Number of appeals allowed: 0

Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 861020

[secretary@whitegroveprimary.co.uk](mailto:secretary@whitegroveprimary.co.uk)

[www.whitegroveprimary.co.uk](http://www.whitegroveprimary.co.uk)

### ADDRESS

Whitegrove Primary School  
Westmorland Drive  
Warfield  
RG42 3QS

### SCHOOL NUMBER

867 2813

# WILDMOOR HEATH PRIMARY SCHOOL

ACADEMY SCHOOL  
GREENSHAW LEARNING TRUST

**REACH FOR THE STARS** ★★  
Respect - Empathy - Aspirations - Courage - Honesty



**HeadTeacher:** Mrs Leslie Semper

Wildmoor Heath Primary School is a co-education academy school that caters for children aged 4-11.

PAN: 30  
*Published Admission Number*

School Hours: 8:50am | 3:15pm

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 772034  
[secretary@wildmoorheath.org.uk](mailto:secretary@wildmoorheath.org.uk)  
[www.wildmoorheath.org.uk](http://www.wildmoorheath.org.uk)

## ADDRESS

Wildmoor Heath Primary School  
Lower Broadmoor Road  
Crowthorne  
RG45 7HD

## SCHOOL NUMBER

867 2065

## Visits/ Open Days

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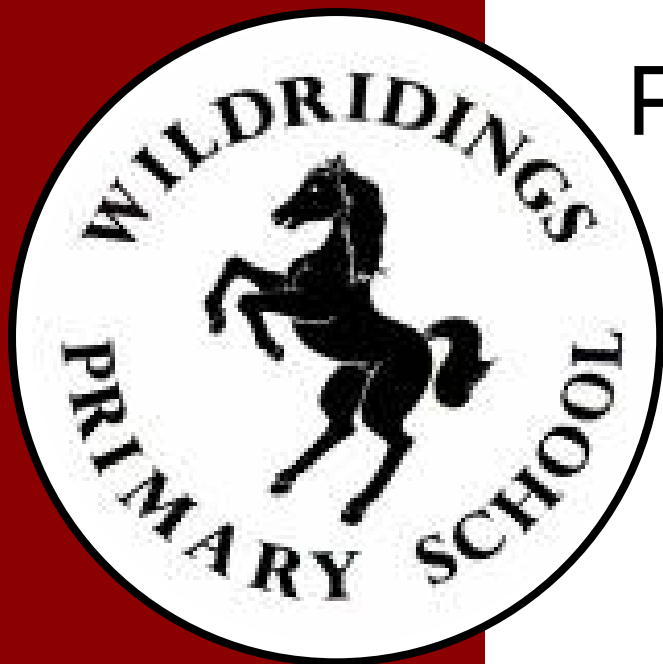
To be confirmed. Details will be shared via the school website

## For Admission Year 2021

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Number of preferences received: 53

Number of appeals: 0



# WILDRIDINGS PRIMARY SCHOOL AND NURSERY

COMMUNITY SCHOOL

**'I Will Always Be the Best That I Can Be'**

**Respect - Safety – Honest – Responsible - Listen**

**HeadTeacher:** Mr Simon Cope

Wildridings Primary School & Nursery is a co-education community school that caters for children aged 3-11.

PAN: 60

*Published Admission Number*

School Hours: 8:55am | 3:20pm

Nursery Hours: 8:40am | 11:40am      12:20pm | 3:20pm

**Visits/ Open Days**

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Due to Covid restrictions we are unable to conduct our usual tours so please see virtual tour on our school website.

**For Admission Year 2021**

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Number of preferences received: 88

Number of appeals: 0

Please attend our school open days or visit our website for further information on our school

**CONTACT**

01344 425483

Fax: 01344 425483

[secretary@wildridingsprimary.co.uk](mailto:secretary@wildridingsprimary.co.uk)

[www.wildridingsprimary.co.uk](http://www.wildridingsprimary.co.uk)

**ADDRESS**

Wildridings Primary School  
Netherton  
Bracknell  
RG12 7DX

**SCHOOL NUMBER**

867 2250



# WINKFIELD ST MARY'S CE PRIMARY SCHOOL

VOLUNTARY CONTROLLED SCHOOL

**'Wisdom and Wonder'**



Please contact the school to arrange a time to visit or see our website for further information on our school

## CONTACT

01344 882422

[secretary@wsmschool.org](mailto:secretary@wsmschool.org)

[www.wsmschool.org](http://www.wsmschool.org)

## ADDRESS

Winkfield St Mary's CE Primary  
School  
Winkfield Row  
Bracknell  
RG42 6NH

## SCHOOL NUMBER

867 3062

**Headteacher:** Miss Julia Evans

Winkfield St Mary's CE Primary School is a co-education voluntary controlled school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:55am | 3:15pm

## Visits/ Open Days

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Please contact the school office to arrange a time to come and see our lovely school.

## For Admission Year 2021

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Number of preferences received: 72

Number of appeals: 0



# WOODEN HILL PRIMARY AND NURSERY SCHOOL

COMMUNITY SCHOOL

**'Learning, growing and achieving  
together'**

**Headteacher:** Joanna Lagares

Wooden Hill Primary School is a co-education community school that caters for children aged 4-11 in years Reception to Year 6 and also a Nursery offering flexible sessions for children from 3 years old.

PAN: 60

*Published Admission Number*

School Hours: 8:50am | 3:15pm

**Visits/ Open Days**

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## Is your child starting school in September 2022?

Come along to one of our open mornings to find out more about us and what we can offer your child. There will be a chance to meet the staff, see the school in action and speak to the Headteacher.

We will be holding open mornings (bookings essential) on the following dates:

Friday 24 September 2021 | 9:30am  
Wednesday 04 November 2021 | 9:30am  
Thursday 02 December 2021 | 9:30am  
Friday 07 January 2022 | 9:30am

[To book, please click here to visit our website.](#)

**For Admission Year 2021**

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Number of preferences received: 91

Number of appeals: 0

Please attend our school open days or visit our website for further information on our school

## CONTACT

01344 421117

[secretary@office.woodenhill.bracknell-forest.sch.uk](mailto:secretary@office.woodenhill.bracknell-forest.sch.uk)

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

## ADDRESS

Wooden Hill Primary School  
Staplehurst  
Bracknell  
RG12 8DB

## DfE SCHOOL NUMBER

867 2228

# HATCH RIDE PRIMARY SCHOOL

ACADEMY  
CORVUS LEARNING TRUST

Hatch Ride Primary School is an academy school within Wokingham Borough Council. The school is not maintained by Bracknell Forest Council.

However, some properties within Bracknell Forest lie within the designated area for the school. To check your designated area school please see [What's my designated area school?](#)

*If you are applying for Hatch Ride Primary School, it is your responsibility to obtain a copy of the schools' admission arrangements which differ from Bracknell Forest.*

## Basic School Information

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**HeadTeacher:** Jo Sparrowhawk

Hatch Ride Primary School is a co-education academy school that caters for children aged 4-11.

PAN: 30

*Published Admission Number*

School Hours: 8:50am | 3:15pm

## Visits/ Open Days

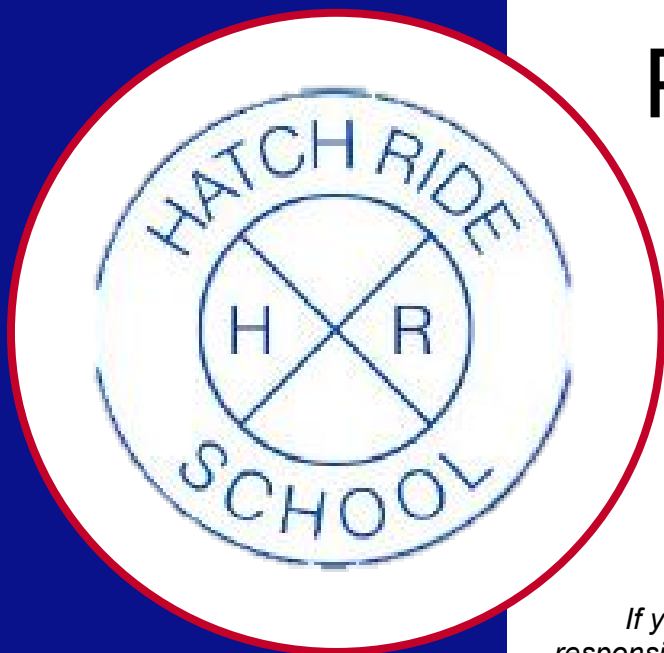
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For further information about the school, open days or general information please contact the school directly or see website.

## For Admission Year 2021

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For further information on the school such as their admission arrangements, allocation history and how many appeals were heard last year you should contact the school or Corvus Learning Trust directly.



Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 776227

[www.hatchride.wokingham.sch.uk](http://www.hatchride.wokingham.sch.uk)

[admin@hatchride.wokingham.sch.uk](mailto:admin@hatchride.wokingham.sch.uk)

### ADDRESS

Hatch Ride Primary School

Hatch Ride

Crowthorne

Berkshire

RG45 6LP

### SCHOOL NUMBER

872 2163



# OAKLANDS INFANT SCHOOL

ACADEMY  
CORVUS LEARNING TRUST

Oaklands Infant School is an academy school within Wokingham Borough Council. The school is not maintained by Bracknell Forest Council.

However, some properties within Bracknell Forest lie within the designated area for the school. To check your designated area school please see [What's my designated area school?](#)

*If you are applying for Oaklands Infant School, it is your responsibility to obtain a copy of the schools' admission arrangements which differ from Bracknell Forest.*

Please contact our school regarding parent tours or visit our website for further information.

## CONTACT

01344 774644

[www.oaklandsinfants.org](http://www.oaklandsinfants.org)

[admin@oaklands-inf.wokingham.sch.uk](mailto:admin@oaklands-inf.wokingham.sch.uk)

## ADDRESS

Oaklands Infant School  
Butler Road  
Crowthorne  
Berkshire  
RG45 6QZ

## SCHOOL NUMBER

872 2132

## Basic School Information

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**HeadTeacher:** Mrs Hannah O'Neill

Oaklands Infant School is a co-education academy school that caters for children aged 3-7

PAN: 60

*Published Admission Number*

School Hours: 8:50am | 3:15pm

## Parent Tours

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For further information about the school, parent tours or general information please contact the school directly.

## For Admission Year 2021

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For further information on the school such as their admission arrangements, allocation history and how many appeals were heard last year you should contact the school directly.

# SOUTH ASCOT VILLAGE PRIMARY SCHOOL



South Ascot Village Primary School is an academy school within the Royal Borough of Windsor and Maidenhead (RBWM). The school is not maintained by Bracknell Forest Council.

However, some properties within Bracknell Forest lie within the designated area for the school. To check your designated area school please see [What's my designated area school?](#)

*If you are applying for South Ascot Village Primary School, it is your responsibility to obtain a copy of the schools' admission arrangements which differ from Bracknell Forest.*

## Basic School Information

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**HeadTeacher:** Miss K Rimell

South Ascot Primary School is a co-education community school that caters for children aged 3-11

PAN: 30

*Published Admission Number*

School Hours: 8:50am | 3:20pm

## Visits/ Open Days

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For further information about the school, open days or general information please contact the school directly.

## For Admission Year 2021

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For further information on the school such as their admission arrangements, allocation history and how many appeals were heard last year you should contact RBWM directly.

Please attend our school open days or visit our website for further information on our school

### CONTACT

01344 622118

[www.southascotvillageschool.org.uk](http://www.southascotvillageschool.org.uk)

[main@southascotvillageschool.org.uk](mailto:main@southascotvillageschool.org.uk)

### ADDRESS

South Ascot Village Primary School

All Souls Road

Ascot


SL5 9EA

### SCHOOL NUMBER

868 2109



# ADMISSION ARRANGEMENTS



CRITERIA



# Bracknell Forest Council Admission Arrangements

## Community and Voluntary Controlled Primary Schools 2022-23

### PRIMARY SCHOOL ADMISSION 2022-2023

Applications for primary schools will be processed according to the published co-ordinated scheme for 2022-2023. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled A Parent's Guide to Primary School Admissions in Bracknell Forest for children starting primary school in the school year starting September 2022. This guide will be available from 12th September 2021.

There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend a school nursery.

### OVERSUBSCRIPTION CRITERIA

Bracknell Forest is the admission authority for the community and voluntary controlled schools within the borough. The criteria for all of these schools and for the voluntary aided and academy schools can be found in the 'Guide to Primary Admissions within Bracknell Forest', on the Bracknell Forest Council's website or from the school.

In circumstances where more applications than places are received for Bracknell Forest community schools the following criteria will be used.

- **Oversubscription Criteria for community primary schools**

Bracknell Forest is the admission authority for community schools and sets the admission criteria.

The following criteria apply to these schools:

Ascot Heath Primary	New Scotland Hill Primary
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Birch Hill Primary	Owlsmoor Primary
College Town Primary	The Pines Primary
Cranbourne Primary	Sandy Lane Primary
Fox Hill Primary	Uplands Primary
Harmans Water Primary	Whitegrove Primary
Holly Spring Primary	Wildridings Primary
Meadow Vale Primary	Wooden Hill Primary

The following criteria also applies to these voluntary controlled schools

Winkfield St. Mary's Primary	Warfield CE Primary
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Children with an Education Health & Care Plan that names a specific school must, by law, be admitted to that school.

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

(A) Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>

(B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.

(C) Children of staff at a particular school:

1. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

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

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

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

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

<sup>5</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- (D) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission.
- (E) Children who live in the **designated area** of the school
- (F) Children who **do not** live in the designated area of the school but who have a **sibling** at the school, and who will still be attending the school at the time of the child's admission.
- (G) All other children

Children must be living in the designated area at the closing date of 15 January 2022 to be considered under this criterion.

### **Tie Break**

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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

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

- **Oversubscription criteria for the following voluntary controlled primary school**

The LA is the admission authority for their voluntary controlled schools and sets the admission criteria.

These criteria apply to the following schools:

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

Children with an Education Health and Care Plan that names a specific school must, by law, be admitted to that school.

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

- (A) Looked After Children<sup>6</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>7</sup> (or became subject to a child arrangements order<sup>8</sup> or special guardianship order<sup>9</sup>) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>10</sup>
- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (C) Children of staff at a particular school.
  - 1. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
  - 2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (D) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion.

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

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

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

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

<sup>10</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- (E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission
- (F) Children who live in the **designated area** of the school and whose parent(s) meet the **denominational** criterion.
- (G) Children who live in the **designated area** of the school.
- (H) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion.
- (I) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission
- (J) Children who do not live in the designated area of the school but whose parents meet the **denominational** criterion
- (K) All other children

Children must be living in the designated area at the closing date of 15 January 2022 to be considered under this criterion

### **Tie Break**

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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

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

- **Voluntary controlled schools – Denominational Criterion**

Where denominational grounds are a reason for the application for Crowthorne CE Voluntary Controlled School it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches Together in Britain and Ireland or the Evangelical Alliance.

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).

*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

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

- **Protected Sibling Status**

Parents of children attending a school that was their designated area school at the time of processing the application but where the designated area has changed will have a protection for any younger siblings. The younger sibling's application will be processed as living in the designated area of the same school as the older sibling is attending even though the designated area has changed.

It is the parent's responsibility to inform the School Admissions Team on their application that they fulfil this criterion. This information will then be verified by the School Admissions Team. Parents **must** enclose a copy of their current council tax notice.

The child must still be living at the address within the original designated area from where the parents applied for the older sibling. If a child's address has changed then this criterion will not be applied.

The older sibling must also still be attending the school where the protected sibling status is being requested.

Note that in all cases the normal admission process will be followed and there will be no guarantee of a place at the school.

- **Applications for split site schools**



Applications for any school that is on a split site are made for the school not a particular site. Places will be available across both sites.

The offer of a school place will be made for the school not the site.

After all places has been accepted the parent will be written to by the school and the parent will be informed as to which site their child will be taught on.

Should parents then turn down the offer of a place (either because they no longer wish for the site offered or for another reason) then the offer will be withdrawn. The Department for Education guidance states that there is no right of appeal for a site, only for a school.

- **Social and Medical Grounds**

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

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

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

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

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

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

**FOR PRIMARY APPLICATIONS ONLY:** Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school (than the one offered) for an older child by the published closing date and the local authority have been unable to meet this preference and a place has been allocated to this older child at an alternative school. If the parent then wishes to apply for this alternative school by the published closing date for their younger child (and the older child will still be attending at the date of admission of the younger child) then the applicant must notify The School Admissions Team on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

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

## The procedure

Applications on social and medical need will be considered firstly by the panel of officers.

They will consider information on the Social and Medical Supplementary Information Form and any evidence from the relevant professional(s). They will recommend whether a decision can be made to either:

- Allow the application
- To refuse the application –on the grounds that the circumstances of the case does not meet the social and medical criterion.
- The recommendation will then be passed to the School Admissions Manager for a final decision

The decision on the application will be recorded and a letter will be sent to the applicant informing them of the outcome.

- **Staff**

Any applications under this criterion will be referred to the particular school that is named on the application for confirmation that the application meets the set criterion.

- **Sibling**

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

- **Appeals**

If parents have been refused a **primary school place** at one or more of their preferences they will be informed of their right of appeal. All appeals for Bracknell Forest schools must be submitted by 18 May 2022. Admissions authorities will then endeavour to hear all appeals submitted by this date within 40 school days.

- **Waiting lists**

The LA will maintain waiting lists for all Bracknell Forest maintained schools. Applicants not offered a place at a higher preference school than that which has been offered will automatically be placed on a waiting list for a school that is within Bracknell. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list, for example someone moving into the area is placed on the appropriate place on the waiting list. Waiting lists must be maintained in criteria order at all time. The LA will maintain the waiting lists for all Bracknell Forest maintained schools for the school year for which they have applied. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. No reminders will be sent.

- **Deferred and delayed entry**

For admission to school for the 2022/2023 school year, all schools will offer all children a full time school place from the September following their fourth birthday. Parents may request that their child attends part-time until the child reaches compulsory school age.

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may request that their child is not admitted until later in the school year 2022/2023 (no later than the term [using three term year] after the child's fifth birthday, when they reach compulsory school age). All schools will hold any deferred place for the child until they become compulsory school age.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached compulsory school age, this must be discussed with the Headteacher to agree the effective date.

For children whose fifth birthday falls between 1 April 2023 and 31 August 2023 (summer-born children), parents who do not wish them to start school in the school year 2022-23, but to be admitted to the Reception Year in September 2023, should apply at the usual time for a place in September 2022 together with a cover letter/email and all the information they would like to be considered.

If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2022 (N.B. it will still be subject to the oversubscription criteria below) or to withdraw their application and apply in the second half of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2022-23 Reception Year group.

## **DEFINITIONS**

- **Parent**

Parent is defined under S576 of the Education Act 1996 as:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

- **Designated areas/catchment areas**

Maps showing the designated area of a school are available to view on the Bracknell Forest Council's website, at the school in question, or at a council office on request.

Parents can also find their designated area school on the Bracknell Forest Council's website via 'findmynearest' and entering their road name or postcode.

**PUBLISHED ADMISSIONS NUMBERS (PAN) FOR COMMUNITY AND  
VOLUNTARY CONTROLLED PRIMARY SCHOOLS**

**2022/23**

<b>School</b>	<b>2022/23 PAN</b>
<b>Primary Schools:</b>	
Ascot Heath Primary	60
Birch Hill Primary	60
College Town Primary	90
Cranbourne Primary	30
Crowthorne CE Primary	30
Fox Hill Primary	30
Harmans Water Primary	60
Holly Spring Primary	90
Meadow Vale Primary School	90
New Scotland Hill Primary	30
Owlsmoor Primary	90
Pines Primary	30
Sandy Lane Primary	60
Uplands Primary	30
Warfield CE Primary	60
Whitegrove Primary	60
Wildridings Primary	60
Winkfield St Mary's CE Primary	30
Wooden Hill Primary	60

## GUIDANCE

### Social and Medical Grounds

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

It is the applicants responsibility to obtain a Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. evidence must be on letter headed paper and reflect the child's current situation.

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

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

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

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

### FOR PRIMARY APPLICATIONS ONLY:

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school (than the one offered) for an older child by the published closing date and the local authority have been unable to meet this preference and a place has been allocated to this older child at an alternative school. If the parent then wishes to apply for this alternative school by the published closing date for their younger child (and the older child will still be attending at the date of admission of the younger child) then the applicant must notify The School Admissions Team on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

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

## Supplementary Social and Medical Information Form

In order for your application to be considered on social and medical grounds you must complete this form and return it to the School Admissions Team along with your supporting evidence by the given closing date. For In-Year applications the evidence must be submitted at the time of application.

**Please make sure you have read the attached guidance before completing this Supplementary Social and Medical Information Form.**

Child's Name:	Date of birth:
Address:	
Home Local Authority: (The local authority who is responsible for your council tax)	
Email Address:	
Current School / Nursery:	

**This Social and Medical Information Form relates to:**

Preferred School Name:



Please set out the particular reasons why the school in question is the **only** suitable school and why the child cannot attend another school.

REFERENCE COPY

Please list the supporting evidence that is being submitted to support this application under this criterion:

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority reserve the right to collect this information in order to fulfil their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I certify that the information I have provided is accurate and correct and that if any information changes it is my responsibility to inform the local authority. I have read and understood the social and medical criterion, the relevant admissions guide and the admissions arrangements for my preferred school.

I certify that I have parental responsibility for the child named on this form.

I understand that if the social and medical criterion is applied, and I am applying for a school outside my designated area I may not be eligible for support with transport. This also does not guarantee a school place at the school for any siblings.

Signature of parent/carer: .....

Print Name: .....

Date: .....

## Confirmation of Church Attendance Form Crowthorne CE Primary School Admissions September 2022

*If you wish to apply under Denominational Grounds for Crowthorne CE Primary School, then please complete this form and return to the Bracknell Forest School Admissions Team by 15 January 2022.*

### The Denominational Criterion

Where denominational grounds are a reason for the application for Crowthorne CE Voluntary Controlled School it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches Together in Britain and Ireland or the Evangelical Alliance.

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 15 January 2022.

**Attendance does not include services of marriage, funerals, or christenings  
(except for the christening of the child seeking entrance to the school).**

*“In the event that during the period specified for attendance at worship the church [or, in relation to those of other faiths, relevant place of worship] has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admission] arrangements in relation to attendance will only apply to the period when the church [or in relation to those of other faiths, relevant place of worship] or alternative premises have been available for public worship”.*

Applicants will need to complete this 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.

***This form must be signed by your local vicar, priest, or minister for their endorsement.***

***Please note this form only applies to Crowthorne CE Primary School***

If you are applying for St Joseph's RC Primary School, St Margaret Clitherow RC Primary School, St Michael's Easthampstead or St Michael's Sandhurst then you cannot use this form for confirmation of church attendance. You will be required to complete a Supplementary Information Form which can be obtained directly from the schools or on the Bracknell Forest Website.

**Section 1****Your Child's Details**

Child's Forename		
Child's Surname		
Child's Gender		
Child's Date of Birth		

**Section 2****Parent/ Carer details**

Parent/ Carer Forename	
Parent/ Carer Surname	
Name and Address of the Church you Attend:	<p>.....</p> <p>.....</p>

	YES / NO
Do you have parental responsibility for the child named on this form?	
Do you live at the same home address as the child named on this form?	
Do you have involvement with a church on a frequent basis?  <i>I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year in the twelve months prior to the published closing date for admissions 15 January 2022*.</i>  <i>*Subject to the information provided above in 'The Denominational Criterion'</i>	

**Section 3****This Section must be completed by the clergy of the church you attend**

This form is required to be signed by the clergy of the church the parent/carer attends in order for the Denominational Criterion to be applied to the named child's school application.

**THE CLERGY:** Please see "The Denominational Criterion" detailed at the top of this form.

**To be completed by the clergy****Details of Vicar/Minister or Priest and Church**

Vicar/ Minister or Priest Full Name	
Name of Church	
Address of Church	..... .....
Contact Details for The Church	Tel: ..... Email: .....

	YES / NO
Is your church part of Churches Together in Britain and Ireland or the Evangelical Alliance? (please specify) .....	
Can you confirm that your church is of a Christian denomination?	
Can you confirm that the parent/ carer of the child named on this form attend your church on a frequent basis?  <i>I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year in the twelve months prior to the published closing date for admissions 15 January 2022*.</i>  <i>*Subject to the information provided above in 'The Denominational Criterion'</i>	

Clergy Signature: ..... Date: .....

Print Name: .....

*Please pass this form back to the parent/ carer to complete the final section  
"Section 4, The Declaration"*

**Section 4****The Declaration**

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that failure to complete and return this form by the closing date will result in my application not being considered under denominational grounds and that the Local Authority reserves the right to withdraw any school place offered if I give false or misleading information.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the denominational criterion, The Parents Guide to Primary Education and the admissions arrangements for my preferred schools.

I understand that this form to be considered under denominational grounds only relates to Crowthorne CE Primary School.

Parent/ Carer Full Name: .....

Signature of Parent/ Carer: .....

Date: .....

**This form must be returned to School Admissions by the 15 January 2022**

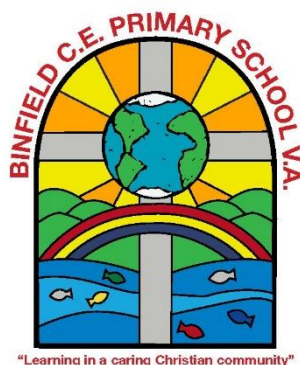
Preferably, please email this form to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

Or post; School Admissions Team, Time Square, Market Street ,Bracknell, RG12 1JD



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The following admission arrangements apply to  
**Binfield CE Primary School**

# Binfield C.E. Primary School (VA)



## School Admissions Arrangements 2022/2023

<b>Date Produced / Signed off:</b>	<b>Nov 2020</b>
<b>Next Review Date:</b>	<b>Aug 2021</b>
<b>Status:</b>	<b>Final</b>

## Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023

Binfield C of E Primary School (VA) is a voluntary aided school. As such, the Governing Body is the admissions authority for the school. The school is a partner in the coordinated admissions arrangements for primary admissions in Bracknell Forest LA. All the dates and processes of application and consideration will conform to the Bracknell Forest LA's Coordinated Admissions Scheme, which will be published when finalised and will then be common to all schools within the LA.

### Our Mission:

Binfield C of E Primary School (VA) welcomes all children from the neighbourhood whatever their beliefs. The school promotes attitudes of mutual respect and responsibility and is committed to our children developing their full potential academically, spiritually, socially, emotionally and physically. It strives to provide a caring, Christian environment and to lay the foundations for the children to take part in adult life. We value the uniqueness of everyone in our community, fostering pride in ourselves and respect for each other.

### Admissions Process:

In line with the Planned Admission Number (PAN) of sixty, the Governing Body of Binfield C of E Primary School (VA) will admit up to sixty children in the school year 2022/2023.

Children who become five years of age on or between 1st September 2017 and 31st August 2018 will be eligible to be considered for admission. It is intended that places will be offered for entry in September 2022. Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2022/23 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2018 and 31 August 2018 (summer-born children), parents who do not wish them to start school in school year 2022/23, but to be admitted to the Reception Year in September 2023, should proceed as follows:

- They should apply at the usual time for a place in September 2022, together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2023. *NB: parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible.*
- If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2022) for a Reception place in September 2023.
- If their request is refused, the parents must decide whether to wait for any offer of a place in September 2021 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2022 for a Year 1 place in September 2023.
- **Parents should be aware that the Year 1 group may have no vacancies, as it could be full with children transferring from the 2021/22 Reception Year group.**

It is the governors' policy not to reconsider applications within the same academic year unless there is a major change in circumstances. If the child's needs are considered profound the school would wish to offer only a part time place until the child's needs have been properly assessed and the appropriate provision put in place.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

## Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023

Applications for a place at the school should be made on the Common Application Form (CAF) provided by the Bracknell Forest LA. If applying from outside Bracknell Forest applications should be made using the CAF of the home LA. The CAF must be completed and returned to the LA by **15th January 2022**.

**The Bracknell Forest LA's address is: School Admissions Team, Time Square, Market Street, Bracknell RG12 1JD**

As an alternative to completing the paper Common Application Form (CAF), parents will be able to apply for a primary place online via their home LA's website. The Bracknell Forest Council site will be open for applications for first entry to school in 2022/23 from mid October 2021 to (midday on) 15th January 2022.

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.

The Bracknell Forest LA will collate the information and send copies of that information to the school for consideration by the Governing Body.

The Governing Body of Binfield C of E Primary School (VA) will consider first those applications that 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 or with an Education, Health and Care (EHC) Plan 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) Looked-after children and children who were previously looked after, but ceased to be so because, **immediately after being looked after**, they became subject to an adoption, child arrangements or special guardianship order. This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of adoption. Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order) (See Note 1).
- (2) Children whose parents are members of staff (see Note 2).
- (3) Children with a normal home address (see Note 3) in the designated area detailed on the map held by Bracknell Forest LA, Binfield C of E Primary School (VA) School Office and Bracknell Public Library (this is the designated area, as in previous years). [Appendix 1].
- (4) Children who have a sibling or siblings (see Note 4) at the school, at the time of application and who is expected to still be attending the school at the time of the applicant's admission.
- (5) All other children whose parents (see Note 5) 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 satisfy criteria 2, 3 and 4, for example, 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.

## Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023

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 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 – known as the 'C' point, as defined in the Local Land and property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each distance measured.

When two or more children applying are equally placed according to the criteria and radial distance from the school as measured by the LA, then lots will be drawn, and the first name drawn will be placed highest in order of priority and so on.

### Drawing of Lots

The names of the applicants will be written on equal size and shape pieces of paper that will be folded into four and placed in a paper bag. A person independent of the school will draw one paper at a time from the bag.

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 12<sup>th</sup> March 2022 and (b) an explanation of how places have been allocated so that this may be sent out to unsuccessful applicants.

The Bracknell Forest 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.

Notes:

#### Note 1:

- *By a "looked-after child" we mean a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society*
- *An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).*
- *A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).*
- *A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).*

#### Note 2:

- *Members of staff are those staff who:*
  - *a) are employed permanently and directly by the Governing Body and have been for at least two years at the time the application is made, or*
  - *b) staff employed for 15 hours or more a week by contractors appointed by the Governing Body and work solely on the school site, for at least two years or*

## Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023

- *c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment method.*

### **Note 3:**

*“Home address” is the address at which the child and parent resides for the majority of each week.*

### **Note 4:**

*“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.*

### **Note 5:**

*“Parent” is defined in law (The Education Act 1996) as either:*

- *any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or*
- *any person who has care of the child or young person.*

*If you are in any doubt, please contact the school for advice.*

### **Exceptional Circumstances – Multiple Births**

In cases where there is one place available, and the next child on the list is a twin, triplet etc., we would admit both twins (and all children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for the Reception Classes 2021-22 or the number of places (60) in other year groups.

### **Admission Outside Normal Age group**

Requests for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil’s interests. It is recommended that parents discuss their wishes with the headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **Late Applications**

Applications in the main entry round for places in Reception received after the specified closing date will be dealt with in line with the Bracknell Forest Primary Co-ordinated Admissions Timetable.

### **In Year Admissions**

The Governing Body of Binfield C of E Primary School (VA), is a party to the ‘In Year Fair Access Protocols’ of Bracknell Forest Council. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant school year group and also take priority for admission over any child on the waiting list.

Applications from children moving into the area or wishing to transfer between schools will be assessed against all criteria in this policy, in the same way as with applications for initial admission. If the parent or carer is moving into the area, they should ask for an application form from Bracknell Forest Local Authority. The forms should be returned to Bracknell Forest Local Authority. If the parent is applying for transfer between schools within Bracknell Forest Borough, then they should obtain the application form from their current school or LA. 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 that their application warrants. (The criteria above will be used and the radial distance as measured by the Bracknell Forest LA will be used to distinguish between otherwise equal applications).

*The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.*



## **Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023**

### **Waiting List**

A waiting list is constructed for each year group in the school that is oversubscribed. The order on each waiting list will be constructed in accordance with the above criteria with radial distance and/or lots used to decide between otherwise equal applications. Waiting lists are managed by the LA on behalf of the Governors. The only part of the process conducted by the Governors is to indicate to the Local Authority the criteria the prospective pupil fulfils.

Further information on the school's admissions arrangements may be obtained by contacting the Headteacher at the school:

Binfield C of E Primary School (VA)  
Benetfeld Road  
Binfield  
Bracknell  
Berkshire RG42 4EW

Tel: 01344 860106

Email: [secretary@binfieldschool.com](mailto:secretary@binfieldschool.com)

**Further information about the Co-ordinated admissions scheme is available from the LA at**

**Bracknell Forest School Admissions Team**  
**Time Square**  
**Market Street**  
**Bracknell RG12 1JD**

## Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023

In the year **2018/19**, 120 applications were received for children to enter foundation and they were placed in the following categories\*\*\*:

Category	Number of Applicants	Ranking number
1	0	
2 & 3	0	0
2 only	1	1
3 & 4	10	2-15
3 only	30	16-45
4 only	7	46-52
5 only	72	63-124
<b>Late Applications</b>	<b>0</b>	

There were no appeals

Note: The categories above relate to:

Looked after child, 2) Staff child/ren, 3) Designated area, 4) siblings, 5) all other children whose parents have chosen this school.

In the year **2019/20**, 124 applications were received for children to enter foundation and they were placed in the following categories\*\*\*:

Category	Number of Applicants	Ranking number
1	0	
2	1	1
3 & 4	14	2-15
3 only	30	16-45
4 only	7	46-52
5 only	72	53-124
<b>Late Applications</b>	<b>0</b>	

There were no appeals

Note: The categories above relate to:

Looked after child, 2) Staff child/ren, 3) Designated area, 4) siblings, 5) all other children whose parents have chosen this school.

## Admissions Policy for Binfield C of E Primary School (VA) for 2022/2023

In the year **2020/21**, 116 applications were received for children to enter foundation and they were placed in the following categories:

Category	Number of Applicants	Ranking number
1	0	0
2	0	0
3 & 4	9	1-9
3 only	37	10-46
4 only	8	47-54
5 only	62	55-116
<b>Late Applications</b>	<b>0</b>	

There were no appeals

Note: The categories above relate to:

Looked after child, 2) Staff child/ren, 3) Designated area, 4) siblings, 5) all other children whose parents have chosen this school.

### Right of Appeal

In accordance with the 1998 School Standards and Framework Act, parents whose children are refused admission have the right of appeal. The appeal will be heard by an independent panel.

Appeals should be made in writing on the appropriate form, which can be obtained from the school secretary, and returned within the timescale in the letter from the home LA or Governing Body refusing admission.

Completed forms should be sent (in an envelope marked 'Appeal') to:

The Chair of Governors.  
Binfield C of E Primary School (VA)  
Benetfeld Road  
Binfield  
Bracknell  
Berkshire RG42 4EW



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The following admission arrangements apply to  
**Crown Wood Primary School**



# **Crown Wood Primary School**

## **Admission Arrangements 2022/23**

Crown Wood Primary School is an academy in the Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at The Greenshaw Learning Trust on: 12<sup>th</sup> February 2021.

The Arrangements are due for review by: **summer term 2021**

### **Contents**

#### **Admissions for entry to Reception, September 2022**

- 1** 1.1 EHCP  
1.2 Oversubscription criteria  
1.3 Tie Breaker
- 2** 2.1 Reception, Deferred entry  
2.2 Applications for students outside of the normal age group
- 3** 3.1 Late Applications  
3.2 Notifications and Acceptance of offers  
3.3 Waiting Lists
- 4** In-Year Admissions
- 5** Appeals
- 6** Nursery

## **1 Admission for entry to Reception, September 2022/23**

Crown Wood Primary School has a Published Admission Number of 90 for entry into Reception in September 2022/23.

Crown Wood Primary School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Reception at Crown Wood Primary School must be made in January in the year of admission for a place in Reception to the child's Home Local Authority on their Common Application Form, and naming Crown Wood Primary Schools as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's Home Local Authority no later than 15 January.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

### **1.1 EHCP**

Children with an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

### **1.2 Oversubscription criteria**

If the school receives more applications than there are places available, the following criteria will be applied;

#### **Priority 1: Looked After Children**

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. A Looked After Child is a child who is

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).



## **Priority 2: Exceptional medical/social**

Priority for children who have an exceptional social and/or medical need.

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website [www.crownwoodschool.com](http://www.crownwoodschool.com). The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer, which will be assessed by the Greenshaw Learning Trust's Admissions Committee against the criteria.

The CAF and the Trust's Social and Medical Form must be submitted directly to the Local Authority at [School.Admissions@Bracknell-Forest.gov.uk](mailto:School.Admissions@Bracknell-Forest.gov.uk) or to School Admissions, Bracknell Forest Council, Time Square, Bracknell, RG12 1JD by **15<sup>th</sup> January 2022**.

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application. However, in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the GLT Head of Admissions.

## **Priority 3: Children of members of staff**

Priority for children of members of staff of the school.

Where;

- The member of staff has been employed at Crown Wood Primary School for two or more consecutive years at the time at which the application for admission to the school is made ; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

## **Priority 4: Siblings**

Priority for children who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

***Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.***

#### **Priority 5: Children living within the Designated Area**

Priority for children living in the school's designated area.

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January 2022 to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

#### **Priority 6: Distance (outside of the designated area)**

Any remaining places will be offered to children living outside of the designated area based on proximity of the child's home address to the school. Distances will be measured in a straight line using the computerised system as specified by Bracknell Forest Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business, or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an

address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

***Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 6, for distance.***

### **1.3 Tie Break**

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

### **2.1 Deferred entry (Reception)**

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.

Parents should contact the Headteacher to discuss their request.

### **2.2 Applications for students outside of the normal age group**

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- they were born in the summer (1 April to 31 August)
- Parents do not think they're ready to start in the September after they turn 4.

The Headteacher will decide whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way.

The request for later admission should accompany the submission of the Common Application Form to home Local Authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the GLT Head of Admissions.

### **3.1 Late Applications**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice.

### **3.2 Notification and Acceptance of Offers**

Notification of offers for admission to Reception will be sent to parents by their Home Local Authority. Offers are made by the home Local Authority on or about 16 April. *Written* acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

***An offer found to have been gained fraudulently will be withdrawn. This may also be the case after the child has started at the school.***

### **3.3 Waiting lists**

If the school is oversubscribed a waiting list will be held for Reception until 31<sup>st</sup> December.

Parents wishing to remain on the waiting list after 31<sup>st</sup> December should write to the school by 31<sup>st</sup> December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritized according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

#### **4 In-year Admissions**

Crown Wood Primary School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme for In-Year Admissions. To apply for a place at Crown Wood School, outside of the normal round for admissions, parents should complete the In-Year application form provided by Bracknell Forest Council.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

#### **5 Appeals**

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an independent appeals panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Appeals for entry in September 2022 must be received by **26<sup>th</sup> May 2022** at the latest if these are to be heard by the Independent Appeals Panel by **29<sup>th</sup> July 2022**. Appeals received after **26<sup>th</sup> May 2022** where possible, will be heard by **29<sup>th</sup> July 2022**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents wishing to appeal must send a written request for an Appeals Pack to:

- [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk)  
or: Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

#### **6 Nursery**

Applications for admission to nursery must be made directly to the school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday.

Application forms can be obtained from the school office or via the school's website [www.crownwoodschool.com](http://www.crownwoodschool.com)

When the nursery is over-subscribed, applications will be prioritized in accordance with the oversubscription criteria at section 1, in the following age bands in this order:

1. Children who have reached the age of 3 years before 1 September of the year before admission.
2. Children who have reached the age of 3 years between 1 September and 31 December of the year before admission.
3. Children who have reached the age of 3 years between 1 January and 31 March of the year of admission.

***Attendance at the school's nursery does not give priority for a place in the school's Reception class.***

***There is no right of appeal against a decision not to offer a nursery place.***



# Crown Wood Primary School Supplementary Social and Medical Information Form

## Social and Medical Grounds

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

It is the applicant’s responsibility to complete and return this form to the School Admissions Team at Bracknell Forest Council along with supporting written evidence from a professional **by the given closing date**. For In-Year applications the supporting evidence must be submitted with the application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child’s current situation.

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

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

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

Applications will be assessed against the evidence and determined by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the Greenshaw Learning Trust Head of Admissions.

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

Child's Name:	Date of birth:
Address:	



Please set out the particular reasons why **Crown Wood Primary School** is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

REFERENCE COPY

Please list the supporting evidence that is being submitted to support this application under this criterion (include total number of pages attached):

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with the Greenshaw Learning Trust, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Greenshaw Learning Trust reserve the right to collect this information as part of their statutory duties and that they may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.

I understand that I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the social and medical criterion for **Crown Wood Primary School** as published.

Signature of Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed scan and return this form with any relevant documentation to: [School.Admissions@Bracknell-Forest.gov.uk](mailto:School.Admissions@Bracknell-Forest.gov.uk) or by post to; School Admissions, Bracknell Forest Council, Time Square, Bracknell, RG12 1JD

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The following admission arrangements apply to  
**Great Hollands Primary School**



# **Great Hollands Primary School**

## **Annual Admission Arrangements**

**2022 - 2023**

Great Hollands Primary School, an academy member of Maiden Erlegh Trust, is a vibrant and exciting, community-based school, located in south-west Bracknell. Many of our children come from the local areas of Jennett's Park and Great Hollands, with others coming from the wider Bracknell / Ascot area.

We believe every child is special and we are an inclusive school. Great Hollands Primary School is a caring, nurturing school which works in partnership with parents to support children in achieving their full potential.

Applications for Great Hollands Primary School will be processed according to the local authority of Bracknell Forest Council published co-ordinated scheme for 2022-2023. The scheme and the admissions arrangements will be published in the local authority composite prospectus. This is entitled 'Guide to primary education 2022 to 2023'. This guide will be available from 12th September 2021.

There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend the school nursery.

## **PUBLISHED ADMISSION NUMBER (PAN)**

The school has a published admission number of 30.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the school will offer places at the school to all those who have applied.

## **OVERSUBSCRIPTION CRITERIA**

In circumstances where more applications than places are received for Great Hollands Primary School, the following criteria will be used.

### **Oversubscription Criteria for Great Hollands Primary School**

Children with an Education Health & Care Plan that names Great Hollands Primary School must, by law, be admitted to that school. After this requirement has been satisfied, the following rules will apply:

- (1) Looked after children or children who were previously looked after:<sup>1</sup>

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<sup>1</sup> A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).  
The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

- (2) The children of staff at Maiden Erlegh Trust whose main place of work is Great Hollands Primary School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust.
- (3) Children whose permanent home address is inside the designated area of the school and who have a sibling at the school at the time of application who is expected to be attending the school when the child will enter the school <sup>2</sup>.
- (4) Children whose permanent home address is inside the designated area of the school.
- (5) Children whose permanent home address is outside the designated area of the school and who have a sibling at the school, at the time of application who is expected to be attending the school when the child enters the school. <sup>2</sup>
- (6) Any other children.

Children must be living in the designated area at the closing date of 15 January 2022 to be considered under this criterion.

### **Tie Break**

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated

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<sup>2</sup> A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the Sixth Form at the school.

the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Maiden Erlegh Trust. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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

## **APPEALS**

If an application is refused, then with the refusal letter will be sent information on the right to appeal. The LA will also inform parents about the appeals process on behalf of the Maiden Erlegh Trust. All appeals must be submitted by 18 May 2022. We will then endeavour to hear all appeals submitted by this date within 40 school days.

## **WAITING LISTS**

The local authority will maintain the school waiting list on behalf of the Maiden Erlegh Trust. Applicants not offered a place at Great Hollands Primary School will automatically be placed on a waiting list. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list; for example, someone moving into the area is placed on the appropriate place on the waiting list. Waiting lists must be maintained in criteria order at all time. The local authority will maintain the waiting list on behalf of the Maiden Erlegh Trust for the school year for which they have applied. At the end of the school year, the waiting list will end and parents will need to reapply for a place for the following year. No reminders will be sent.

## **LATE APPLICATIONS**

Great Hollands Primary School will adopt the same process as published by the local authority in the co-ordinated scheme.

## **GENERAL INFORMATION**

- **Deferred Entry**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their fifth birthday if it falls on the prescribed day). The prescribed days are 31 August, 31 December and 31 March. For further information applicants should refer to the co-ordinated scheme.

- **Multiple Births**

Where the LA has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted, the other sibling(s) may be admitted as an exception.



- **Home address**

The address where the child lives at the closing date of 15 January 2022 will be used to process the application. For those moving into or within the borough should refer to the Guide to Primary Education for further clarification. All addresses will be checked by Bracknell Forest using the appropriate department. If any discrepancies are found, it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established, then any offer of a school place will be withdrawn. If a parent/carers owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date.

If an applicant already owns a property within the borough which is in the process of being sold, Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg. a solicitor's letter showing exchange of contracts. The address must be a permanent address; temporary addresses are not acceptable. If applicants are in the process of moving house within Bracknell Forest they should contact the local authority for further advice.

- **Looked After and Previously Looked After Children**

Criteria (1) includes those children from whom a request for the allocation of a place for a child has been made and who are Looked After Children<sup>3</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>4</sup> (or became subject to a child arrangements order<sup>5</sup> or special guardianship order<sup>6</sup>) immediately following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>7</sup>

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<sup>3</sup> (1) 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>4</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>5</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>6</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>7</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider whose sole or main purpose is to benefit society.

If a parent or LA (where relevant) wishes to apply under this criterion, it is their responsibility to ensure that all relevant paper work is submitted with the application; for example, a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application, it will be assumed that the parent does not wish these circumstances to be taken in to account.

## **IN-YEAR ADMISSIONS**

Admission to other years at the school, or to the Reception class (once offers of places have been made), will depend on whether or not there are places available.

If an application is received after the academic year has started it will be treated as an 'In-Year' application. The local authority will administer all 'In-Year' applications on behalf of the Maiden Erlegh Trust.

Parents moving into the area and wishing to apply for a place at Great Hollands Primary School will need to complete the Bracknell Forest In-Year online form.

Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School In-Year Application Form obtainable from the Headteacher of your child's current Bracknell Forest Primary school.

The local authority will pass on all applications to the Maiden Erlegh Trust so that it can make a decision about a place.

- **Fair Access Protocol**

The school participates in Bracknell Forest's Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place, even if there are no places available in the relevant year group, and also take priority for admission over any child on the waiting list.

- **Admission of children outside their normal age group**

Where the parents of a summer born child does not wish to send their child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to reception rather than year 1.

The parent will be required to contact the local authority with a request (supported by evidence\*) for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child's date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request for information will be made to the parent.

The local authority will forward the request to Maiden Erlegh Trust for their decision regarding the request. The Maiden Erlegh Trust decision will be sent to the parent from the local authority and this decision is final.

Applications for places outside a normal age group (e.g. for gifted and talented children or those who have experienced problems or missed part of a year, for example, due to ill health) will be considered carefully. Each case will be considered on its own merits and circumstances, taking into consideration professional advice supplied or sought. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's best interest. In such cases, it is recommended that parents discuss their wishes with the headteacher in advance of applying for a place. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **\*Evidence Required**

Consideration of these requests will include: taking account of the parents' views; information about the child's academic, social and emotional development; whether they have previously been educated out of their normal age group; where relevant, the child's medical history and the views of a medical professional. The views of the headteacher of the school concerned and the child's current school will also be taken into account.

When informing a parent of the decision on the year group to which the child will be admitted, the parent will be notified of the reasons for the decision. The Maiden Erlegh Trust decision will be sent to the parent from the local authority and this decision is final.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **DEFINITIONS**

### **• Parent/Carer**

Parent is defined under S576 of the Education Act 1996 as:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

### **• Sibling**

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

- **Designated areas/catchment areas**

A map showing the designated area of Great Hollands Primary School is available to view at the school, on the Bracknell Forest Council's website, at the main Bracknell library or at a council office on request. A copy is also attached to this document.

Parents can also find out if they live in the designated area of Great Hollands Primary School on the Bracknell Forest Council's website via the 'findmynearest' link and entering their road name or postcode.

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The following admission arrangements apply to  
**Jennetts Park CE Primary School**

*Empowering our children to flourish and achieve under God's love  
John 10:10. Live life in all its fullness*

These are our promises to keep to our children to be able to serve the common good with our work as part of the Church of England.

At Jennett's Park we are:	Our promises:
Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves and their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved – where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

### **SCHOOL ADMISSION POLICY FOR 1 SEPTEMBER 2022 – 31 AUGUST 2023**

#### **ADMISSION ARRANGEMENTS FOR ENTRY TO THE RECEPTION CLASS IN SEPTEMBER 2022**

As a Voluntary Aided school, the Governing Body is responsible for deciding on admissions to the school but works closely with Bracknell Forest Council (the Local Authority) to co-ordinate admissions to all maintained schools in Bracknell Forest. The Governors have made every effort to ensure that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities, as well as participation in Bracknell Forest Council's Fair Access Protocol. In determining this policy, due consideration was given to the comments received during Consultation and advice taken from both the Local Authority and the Diocese of Oxford.

Jennett's Park CE Primary School is proud of its distinctive Christian ethos which is built around our 'Rainbow Promise' and is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of our local community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect and support the Christian ethos of our school.

Details of the Local Authority's co-ordination arrangements are in Bracknell Forest Council's booklet "Guide to Primary Education in Bracknell Forest". The booklet explains the timetable for applications, how parents can express a preference for a school and give reasons for that preference, and how they will be informed of the result of their application. It also gives details of how applications received after the deadline and waiting lists will be handled. All applications must be on the Common Application Form of the local authority to which council tax is paid (the home LA).

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2017 and 31 August 2018 may apply for them to be admitted to the Reception Year in September 2022. There are 60 places available in the Reception year and in Years 1, 2, 3, 4, 5 and 6. Our policy is not to offer admission in September 2022 to children who were born on or after 1 September 2018.

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may request that their child is not admitted until later in the school year 2022/23 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

## Jennett's Park CE Primary School (VA) ADMISSIONS POLICY 2022- 2023

For children whose fifth birthday falls between 1 April 2023 and 31 August 2023, parents who do not wish them to start school in school year 2022-23, but to be admitted in September 2023 for school year 2023-24, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school for September 2022, but to apply in the second half of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2021-22 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2022) for a Reception Year place in September 2023, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the Headteacher.

**Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2022 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2022. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2022, or the next working day.**

### OVER-SUBSCRIPTION CRITERIA

Children with an Education Health Care Plan or Statement of Special Educational Needs that names the school must, by law, be admitted. After this requirement has been satisfied, if there is greater demand for admission than there are places available, the following rules will apply in the order set out below:

- A. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order 90 including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.. (See Note 2)
- B. Families who have exceptional medical or social needs that make it essential that their child attends Jennett's Park CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3)
- C. Children who live in the designated area of the school (see map) and who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Years R-6 at the time of the child's admission
- D. Children of members of staff (See Note 4)
- E. Children who live in the designated area of the school (See map)
- F. Children who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Years R-6 at the time of the child's admission
- G. Other children

### NOTES

1. "Parent" is defined in law (The Education Act 1996) as either:
  - any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
  - any person who has care of the child or young person.
2. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act



## Jennett's Park CE Primary School (VA) ADMISSIONS POLICY 2022- 2023

1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders). A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians)

- 3 When applying under Criterion B (exceptional medical & social needs), your application needs to be accompanied by completion of social and medical application form. You must also include supporting evidence from an independent professional person who is aware of your situation and supports your reasons for preferring Jennett's Park CE Primary School to any other local primary school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. Failure to provide sufficient evidence may mean your application will not be considered under this criterion. The person supplying the evidence should be a tertiary care physician, health visitor, social worker etc who is aware of your child's or your own case. The School reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational, social or medical professionals where necessary.
- 4 Members of staff are those staff who: a) are employed permanently and directly by the Local Governing Body and have been for at least two years at the time the application is made, or b) staff employed for 15 hours or more a week by contractors appointed by the Local Governing Body and work solely on the school site, for at least two years or c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods

In some cases a **tie-breaker** will be required. 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. 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 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 - known as the 'c' point, as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the School.

The school will admit up to its admission number of 60 and no places can be reserved for pupils moving into the designated area, except in the case of UK Service Personnel (UK Armed Forces), if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address.

Attendance at Jennett's Park CE Primary School's Nursery does not guarantee a place at Jennett's Park CE Primary School, as Nursery Admissions are subject to a separate Admissions Policy.

### **MULTIPLE BIRTHS**

For applications for Reception and KS1, in cases where there is one place available, and the next child on the list is a twin, triplet, etc., we can only admit one child as we cannot exceed the PAN of 60 children.

For applications to KS2 we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number or the number of places available in the relevant year group.

### **SPLIT RESIDENCE ORDERS**

## Jennett's Park CE Primary School (VA) ADMISSIONS POLICY 2022- 2023

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 at Bracknell Forest Council. 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 may take legal advice on these matters as they relate to a specific case and its 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.

### HOME ADDRESS

The address where the child lives at the closing date of 15 January 2022 will be used to process the application. It is for the applicants to satisfy the school that they live at the address that they state. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn.

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

## Jennett's Park CE Primary School (VA) **ADMISSIONS POLICY 2022- 2023**

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

### **APPLICANTS FROM ABROAD**

If families are moving (for the first time) into the Bracknell Forest area from abroad, then they (including the child) must be resident before an application for a school place can be accepted. Proof of residency will be required. If they are living abroad and returning to a property that they own, in the local area, then they will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from the School Admissions Team at Bracknell Forest Council. Armed Services families can produce a Housing Executive letter or proof of redeployment.

### **PUPILS WITH AN EDUCATION HEALTH CARE PLAN**

Their admission to the school will be managed by the Special Needs Team at Bracknell Forest Council, who will inform the school and the Admissions Team at the Council of the allocation of places. These pupils will be allocated places first. Parents will be advised by 15 February 2022 as to their child's allocated school.

### **DEFINITIONS**

**Parent** is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

By **sibling** we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

### **WAITING LISTS**

The school and Local Authority will maintain a waiting list for places until the end of the school year 2022-2023 if the school is over-subscribed. Applicants not offered a place can be placed on this waiting list, and parents will be asked to inform the Local Authority if they wish their child's name to go on it. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list. At the end of the academic year 2021-2022 (ie the last term of Summer Term), all names will be removed from the waiting list; should parents wish their child to be placed back on the waiting list for the 2021-2022 academic year, they must reapply for a Year 1 place in June/July 2022.

### **LATE ADMISSIONS**

The process will follow that outlined in the BFC coordinated admission scheme for 2022/23.

### **APPEALS**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. Appeals will be managed by Bracknell Forest Council. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application from the appellant in the same school year (1 September – 31 August) unless there has been a material change in circumstances: for example, a change of address which results in a move from outside the designated area to inside it.

## Jennett's Park CE Primary School (VA) **ADMISSIONS POLICY 2022- 2023**

### **IN-YEAR APPLICATIONS DURING 2022/23**

The Local Authority will administer all “in year” applications on behalf of the Governing Body. Applications to the Reception Class once the school year has started will be treated as “in-year” applications. The same criteria as detailed above will be used in the event of over-subscription for any year group. The school will determine whether or not a place can be offered and parents will be informed. Parents moving into the area and wishing to apply for a place at Jennett's Park CE Primary School should contact Bracknell Forest LA Admissions Team, who will advise you about how to make an application. Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School Transfer Application Form obtainable from the Headteacher of your child's current school. The LA will pass on any applications to the Governing Body so that it can make a decision about a place. Once this information is received, the School will endeavour to advise the Local Authority of their decision within 5 school days.

### **FAIR ACCESS**

The school participates in Bracknell Forest Council's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **APPLICATION FOR PLACES OUTSIDE THE NORMAL AGE GROUP**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

### **ADMISSIONS IN SEPTEMBER 2020**

The school received 74 applications expressing a preference for admission to the Reception Year in 2020 by the closing date in January 2020. These were ranked as follows:

Criterion	Number of initial applications	Rankings
EHCP	0	0
A	0	0
B	15	0
C	13	17
D	1	1
E	18	37
F	4	4
G	23	15

### **CONTACT DETAILS**

We warmly welcome visits from prospective parents. Open Days will be organised during the Autumn Term 2021 where prospective parents may visit the school, details of these dates will be posted on our website. To arrange a visit or for further details, please contact:

The Admissions Secretary Jennett's Park CE Primary School  
3 Tawny Owl Square  
Bracknell  
Berkshire RG12 8EB  
Telephone: 01344 301269

[admissions@jennetts.bonitas.org.uk](mailto:admissions@jennetts.bonitas.org.uk)  
Website: [www.jennetts.bonitas.org.uk](http://www.jennetts.bonitas.org.uk)

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The following admission arrangements apply to  
**King's Academy Binfield**



# King's Academy Binfield admission arrangements for 2022/2023; Primary

## Introductory statement

The academy is located at the heart of a new residential community fully servicing its needs. This will eventually include a 2 form of entry (FE) primary, a 7 FE secondary phase and a sixth form provision. Our academy will also offer further places for students with SEND from across Bracknell Forest. As a fully inclusive school our SEND students will be, as far as possible, fully integrated within the mainstream curriculum.

The academy will offer a broad and balanced curriculum in all year groups. In keeping with our international dimension, Spanish will be taught to all children in both primary and secondary. Students attending King's Academy Binfield benefit from a learning environment with state of the art facilities including outstanding science and technical learning spaces reflecting the very best educational practice. This includes being fully resourced to ensure full curriculum access for disabled, hearing and visually impaired students.

## Admission number

### Primary Admission

The academy has an admission number of **60** for entry into reception in 2022

The academy will accordingly admit this number of students if there are sufficient applications. Where more applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school as per the published oversubscription criteria below.

## Application process .

### Primary Admission

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Primary Education in Bracknell 2022/23 which will be available from 12 September 2021 on the [Bracknell Forest website](#).

The closing date for applications is 15 January 2022.

There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend the school nursery.

## Oversubscription criteria

### Primary Criteria

The criteria below will be used for admission into the primary year groups

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children<sup>1</sup> and children who were previously looked after<sup>2</sup> but immediately after being looked after became subject to adoption, a child arrangements order<sup>3</sup>, or special guardianship order<sup>4</sup>. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker involved with the child on a professional basis, of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered. An additional form will need to be completed.
3. Priority will next be given to children whose siblings currently attend the academy and who will continue to do so on the date of admission.
4. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Binfield for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.
5. Priority will next be given to children living within the primary phase catchment/designated area set out in the map at the end of this policy.
6. Other children

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<sup>1</sup>A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

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

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

<sup>5</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society



## **Tie-break**

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, they will be ranked according to the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy 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.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance. This will be supervised by someone independent of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. For primary admissions we will admit them as permitted by the infant class size rules and exceed our PAN.

## **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed the child's name will be placed on the appropriate place on the school's waiting list.

## **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The academy will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include information about the child's circumstances which make education outside the age group necessary. All evidence supplied should be as recent as possible and must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an

application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day

The parent will be required to contact the School Admissions Team with a request supported by evidence, for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child's date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent.

All request and supporting documents will be forwarded to the Trust for their decision regarding the request. The decision will be sent to the parent from the local authority.

Additionally parents offered a place in *reception* for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Waiting lists

The academy will operate a waiting list. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 40 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto:customer.services@bracknell-forest.gov.uk) by the relevant published dates. Information on the timetable for the appeals process is on our website at <https://www.kgabinfield.uk/page/?title=Admissions&pid=69>

## Notes:

**Home address:**

The address where the child lives at the relevant primary and secondary school closing dates will be used to process the application. It is for the applicant to satisfy the school that they live at the address that they state.

**Sibling:**

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

**Multiple birth:**

Where the academy has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) will be admitted as an exception. This may mean exceeding the PAN except when it would be in breach of infant class size legislation.

**Social and Medical Grounds:**

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

It is the applicants responsibility to obtain a King's Academy Binfield Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why King's Academy Binfield is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

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

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

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

**FOR PRIMARY PHASE APPLICATIONS ONLY:** Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school, than King's Academy Binfield, for a primary aged older child by the published

closing date and the admission authority have been unable to meet this preference and a place has been allocated to this older child at King's Academy Binfield. If the parent then wishes to apply for King's Academy Binfield by the published closing date for their younger child (and the older child will still be attending the primary phase of the school at the date of admission of the younger child) then the applicant must record this information on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

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

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The following admission arrangements apply to  
**King's Academy Oakwood**



# King's Academy Oakwood admission arrangements for 2022/2023

## Introductory statement

The academy is located at the heart of a new residential community fully servicing its needs. Our academy is a one-form entry 4-11 primary school which is partnered with King's Academy Binfield, a 3-18 all through school, a mile away. King's Academy Oakwood is a fully inclusive school.

The academy will offer a broad and balanced curriculum in all year groups. In keeping with our international dimension, Spanish will be taught to all children throughout their primary years. Students attending King's Academy Oakwood benefit from a fabulous new building creating an inspiring learning environment and from true partnership working with King's Academy Binfield, with which it shares all the same staff and resources.

## Admission number(s)

The academy has an admission number of **30** for entry into reception in 2022

The academy will accordingly admit this number of students if there are sufficient applications. Where more applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school as per the published oversubscription criteria below.

## Application process

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Primary Education in Bracknell 2022/23 which will be available from 12 September 2021 on the [Bracknell Forest website](#).

The closing date for applications is 15 January 2022.

## Oversubscription criteria

The criteria below will be used for admission into the academy.

When the school is oversubscribed, after the admission of pupils with an Education, Health and

Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children<sup>1</sup> and children who were previously looked after<sup>2</sup> but immediately after being looked after became subject to adoption, a child arrangements order<sup>3</sup>, or special guardianship order<sup>4</sup>. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker involved with the child on a professional basis, of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered. An additional form will need to be completed.
3. Priority will next be given to children whose siblings currently attend the academy and who will continue to do so on the date of admission.
4. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Oakwood for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.
5. Priority will next be given to children living within the catchment/designated area set out in the map at the end of this policy.
6. Other children

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<sup>1</sup>A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

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

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

<sup>5</sup> A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.



## Tie-break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be made on the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy 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.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance. This will be supervised by someone independent of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. They will be admitted as permitted by the infant class size rules and exceed our PAN.

## Late applications

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed the child's name will be placed on the school's waiting list.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The academy will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include information about the child's circumstances which make education outside the age group necessary. All evidence supplied should be as recent as possible and must be of the individual child's need, rather than general factors which relate to a wider group of children

born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day

The parent will be required to contact the School Admissions Team with a request supported by evidence, for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child's date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent.

All request and supporting documents will be forwarded to the Trust for their decision regarding the request. The decision will be sent to the parent from the local authority.

Additionally parents offered a place in *reception* for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Waiting lists

The academy will operate a waiting list. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 40 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto:customer.services@bracknell-forest.gov.uk) by the relevant published dates. Information on the timetable for the appeals process is on our website at [www.kingsacademies.uk/our-academies](http://www.kingsacademies.uk/our-academies)

## Notes:

### Home address:

The address where the child lives at the closing date for applications will be used to process the application. It is for the applicant to satisfy the school that they live at the address that they state.

### Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Multiple birth:

Where the academy has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) will be admitted as an exception. This may mean exceeding the PAN except when it would be in breach of infant class size legislation.

### Social and Medical Grounds:

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

It is the applicant's responsibility to obtain a King's Academy Binfield Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why King's Academy Oakwood is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

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

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

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

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school, than King's Academy Oakwood, for a primary aged older child by the published closing date and the admission authority have been unable to meet this preference and a place has been allocated to this older child at King's Academy Oakwood. If the parent then wishes to apply for King's Academy Oakwood by the published closing date for their younger child (and the older child will still be attending the primary school at the date of admission of the younger child) then the applicant must record this information on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

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



## King's Group Academies Supplementary Social and Medical Information Form

### Social and Medical Grounds

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

It is the applicant's responsibility to complete and return this form to the School Admissions Team along with supporting written evidence from a professional **by the given closing date**. For In-Year applications the supporting evidence must be submitted with the application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why the school named on this form is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

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

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

Requests will be considered in accordance with the Equalities Act

Name of School this information relates to:

Child's Name:

Date of birth:

Address:

Please set out the particular reasons why the school named on this form is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

Please list the supporting evidence that is being submitted to support this application under this criterion:

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with The King's Group Academies, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority on behalf of the King's Group Academies reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

OFFICIAL-SENSITIVE

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds. I understand that I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the social and medical criterion for the relevant The King's Group Academies school as published.

Signature of parent/carer:

.....

Print Name:

.....

Date:

.....

Once completed scan and return this form with any relevant documentation to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk) or by post to:

The School Admissions Team  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD

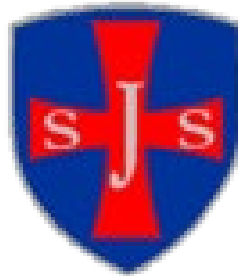
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The following admission arrangements apply to  
**St Joseph's RC Primary School**



# St Joseph's Catholic Primary School

Gipsy Lane, Bracknell, Berkshire, RG12 9AP  
Tel: (01344) 425246 Fax (01344) 305463

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## ADMISSION ARRANGEMENTS 2022-23

Updated and Adopted by the Governing Body  
at its meeting on: 14<sup>th</sup> July 2021

Signed:

Name: Paul Sutton

Position: Chair of Governors

Date: 19.07.2021

Review Date: Spring 2022

Responsibility: Admissions Committee

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*'We are growing together on our journey of achievement with Jesus in  
our hearts, heads and hands.'*

### **ADMISSION ARRANGEMENTS 2022-2023**

St Joseph's Catholic Primary School is a Voluntary Aided Primary School in the trusteeship of the Diocese of Portsmouth, maintained by Bracknell Forest Borough Council, and serves the parish of Bracknell (formerly the parishes of St Joseph's, Bracknell and St Margaret Clitherow, Bracknell).

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round.

The Governing Body of St Joseph's Catholic Primary School will admit up to 30 children in the school year 2022-2023 who will become 5 years of age on or between 1st September 2022 and 31st August 2023. Where a child has been offered a place at St Joseph's, that child is entitled to a full-time place in the September following their fourth birthday.

Children are normally admitted in September of the admission year; however, parents have the right to defer entry for their child or take up a part time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Should you be considering either deferring entry for your child, or taking a part time place, please discuss this with the Headteacher. Further details are outlined in the explanatory notes.

#### **Children with a Statement of Special Educational Needs / Education, Health and Care Plan**

Children with a statement of special educational needs / education, health and care plan in which St Joseph's Catholic Primary School is named will be admitted to St Joseph's Catholic Primary School and will count towards the published admissions number.

### **OVERSUBSCRIPTION CRITERIA**

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 Common Application Form (CAF) will only be taken into account by the Local Authority (LA) when more than one school can offer a place.

1. Catholic looked after children and previously looked after children.
2. Catholic children with a sibling at St. Joseph's Catholic Primary school at the time of the admission.
3. Catholic children who live in the Parish Community of St Joseph and St Margaret Clitherow, Bracknell.\*
4. Catholic children who live in other Parishes.\*
5. Other Looked After children and previously Looked After Children.

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achievement with Jesus in our hearts, heads and hands'.***

6. Non-Catholic children with a sibling at St. Joseph's Catholic Primary School at the time of the admission.
7. Children who are members of other Christian denominations.
8. Children of other faith traditions.
9. Any other children.

\* For the purposes of this policy, parish boundaries are as set out on the school website (<http://www.stjosephsbracknell.co.uk/information/admissions/>). A hard copy is available upon request.

**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:**

- a) Catholic applicants – Those providing evidence of attendance at Sunday (or Saturday evening) Mass for the past twelve months, confirmed by a priest on the Supplementary Information Form (SIF), in the following priority order:
  - i. Regular – Attendance at Sunday (or Saturday evening) Mass weekly.
  - ii. Occasional – Attendance at Sunday (or Saturday evening) Mass at least monthly.
  - iii. Irregular – Attendance at Sunday (or Saturday evening) Mass less than monthly or not at all.

**NOTE:** In the event that during any period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance **will only apply to the period when the church, or relevant place of worship or alternative premises have been available for public worship.**

If the church, relevant place of worship or alternative premises have been **unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.**

- b) Children living closest to the school.
- c) Random allocation

**Note: All applications made for either categories 2, 3 or 4 for a baptised Catholic child who provides no evidence of attendance at Sunday (or Saturday evening) Mass will be included in the 'Irregular' criteria above and will be ranked together by distance and random allocation only.**

**Your child will be ranked according to the information you provide.** Should there be a change in your circumstances, between the time from submitting the CAF/Supplementary Information Form (SIF) and the closing date, it may alter the category into which your child is placed and therefore his/her position on the waiting list. Any change in the position on the waiting list will be subject to you providing evidence of the change in your circumstances.

## **EXPLANATORY NOTES**

- **STATEMENT OF SPECIAL EDUCATIONAL NEEDS / EDUCATION HEALTH AND CARE PLAN:**  
A Statement of Special Educational Needs is a statement made by the local authority under section

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324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

- **LOOKED AFTER CHILDREN AND CHILDREN WHO WERE PREVIOUSLY LOOKED AFTER AND HAVE SINCE BEEN ADOPTED:**
  - **A looked after child** has the same meaning as in Section 22(1) of the Children Act 1989 and means any child who is (a) in the care of local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (e.g. child with foster parents) at the time of making an application to the school.
  - **A previously looked after child** is a child who was looked after but ceased to be so because they were adopted. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders) or became subject to a child arrangements order<sup>18</sup> or special guardianship order<sup>19</sup>. Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
- **CATHOLIC:** Catholic means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic. For the purposes of these admission arrangements, a Catholic means a person baptised in a church, prior to the closing date of applications, which is in full communion with the See of Rome or a person received into full communion with the Catholic Church. For a person received into the Catholic Church a letter of reception will replace the Baptismal certificate.
- **PARENT:** By parent we mean natural parents or any person who although not a natural parent has a legal responsibility for the child. (If in any doubt please contact the school for advice)
- **SIBLING:** Refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's / 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 who will be attending the school at the time of the applicant's admission.

Applicants should note that having a sibling attending the school at the time of admission is no guarantee of a place but will affect an applicant's category placing – see over subscription categories listed above.

- **TWINS AND MULTIPLE BIRTHS:** The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

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- **CHILDREN OF UK SERVICE PERSONNEL (UK ARMED FORCES):** Children of UK service personnel admitted outside of the normal admissions round can be an exception to Infant Class Size Legislation (as defined by the School Standards and Framework Act 1998). For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area a place may be allocated provided an application is accompanied by an official letter declaring relocation and a Unit postal address or quartering address when considering the application against the oversubscription criteria. All other applicants must be resident at the address given at the time of application.
- **LIVING CLOSEST TO SCHOOL:** Those living nearer to the school will be placed higher than those living further away. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school by the Local Authority using the mapping point in the LA system. If two or more applicants live at the same radial distance from the school, the Governors will seek additional clarification of the distance from the L.A. where the distance can be given to four or five points after the decimal point if possible (i.e. a distance given as .370 on the original listing may be further given at .3695 or .3734). Where two applicants cannot otherwise be separated random allocation will be used and will be supervised by the LA who is independent of the school's admission arrangements.
- **NORMAL RESIDENCE:** Normal residence is defined as the child's home address, where they usually spend the majority of the week with the parent.
- **CHILDREN OF OTHER CHRISTIAN DENOMINATIONS:** Children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.  
All members of Churches together in England and of CYTUN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.
- **CHILDREN OF OTHER FAITHS:** Children who are members of a religious community that does not fall within the definition of 'Other Christian denominations' above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include :
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.
- **EQUAL OPPORTUNITIES:** The school, by law, cannot refuse a child a place because of a disability.
- **EXCEPTED PUPIL:** A pupil admitted over the admission number of the class under limited exceptional circumstances.

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***'We are growing together on our journey of  
achievement with Jesus in our hearts, heads and hands'.***

- **ADMISSION OF CHILDREN BELOW COMPULSORY SCHOOL AGE AND DEFERRED ENTRY:** A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

- **ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP:** Parents may seek a place for their child outside of their normal age group e.g. if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to Reception rather than Year 1.

It is recommended that before deciding to decelerate a child's admission, parents first contact the school. School staff will be able to explain the provision on offer to children in Year R, how it is tailored to meet the needs of summer born children and how those needs will continue to be met as the children move up through the school. If parents still wish to decelerate their child's admission to school, they must seek approval from the school governors. Parents would be expected to state clearly in writing why they felt deferred admission to Year R was in their child's best interests. Parents are also advised to make an application as part of the main admission round for the year group that their child would normally be admitted to school, until a decision on the request for deceleration has been reached.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. In addition to considering the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will consider the views of the parents and of appropriate medical and education professionals, as appropriate.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- **FOOTSTEPS NURSERY**

These admission arrangements do not apply to those children being admitted to Footsteps Nursery. Parents who have a child attending Footsteps Nursery which is situated within St Joseph's Catholic Primary School **MUST** make a separate application to be considered for a place at the school. Attendance at Footsteps nursery does **NOT** guarantee admission to St Joseph's Catholic Primary School.

## HOW TO APPLY

To make an application for a place at St. Joseph's, parents must contact the School Admission Team at Bracknell-Forest LA (Tel. 01344 354023) and ask for a Common Application Form (CAF). Applications can only be made through an applicant's home Local Authority (LA). Applications are not accepted if they are made to the maintaining LA of the school named.

Applicants who are applying under over subscription categories 1 – 8, are strongly recommended to complete a **Supplementary Information Form (SIF)** as this supporting evidence may affect the over subscription category in which the application is placed. The parent needs to provide all supporting evidence as required when submitting their forms, i.e. Baptismal Certificate and SIF. A copy of the SIF

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can be downloaded from the school website or obtained from the school office. It is not obligatory to complete a SIF, however if additional information is not provided, the application will be ranked purely on information contained on the CAF provided to the LA. A separate SIF needs to be completed for each Catholic school that parents / carers apply for. This is the responsibility of the applicant.

The completed CAF must be returned to the LA and all supporting evidence should be returned to the LA or the school.

As an alternative to completing the paper CAF, parents can apply online via the LA's website. The site will be open for applications for first entry to school in 2022-23 from 5<sup>th</sup> November 2021 to midday on 15<sup>th</sup> January 2022. Applicants will have to send in (to the School Admissions Team) a paper copy of their current Council Tax statement in order to prove their residency. This documentary evidence will then be matched to their online application.

FORMS REQUIRED	OBTAINABLE FROM	RETURNED TO	TO BE RETURNED BY
<b>COMMON APPLICATION FORM (CAF)</b>	LOCAL AUTHORITY	LOCAL AUTHORITY	15 <sup>TH</sup> JANUARY 2022
<b>SUPPLEMENTARY INFORMATION FORM (SIF)</b> Strongly recommended for categories 1-8	- LOCAL AUTHORITY OR - SCHOOL OFFICE OR - SCHOOL WEBSITE	- LOCAL AUTHORITY OR - SCHOOL OFFICE	28 <sup>th</sup> FEBRUARY 2022

For online applications please refer to the website [www.bracknell-forest.gov.uk/learning](http://www.bracknell-forest.gov.uk/learning), following the links for School Admissions, which is available from 5<sup>th</sup> November 2021 until midday 15<sup>th</sup> January 2022.

#### DOCUMENTATION REQUIRED IN SUPPORT OF THE APPLICATION:

- Proof of Residence - all applicants (must be submitted with CAF to the LA)
- Birth Certificate - all applicants (to the LA on acceptance of the offer of a place.)
- Child's Baptismal Certificate or Letter of Reception in to the church - if applying under over subscription category 1, 2, 3, 4 (returned to school by 28<sup>th</sup> February 2022)
- Confirmation of attendance by the Parish Priest on the SIF - if applying under over subscription category criteria 2, 3, 4 (returned to school by 28<sup>th</sup> February 2022)
- Confirmation of membership by the

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Minister / Faith leader on the SIF or in a letter - if applying under over subscription category  
7, 8 (returned to school by 28<sup>th</sup> February 2022)

### **St Joseph's Admissions Policy 2022-23.**

All forms and all documentation required must be returned by the deadline set out in the Bracknell Forest Admission booklet and as detailed above.

The Bracknell-Forest School Admissions Team's address is:

The School Admission Team Bracknell Forest Children Young People and Learning  
Time Square  
Market Street  
Bracknell  
Berks  
RG12 1JD

Tel: 01344 354023

All applications, together with all the documentation (or copies where relevant), will be passed to St. Joseph's (regardless of preference order). All applications will be ranked in priority order according to the over subscription criteria. These will be submitted to Bracknell-Forest L.A. who will notify the parents of the outcome in line with the published timetable. The Governors will supply Bracknell-Forest L.A. with a statement explaining how the rankings have been allocated and this will be sent to unsuccessful applicants.

### **LATE APPLICATIONS**

Where it can be reasonably assumed that the application could not be made by the closing date, but is submitted before 4<sup>th</sup> February 2022, the application will be considered 'on time'. Evidence to support the reason for the late application will be required by the governing body. The governing body's decision is final. Applications received after this date will be processed after 30<sup>th</sup> April 2022.

Where it can be reasonably assumed that the application could have been made by the closing date the application will not be processed until after all 'on time' applications have been processed.

### **IN YEAR APPLICATIONS**

Bracknell-Forest L.A. will manage in year applications in accordance with the agreed co-ordinated admissions scheme. Parents moving into the area and wishing to apply for a place at St Joseph's Catholic Primary School will need to complete the Bracknell Forest CAF. Parents wishing to transfer from a Bracknell Forest Primary School should complete the Primary School Transfer Application Form, obtainable from the Headteacher of the child's current school or Bracknell-Forest L.A. All applicants that wish to complete a SIF should refer to the table above. All applications will be passed to the governors of St Joseph's Catholic Primary School and will be considered by the governing body in accordance with the governors' admissions procedures and over subscription criteria.

If there are no places available, the child will be added to the waiting list.

You will be advised of the outcome of your application in writing, within 15 days of receipt, and you have the right to appeal to an independent appeal panel.

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## **WAITING LIST**

Bracknell-Forest L.A. will manage the waiting list in accordance with the co-ordinated admissions scheme. The parent of any child who is refused admission may ask for their child's name to be placed on the waiting list for that year group. The waiting list is maintained in priority order based in accordance with the over subscription category order set out above. If a place becomes available, it will be offered to the child at the top of the waiting list. The child's position on the waiting list may change. This will depend on new applications being received and some withdrawing their application, in this case the waiting list will be ranked again in line with the published oversubscription criteria.

All waiting lists are deleted at the end of each academic year and new ones drawn up for the new academic year, and it is the responsibility of the parent/carer to re-apply via Bracknell-Forest L.A. for the next academic year's waiting list if they should wish. There will be no notification from either the School or Bracknell-Forest L.A. that the waiting lists are being deleted and when new applications should be made. The waiting list is operated taking into account the LA's Fair Access Protocol.

Looked after children, previously looked after children and those allocated a place at the school through the Fair Access Protocol take precedence over those on the waiting list.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

## **FAIR ACCESS PROTOCOL**

The school is committed to taking its fair share of children who are vulnerable and / or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to infant class size exceptions).

## **RIGHT OF APPEAL**

In accordance with the 1998 School Standards and Framework Act, the parent/carer whose children are refused admission have the right to appeal. An independent panel will hear the appeal. Appeals should be made in writing within 20 school days from the date of notification that their application was unsuccessful.

Clerk to the Appeals,  
C/o St Joseph's Catholic Primary School,  
Gipsy Lane,  
Bracknell,  
Berks  
RG12 9AP.

The school follow the Bracknell Forest Admissions Timetable as part of the agreed co-ordinated admissions scheme, and which can be found on the B-FLA website.

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**St. Joseph and St. Margaret Clitherow Catholic Primary Schools  
Supplementary Information Form (SIF) 2022-23**

The information requested on this Supplementary Information Form (SIF) is to enable governors to rank your application according to the over-subscription categories in the school admission policy. Please read St. Joseph's Catholic Primary School Admission Arrangements 2022-23, noting in particular any faith criteria, before completing this form.

It is not obligatory to complete a SIF, however if additional information is not provided, the application will be ranked purely on information contained on the Common Application Form (CAF) provided to the LA and this may affect your child's chance of being offered a place.

If you are applying to more than one Catholic school or academy you will need to complete a separate SIF for each school / academy.

When completing your CAF it is important that you provide details of any siblings (brothers or sisters) who will be attending St. Joseph's Catholic Primary School at the time of admission. If this information is not provided, the governing body of St. Joseph's Catholic Primary School may not be able to place your child within the correct category.

<b>SURNAME OF CHILD:</b>		<b>FIRST NAME(S) OF CHILD:</b>	
<b>ADDRESS OF CHILD:</b>			
<b><u>Please tick one box</u> to indicate under which category you are applying:</b>			
<input type="checkbox"/>	1. Catholic looked after children and previously looked after children.		
<input type="checkbox"/>	2. Catholic children with a sibling on roll at the time of the admission. (please complete section A overleaf)		
<input type="checkbox"/>	3. Catholic children who live in the Parish Community of St Joseph and St Margaret Clitherow, Bracknell. (please complete section A overleaf)		
<input type="checkbox"/>	4. Catholic children who live in other Parishes. (please complete section A overleaf)		
<input type="checkbox"/>	5. Other looked after children and previously looked after children.		
<input type="checkbox"/>	6. Non-Catholic children with a sibling on roll at the time of the admission.		
<input type="checkbox"/>	7. Children who are members of other Christian denominations. (see <a href="http://www.cte.org.uk">www.cte.org.uk</a> ). (please complete section B overleaf)		
<input type="checkbox"/>	8. Children of other faith traditions. (please complete section B overleaf)		
<input type="checkbox"/>	9. Any other children		
<b>PLEASE COMPLETE SECTION A OR B AS APPLICABLE AND THE PARENTS / CARERS DECLARATION ON PAGE 3.</b>			

**St. Joseph and St. Margaret Clitherow Catholic Primary Schools**  
**Supplementary Information Form (SIF) 2022-23**

**SECTION A**

**Category 2 – 4**

If an application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to each school / academy.

**Please complete and sign the form below and hand it to your Parish Priest, or the Priest at the church at which you normally attend Mass.** They will complete the form and return it to you.

If you have recently moved into the area please request the Priest at the church you formerly attended Mass to complete the form. This form then needs to be handed in at each school / academy with original documentation supporting the application.

**Please tick one box only** referring to your attendance at Mass for the previous 12 months:

<input type="checkbox"/>	I/We attend Mass regularly – attendance at Sunday (or Saturday evening) Mass <b>weekly</b> .	<b><u>Parish Priest signature:</u></b>
<input type="checkbox"/>	I/We attend Mass <b>occasionally</b> - attendance at Sunday (or Saturday evening) Mass <b>at least monthly</b> .	<b><u>Parish Priest signature:</u></b>
<input type="checkbox"/>	I/We attend Mass irregularly – attendance at Sunday (or Saturday evening) Mass <b>less than monthly or not at all</b> .	<b><u>Parish Priest signature:</u></b>

**Note:** In the event that during any period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance **will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.**

If the church, relevant place of worship or alternative premises have been **unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.**

**To be completed by a Catholic Priest only**

I confirm, to the best of my knowledge, the above statement. I have signed the regularity of practice indicated above. The child is a baptised Catholic/has been received into the Catholic Church.

**Priest signature:**

**Parish stamp / seal:**

**Date:**

**Print name:**

**Parish:**

**NOTE:** Where it is not possible for the priest to physically sign the form an email confirming the applicant's attendance may be signed electronically and emailed direct to the school from the priest's or church's email account.

**St. Joseph and St. Margaret Clitherow Catholic Primary Schools  
Supplementary Information Form (SIF) 2022-23**

**SECTION B**

**Category 7 and 8**

If an application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister / faith leader's or church 's email account.

**Please circle which category you are applying under and complete as appropriate.**

7	We are members of a Christian denomination	Please name church or faith:	Letter attached: Y / N
8	We are members of another faith	Please name church or faith:	Letter attached: Y / N

**NOTE:** If no letter from the appropriate minister of religion or faith leader is provided, the application will be placed in category 9.

**TO BE COMPLETED BY ALL APPLICANTS**

**PARENT / CARERS DECLARATION:**

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Policy 2022-23 of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started school.**

**Signature of Parent / Carer :** .....

**Print name:** .....

**Date:** .....

**St. Joseph and St. Margaret Clitherow Catholic Primary Schools**  
**Supplementary Information Form (SIF) 2022-23**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berkshire. RG12 9AP and  
St Margaret Clitherow Catholic Primary School, Pembroke, Bracknell, Berkshire. RG12 7RD a school within Frassati Catholic Academy Trust : a charitable company limited by guarantee Registered in England and Wales: Company Number: 8561153 Registered Office: Cookham Road, Maidenhead, Berkshire, SL6 7EG
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The persons responsible for data protection within our organisations are :  
St Joseph's Catholic Primary School – Data Protection Education.  
St Margaret Clitherow Catholic Primary School – Data Protection Officer, Frassati Catholic Academy Trust  
and you can contact them by telephone and/or email with questions relating to our handling of the data.
  - St Joseph's Catholic Primary School –email [dpo@dataprotection.education](mailto:dpo@dataprotection.education)
  - Frassati Catholic Academy Trust c/o St Margaret Clitherow Catholic Primary School – tel: 01344 424030 or email [secretary@smc-bracknell.com](mailto:secretary@smc-bracknell.com)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the Schools.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The schools may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisations by completing a Concern Form obtainable from the school offices.

If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at: [www.ico.org.uk](http://www.ico.org.uk)

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The following admission arrangements apply to  
**St Margaret Clitherow RC Primary School**

**ST MARGARET CLITHEROW  
CATHOLIC PRIMARY SCHOOL  
Pembroke, Hanworth  
Bracknell  
RG12 7RD**

**ADMISSION POLICY 2022-23**

St Margaret Clitherow Catholic Primary School is part of the Frassati Catholic Academy Trust. The admission authority for the school is the Board of Directors of Frassati Catholic Academy Trust who has responsibility for admissions to this school. The Board of Directors has delegated responsibility for the admissions process to the Local Board of Governors at St Margaret Clitherow Catholic Primary School.

St Margaret Clitherow Catholic Primary School within the Frassati Catholic Academy Trust was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The Governing Body (LGB) is the admissions authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round<sup>1</sup> The LGB has set its admission number at 30 pupils to be admitted to the Reception year group in the school year which begins in September 2022.

The LGB will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

**Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1):**

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

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<sup>1</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year

## OVERSUBSCRIPTION CRITERIA

*Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.*

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who, on date of entry, have a sibling on roll at the time of admission.
3. Catholic children who are resident in the parish of St Joseph and St Margaret Clitherow. (see notes 3&8)
4. Other Catholic children. (see note 3)
5. Other looked after and previously looked after children. (see note 2)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 4)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 5)
8. Any other children.

### ***Within each of the categories listed above, the following provision will be applied:***

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 6).

### **Tie Break:**

Priority will be given to children living closest to the school determined by the shortest distance. Distances are measured using radial distance. This will be measured by the LA using a computerised measuring system. 'Radial distance (straight-line distance on a map) between the home and the school. Those living near 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.'

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

### **Application Procedures and Timetable:**

To apply for a place at St Margaret Clitherow, the normal admission round<sup>2</sup>, you must complete a Common Application Form (CAF) available from the School Admissions Team at Bracknell Forest Local Authority. (Applications can only be made through an applicant's home Local Authority).

Applicants are strongly recommended to complete a Supplementary Information Form (SIF) attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. Supporting evidence may affect the over subscription category in which the application is placed. All supporting documentation needs to be provided when submitting the forms, i.e. Baptismal Certificate and SIF. It is not obligatory to complete a SIF, however if additional information is not provided, the application will be ranked purely on information contained on the CAF provided to the LA.

Parents applying to both St Margaret Clitherow and St Joseph's schools need only complete one SIF but provide both schools with a copy of the SIF together with supporting documentation as set out in the section above. This is the responsibility of the parents. The SIF and all supporting documentation should be submitted to the schools before the closing date on the form. The school will take no further information prior to making their allocation of school places.

As an alternative to completing the paper CAF, parents can apply online via the LA's website. The site will be open for applications for first entry to school in 2022-23 from 5<sup>th</sup> November 2021 to midday on 15<sup>th</sup> January 2022. Applicants will have to send in (to the School Admissions Team) a paper copy of their current Council Tax statement in order to prove their residency. This documentary evidence will then be matched to their online application.

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<sup>2</sup> This is for admission to the school at the start of the school year in September and not for applications made in-year.



FORMS REQUIRED	OBTAINABLE FROM	RETURNED TO	TO BE RETURNED BY
<b>COMMON APPLICATION FORM (CAF)</b>	LOCAL AUTHORITY	LOCAL AUTHORITY	15 <sup>TH</sup> JANUARY 2022
<b>SUPPLEMENTARY INFORMATION FORM (SIF)</b>  <b>Strongly recommended for categories 1-8</b>	- LOCAL AUTHORITY  OR  - SCHOOL OFFICE  OR  - SCHOOL WEBSITE	- LOCAL AUTHORITY  OR  - SCHOOL OFFICE	28 <sup>TH</sup> FEBRUARY 2022

For online applications please refer to the website [www.bracknell-forest.gov.uk/learning](http://www.bracknell-forest.gov.uk/learning), following the links for School Admissions, which is available from 5<sup>th</sup> November 2021 until midday 15<sup>th</sup> January 2022.

#### DOCUMENTATION REQUIRED IN SUPPORT OF THE APPLICATION:

- Proof of Residence - all applicants (must be submitted with CAF to the LA)
- Birth Certificate - all applicants (to the LA on acceptance of offer of a place.)
- Child's Baptismal Certificate or Letter of Reception in to the church
  - if applying under over subscription category 1, 2, 3, 4 (returned to school by 28<sup>th</sup> February 2022)
- Confirmation of membership by the Minister / Faith leader on the SIF or in a letter
  - if applying under over subscription category 7, 8 (returned to school by 28<sup>th</sup> February 2022)

You will be advised of the outcome of your application on 16<sup>th</sup> April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

#### **St Margaret Clitherow Admissions Policy 2022-23.**

All forms and all documentation required must be returned by the deadline set out in the Bracknell Forest Admission booklet and as detailed above.

The Bracknell-Forest School Admissions Team's address is:

The School Admission Team Bracknell Forest Children Young People and Learning  
Time Square  
Market Street  
Bracknell  
Berks  
RG12 1JD

***If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.***

**All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15<sup>th</sup> January 2022**

#### **Late Applications:**

Where it can be reasonably assumed that the application could not be made by the closing date, but is submitted before 4<sup>th</sup> February 2022, the application will be considered 'on time'. Evidence to support the reason for the late application will be required by the Governing Body and their decision will be final. Applications received after this date will be processed after this date will be processed after 30<sup>th</sup> April 2022. Where it can be reasonably assumed that the application could have been made by the closing date, the application will not be processed until after all 'on-time' applications have been processed.

#### **Admission of Children Below Compulsory School Age and Deferred Entry:**

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

#### **Admission of Children outside their Normal Age Group:**

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1<sup>st</sup> April and 31<sup>st</sup> August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher, **St Margaret Clitherow Catholic Primary School, Pembroke, Hanworth, Bracknell, RG24 8GW** at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the LGB will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

#### **Waiting Lists:**

In addition to their right of appeal, unsuccessful applicants will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and **not** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2023 unless applicants request in writing to remain on the list.

**Inclusion in the school's waiting list does not mean that a place will eventually become available.**

**In-Year Applications:**

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting The School Admission Team Bracknell Forest Children Young People and Learning, Time Square, market Street, Bracknell, Berks, RG12 1JD. Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing within 15 days of receipt, and you have the right of appeal to an independent appeal panel.

**Fair Access Protocol:**

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

**Right of Appeal:**

In accordance with the 1998 School Standards and Framework Act, the parent/carer whose children are refused admission have the right to appeal. An independent panel will hear the appeal.

Appeals should be made in writing within 20 school days from the date of notification that their application was unsuccessful.

Clerk to the Appeals,

C/o St Margaret Clitherow Catholic Primary School,

Pembroke,

Bracknell,

Berkshire,

RG12 7RD

The school follow the Bracknell Forest Admissions Timetable as part of the agreed co-ordinated admissions scheme, and which can be found on the B-FLA website.

**Notes (these notes form part of the oversubscription criteria)**

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Previously looked after children also includes those children who appear (to the governing body) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 4 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:
  - A religion which involves belief in more than one God, and
  - A religion which does not involve belief in a God.

Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

6. Siblings (brother or sister) includes:
  - (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and
  - (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.
7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.
8. For the purposes of this policy, parish boundaries are as set out on the school website [www.stmargaretclytherowbracknell.co.uk](http://www.stmargaretclytherowbracknell.co.uk). A paper copy is available on request.
9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

**ST MARGARET CLITHEROW  
CATHOLIC PRIMARY SCHOOL**

**Pembroke, Hanworth**

**Bracknell**

**RG12 7RD**

**SUPPLEMENTARY INFORMATION FORM  
2022/2023**

If you are expressing a preference for a place for your child at St Margaret Clitherow Catholic Primary School in Bracknell **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to the School Office (St. Margaret Clitherow Catholic Primary School, Pembroke, Hanworth, Bracknell, RG 12 7RD)** by the closing date, 15<sup>th</sup> January 2022.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

**Name of child:**

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**Address of child:**

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**Parent/Carer Details**

**Parent/Carer Name:**

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Please read the relevant school Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

REFERENCE COPY

**Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic ( <i>see note 1</i> )	<input type="checkbox"/>	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
2. Member of other Christian denomination ( <i>see note 2</i> )	<input type="checkbox"/>	Letter confirming membership of a Christian denomination. ( <i>see note 2</i> )
3. Member of other faith ( <i>see note 2</i> )	<input type="checkbox"/>	Letter confirming membership of another faith. ( <i>see note 2</i> )

Catholic Parish in which your child lives:
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In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berkshire. RG12 9AP and St Margaret Clitherow Catholic Primary School, Pembroke, Bracknell, Berkshire. RG12 7RD a school within Frassati Catholic Academy Trust: a charitable company limited by guarantee Registered in England and Wales: Company Number: 8561153 Registered Office: Cookham Road, Maidenhead, Berkshire, SL6 7EG.
- Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The persons responsible for data protection within our organisations are:  
St Joseph's Catholic Primary School - Head of School or  
St Margaret Clitherow Catholic Primary School – Data Protection Officer, Frassati Catholic Academy Trust  
and you can contact them by telephone and/or email with questions relating to our handling of the data.
  - St Joseph's Catholic Primary School – tel 01344 425246 or email [secretary@stjosephsbracknell.co.uk](mailto:secretary@stjosephsbracknell.co.uk)
  - Frassati Catholic Academy Trust c/o St Margaret Clitherow Catholic Primary School – tel 01344 424030 or email [secretary@smc-bracknell.com](mailto:secretary@smc-bracknell.com)
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.



- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by completing a Concern Form obtainable from the school offices. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: [ico.org.uk](http://ico.org.uk).

**I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.**

Signed.....

Date.....

## Notes

### 1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

### 2. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

#### Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?

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The following admission arrangements apply to  
**St Michaels Easthampstead CE Primary  
School**



**St Michael's Easthampstead Church of England (Aided) Primary School**  
**School Admissions Arrangements for 2022/2023**

**Parents of children who have birthdays on or between 1 September 2017 – 31 August 2018 only are invited to apply for places to start in September 2022.**

**Our Ethos:** Through strong Christian faith, partnership with home and community, and our core values of Wisdom, Faith, Honesty, Trust & Courage, we are committed to helping every child achieve their full potential.

St. Michael's is an aided Church of England primary school. The Governing Body of the school is the admissions authority and determines the policies and arrangements by which pupils will be admitted to the school. The Published Admission Number (PAN) for St Michael's school is 30 and this is the maximum number of children the Governing Body will admit each year. Details of places in other year groups can be found on page 3 under the 'In Year' applications section. The school governing body will not consider any child who will not reach the age of five years during the school year 2022-23 for early admission. The governing body adheres to current legislation, ensuring equal opportunities and maintaining infant classes to a maximum of 30 children.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

The Local Authority (LA) for the borough of Bracknell Forest operates a scheme for co-ordinating arrangements for admissions to primary schools within their area. St Michael's school is a part of this scheme. Applications for places in the Reception Year at the school should be made on the common application form of the LA in which the parents live at the time of application (the home LA), which may not be Bracknell Forest by 15 January 2022.

## **APPLICATION PROCESS**

1. Please refer to our over-subscription criteria in Appendix I and decide which category you wish to apply under.
2. If you choose **category 2, 3 or 4** please complete the Common Application Form **and** the St Michael's Supplementary Form.
3. If you choose **category 5 or 6** you only need to complete the Common Application Form.

<b>Form</b>	<b>Obtain form from</b>	<b>Return form to</b>	<b>Deadline</b>
Common Application Form	School Admissions,	School Admissions,	15 January 2022
Supplementary Form (SF)	School Admissions, Bracknell Forest Council or St Michael's Easthampstead Primary School or School website	St Michael's Easthampstead Primary School	25 February 2022

NB A receipt will be issued once the Supplementary Form is received in school. However, it is the responsibility of the applicant to ensure that the Supplementary Form is received in school.

Where the admissions process is incomplete i.e. an application is made in categories 2, 3, and 4 St Michael's School on a CAF and submitted to the home LA but no Supplementary Form is submitted to the school by the due closing date, the application will be placed in category 6.

The Governing Body will determine the applications against the over-subscription criteria (Appendix I) fairly and without regard to ability and advise Bracknell Forest Council of their ranking of the applications. As part of the determination the information supplied by applicants will be checked. If the information relating to a specific category is incorrect the application will be moved to the correct category and the applicant will be informed.

### **Multiple Births:**

Applicants who are multiple birth siblings will be dealt with as follows:

- **September Admissions Round into Reception Class**

If the last pupil to be offered a place within the school's published admission number (PAN) is a multiple birth or sibling born in the same academic year, any further sibling born in the same academic year who has also applied for a place at the school will be admitted, if the parents so wish. Even though this may raise the intake number above the school's PAN. The PAN will remain unchanged so that no other pupil will be admitted until a place becomes available within the PAN.

- **In-year Admissions**

If the last pupil to be offered a place within the school's published admission number (PAN) is one of a multiple birth or a sibling born in the same academic year any further sibling born in the same academic year who has also applied for a place at the school will not be admitted. In this situation the child's parent will be asked to decide which of the children will take up the place available.

The letter offering your child a primary school place will be sent from your home LA.

### **ADMISSION OUTSIDE NORMAL AGE GROUP**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not be agreed without a consensus of the Admission's Authority that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors will ask relevant professionals for their opinion on the case and reasons why only St Michael's Easthampstead Primary School can provide for the child's education needs. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

### **SCHOOL START DATE**

Places will be offered full time from September 2022.

### **PART TIME ATTENDANCE**

Parents can request that their child attends part-time until the child reaches compulsory school age. Parents should put such requests in writing to the Headteacher whose decision shall be final.

### **DEFERRED ENTRY**

Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2023 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2022-23), although, in the

majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

## **SUMMER BORN CHILDREN**

For children whose fifth birthday falls between 1 April 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2023, and whose parents who do not wish them to start school in school year 2022-23 but to be admitted to the Reception Year in September 2023, should proceed as follows: They should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2023. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2022), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2023) for a Reception place in September 2023.

If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2022 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2022-23 Reception Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the Headteacher.

## **LATE APPLICATIONS OR CHANGE OF PREFERENCE**

The home LA will manage late applications in accordance with its agreed co-ordinated admissions scheme.

Any parent can apply for a place for their child at any time to any school outside the normal admissions round. Governors will only consider applications for change of preferences made on the original Common Application Form for admissions into the Reception year class after the end of the normal admissions round i.e. only after the initial 30 places have been offered and parents have had until the statutory date to accept their child's place. If parents wish to change their preference at this stage they will have to contact Bracknell Forest School Admissions and submit a new Common Application Form stating their new list of preference schools and their original Common Application Form will be withdrawn. If parents are seeking a place under category 2, 3 or 4 of this Admissions Policy they will also be required to submit a new Supplementary Form.

## **IN YEAR APPLICATIONS**

If an application is received after the academic year has started it will be treated as an 'in year' application. The LA will administer all "in year" applications on behalf of the Governing Body. Parents moving into the area and wishing to apply for a place at St Michael's Easthampstead Primary School will need to complete the Bracknell Forest In-Year Application Form. Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School Transfer Application Form obtainable from the Headteacher of your child's current school. The LA will pass on any applications to the Governing Body so that it can make a decision about a place.

### In Year Leavers and Applications in Reception and Year 1

The Governing Body will admit children, up to a maximum of 30, in Reception and Year 1. Where a child or children leave 'in year' the Governing Body will allocate places to a child/children from the waiting list up to a maximum of 30 children in the Year group.

### In Year Leavers and Applications Year 2 to Year 6

Where a child/children leave 'in year' in Years 2, 3, 4, 5 or 6 the Governing Body will not offer or refill the child/children's place/s unless numbers in the Year group fall below 30 in which case the Governing Body will allocate a places/places to a child/children from the waiting list up to a maximum of 30 in the Year group.

## **APPLICATIONS OVER THE SUMMER HOLIDAY PERIOD**

Applications for school places in any year group made over the summer holiday period between 1st July 2022 and 1st September 2022 must be submitted directly to Bracknell Forest School Admissions, along with Summer Holiday Supplementary Forms if applying under category 2, 3 or 4 of this policy. If the parents are seeking a place for a child in a year group which is not full then the LA will send the application and Summer Holiday Supplementary Forms to the Clerk to Governors and/or another designated governor for ranking and a decision about offering a school place. The school will process these applications within the timescales published by the LA for summer holiday applications and parents advised accordingly of the availability of a place. If the school does not have a school place in the year/s sought the LA will inform the parent that the school is unable to offer their child/ren a place or places.

## **FAIR ACCESS PROTOCOL**

The school participates in Bracknell Forest's Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## **RIGHT OF APPEAL**

Parents will be informed of their right of appeal if they are refused a place. An appeal against refusal of a place at the school should be made by the parent(s) to the Bracknell Forest Council. The Appeals Clerk will be asked to arrange a hearing before an independent panel, at which the parents will be expected to attend. A school Governor will present the case on behalf of St Michael's Easthampstead Primary School at the appeal hearing. In the event of an unsuccessful appeal against non-admission to the school, the Governing Body will not usually consider any further application in the same school year (1<sup>st</sup> September – 31<sup>st</sup> August) unless there is a major change in circumstance (eg change of address).

## **WAITING LIST**

Your child's name will automatically be added to a waiting list for a Bracknell Forest school that is higher in your preference order than the one that has been offered. Please refer to Bracknell Forest Council, School Admissions for further information on waiting lists.

## **FRAUDULENT APPLICATIONS**

In line with Bracknell Forest Council's guidance, where an application or Supplementary Form is found to contain fraudulent information any offer of a school place may be withdrawn.

## **VERIFICATION OF SIF CONTENTS**

If appropriate, St Michael's Admissions Secretary or School Admissions at Bracknell Forest Council will send to parents the school's Supplementary Form for completion. The Supplementary Forms for Reception Class Admissions and In Year Applications are available to download and print from the school's website. As part of the determination process, the information supplied by applicants will be checked. If the information relating to a specific category is incorrect the application will be moved to the correct category and the applicant will be informed. This can result in the application being placed in a higher or lower category than that stated and sought by the parent/carer dependent on the information received by governors during the checking and verification process.

## Appendix I

### OVER SUBSCRIPTION CRITERIA

Children with a Statement of Special Educational Need or an Education, Health and Care Plan (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 admission criteria, set out below, will be strictly 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 and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See note 6)

**Category 2:** Both category 2 requirements must be satisfied in order to fall within this category.

- a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) where one parent, who lives with the child, attended an Anglican church service\* within the parish of Easthampstead (see Parish Map attached), as listed in Appendix II, at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary.
- b) The vicar, priest or minister of the applicant's church must complete the section of the **Supplementary Form** confirming the parent(s) attendance at church.

**Category 3:** Both category 3 criteria must be satisfied in order to fall within this category.

- a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) within the Anglican parishes of Easthampstead or Bracknell Team Ministry (as shown on the maps attached), where one parent, who lives with the child, attended another Anglican church\* at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary.
- b) The vicar, priest or minister of the applicant's church must complete the section of the **Supplementary Form** confirming the parent(s) attendance at church.

**Category 4:** Both category 4 criteria must be satisfied in order to fall within this category.

- a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) within the Anglican Parishes of Easthampstead or the Bracknell Team Ministry (as shown on the map attached), where one parent, who lives with the child, attended another Christian church\* that is part of the group of **Churches Together in Britain and Ireland or of the Evangelical Alliance** at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Christian church will be necessary.
- b) The vicar, priest or minister of the applicant's church must complete the section of the **Supplementary Form** confirming the parent (s) attendance at church.

**Category 5:** Either, children who already have a sibling (see note 3) for whom the parent also has parental responsibility who is on roll in St Michael's School at the time of the application and who is expected still to be in attendance at the time of the applicant's child's admission,

Or

Children of members of staff who a) are employed directly by the Governing Body and have been for two or more years at the time the application is made; such staff must work an average of 15 or more hours per week during school term time



to qualify for this category, or b) children of any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods.

**Category 6:** Other children

If there are too many children in any category under consideration, then places will be allocated to those who live nearest to the school until all available places are filled.

Note regarding church attendance

*\*In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.*

## Appendix II

### ANGLICAN CHURCHES IN THE PARISH OF EASTHAMPSTEAD

St Michael and St Mary Magdalene Church. Easthampstead

The Church at The Pines

St Francis & St Clare at Jennett's Park

Clergy will sign Supplementary Forms for these churches in attendance at specific school supplementary form signing sessions. The church sets criteria for signing these forms; please contact the Parish Office for details. The dates and times for Supplementary Form Signing is determined by the Parish Office, and these dates are published on the school website each year:

<http://www.stmichaelsesthampstead.com/admissions/> - see Form Signing Dates.

The Parish Office can be contacted via:

Tel: 01344 425205

Email: [office@stmichaelsesthampstead.org.uk](mailto:office@stmichaelsesthampstead.org.uk)

Faith, Trust, Honesty, Courage, Wisdom  
**Learning to love; love to learn**



## NOTES REFERRED TO IN THE POLICY

### Note 1:

“Parent” is defined in law (The Education Act 1996) as either:

- any person who has ‘parental responsibility’ (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

### Note 2:

By usual home address, we mean the child’s home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child’s parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- legal documentation confirming
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child’s home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent’s address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative’s address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place under the co-ordinated scheme.

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We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Note 3: By “sibling” we mean:

A brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent’s/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. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 4: By “nearest to the school” we mean:

The radial distance (straight line distance on a map) between the home and the school.

Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey’s national system.

Note 5: If there are more applicants than places within the same criteria, then;

**Firstly**, children who have a sibling who is on roll at the school at the time of the application and who is expected still to be in attendance at the time of entry will be considered before those who do not, in order for us to do this the sibling details **must** be entered onto the CAF when it is submitted to the LA;

**Secondly**, places will be allocated to those who live nearest to the school based on radial distance as defined above. However if, in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council.

Note 6: By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

#### **For further information:**

In the first instance, please contact the Admissions Officer at the school address:

St. Michael’s Easthampstead Primary School, Crowthorne Road, Easthampstead, Bracknell, RG12 7EH

Tel: 01344 420878

Or contact the LA at the below address:

Admissions Team, Times Square, Market Street, Bracknell, RG12 1JD

Tel: 01344 354023/01344 354144

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### **Appendix III**

For admission in September 2021 there were 74 applications (naming St Michael's Easthampstead as their first, second or third preference) for 35 places for children to enter reception and they were placed in the following categories according to the school's over-subscription criteria as follows:

Category 1 - 1  
Category 2 - 6  
Category 3 - 1  
Category 4 - 7  
Category 5 - 10  
Category 6 - 49

The number of children admitted in September 2021 in each category were:

Category 1 - 1  
Category 2 - 2  
Category 3 - 1  
Category 4 - 3  
Category 5 - 10  
Category 6 - 12

These figures are for reference only and are not to be regarded as guidance for future admissions.

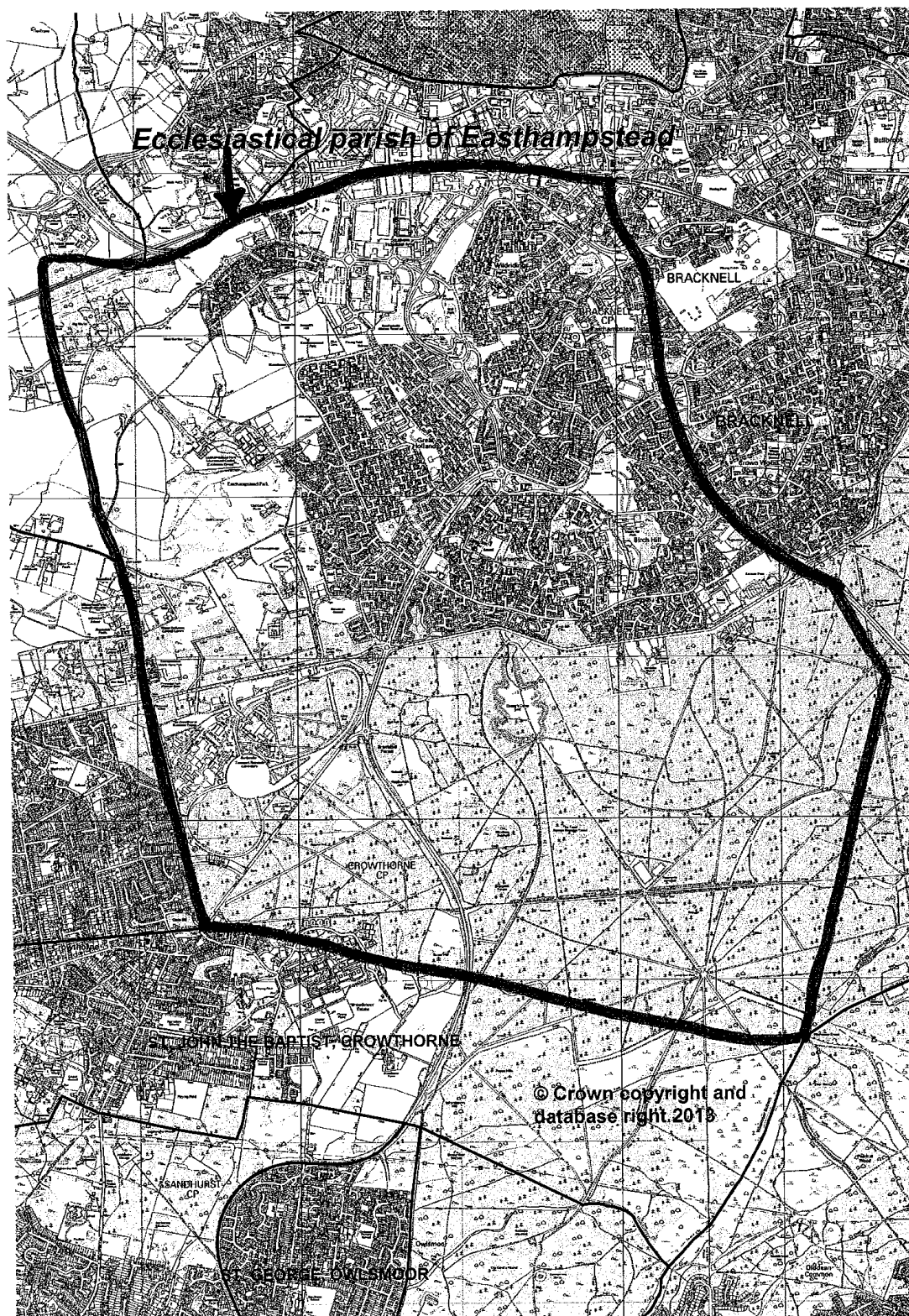
### **Appeals**

The school received 0 admissions appeals for admissions in September 2021.

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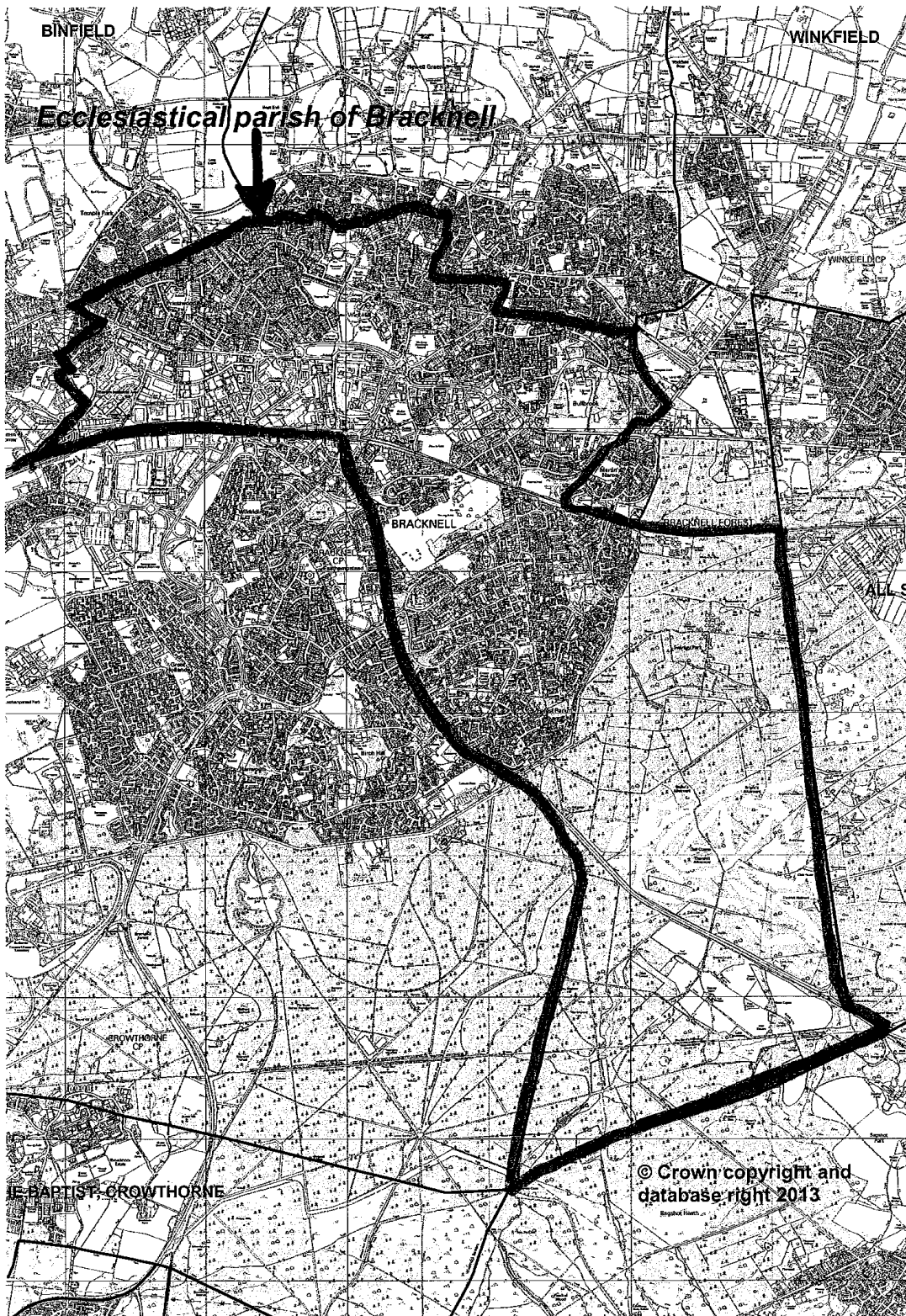




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**Learning to love; love to learn**





The map displays the Windsor and Maidenhead region, centered around the M4 motorway. A blue boundary outlines a specific area of interest, which is further divided by a network of red, green, and yellow lines. These lines likely represent different types of roads or infrastructure, such as major roads, minor roads, or specific planning zones. The map includes labels for various locations, including Windsor, Eton, Great Windsor, Maidenhead, and surrounding areas like Wokingham, Bagshot, and Camberley. A scale bar and a compass rose are visible in the top left corner, indicating the map's orientation and scale. The map is overlaid with a grid of latitude and longitude lines, and a scale bar is provided in the bottom left corner.





St Michael's Easthampstead  
Church of England Aided Primary School

**Supplementary Form 2022 – 23**  
**RECEPTION**

*This supplementary form must be completed to enable St Michael's Easthampstead Admissions Authority to determine which applicants can be offered places according to the School's Admissions Criteria. Please note, the closing date for receipt of this form by St Michael's school is 22nd February 2022.*

*A receipt will be issued once this form is received in school. However, it is the responsibility of the applicant to ensure that the Supplementary Form is received in school.*

**PLEASE ENSURE THAT THE FORM IS PRINTED ON ONE PIECE OF A4 PAPER ONLY (PRINTED FRONT & BACK)**

**SECTION 1**

Child's name: ..... Date of Birth .....

Child's address: .....

Post Code .....

Parent's Name .....

Parent's email address.....Parent's mobile phone number.....

**With reference to St Michael's Admission Policy Criteria (Appendix I) please indicate under which category you are applying for a place for your child at St Michael's School.**

**Please tick ONE category only:** Category 2 ☐ Category 3 ☐ Category 4 ☐

**If you are applying for a place under Categories 1, 5 or 6 you do not need to complete this form.**

**SECTION 2**

I (parent's name) .....

**Confirm that I have attended an Anglican / \*Other Church Service at (Name of Church)**

.....  
At least twice a month during at least 10 months in the first of the two years prior to the date of application (i.e. 10 months in year 1 and 4 occasions in year 2). The first qualifying church attendance must be two or more years prior to the date of application.

\*If you have not attended an Anglican Church, please state which other church you have attended.

Signature of Parent ..... Date .....

**Now please pass this form to your vicar, minister or priest and ask them to complete the details on page 2 & 3, to sign the following verification and then return the form to you:**

**THE GOVERNING BODY MAY CONTACT THE VICAR, MINISTER OR PRIEST TO VERIFY THE INFORMATION PROVIDED IN THIS FORM.**

**3a) THIS SECTION MUST BE COMPLETED BY THE VICAR, MINISTER OR PRIEST OF YOUR CURRENT CHURCH AND NOT BY THE PARENT OR CARER OF THE CHILD MAKING THE APPLICATION**

Can you confirm that, to the best of your knowledge, the above parent has attended your church at least twice a month during at least 10 months in the first of the two years prior to the date of application (i.e. 10 months in year 1 and on 4 occasions in year 2) . The first qualifying church attendance must be two or more years prior to the date of application  
YES/NO\*

Is your Church a member of **Churches Together in Britain and Ireland**? .....YES/NO\*

Is your Church a member of the **Evangelical Alliance**? .....YES/NO\*

Signature of vicar, minister or priest: ..... Date .....

Name of vicar, minister or priest (in capitals) .....

Name of Church: .....

Address of Church: .....

Post Code .....

Clergy email address:.....

Clergy telephone number:.....

Dates of attendance of the applicant at your church :-

from: ..... (month/year) to..... (month/year)

**N.B. Parent or carer.** If your attendance at your current church has been for less than 2 years, please pass the form to your vicar, minister or priest of your **previous church** and ask them to complete the following details, to sign the verification and then return the form to you:

**3b) THIS SECTION MUST BE COMPLETED BY THE VICAR, MINISTER OR PRIEST OF YOUR PREVIOUS CHURCH AND NOT BY THE PARENT OR CARER OF THE CHILD MAKING THE APPLICATION**

Can you confirm that, to the best of your knowledge, the above parent has attended your church at least twice a month during at least 10 months in the first of the two years prior to the date of application (i.e. 10 months in year 1 and on 4 occasions in year 2) . The first qualifying church attendance must be two or more years prior to the date of application  
YES/NO\*

Is your Church a member of **Churches Together in Britain and Ireland**? .....YES/NO\*

Is your Church a member of the **Evangelical Alliance**? .....YES/NO\*

Signature of vicar, minister or priest: ..... Date .....

Name of vicar, minister or priest (in capitals) .....

Name of Church: .....

Address of Church: .....

Post Code.....

Clergy email address:.....

Clergy telephone number:.....

Dates of attendance of the applicant at your church :-

from: ..... (month/year) to..... (month/year)

\* please delete as appropriate

**Please return this form to St Michael's School by 22nd February 2022**

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The following admission arrangements apply to  
**St Michaels CE Primary School – Sandhurst**



**Headteacher**  
**Stuart Bevan**

## ***St. Michael's C. of E. Aided Primary School***

*Lower Church Road Sandhurst  
Berkshire GU47 8HN*

**Telephone: 01252 873360**

**Fax: 01252 878916**

**E-mail: [secretary@st-michaels-school.org](mailto:secretary@st-michaels-school.org)**

**[www.st-michaels-school.org](http://www.st-michaels-school.org)**

### **Admissions Policy for St. Michael's CofE (Aided) Primary School** **2022/23**

At St Michael's, we value the uniqueness of the individual and offer our children a curriculum which is enriched and diverse, enabling us to inspire them to become successful learners, confident individuals and responsible citizens of the future. We live out our Christian values daily and foster supportive and trusting relationships with God and all members of the community. We welcome applications from all families, whether Christian, of another faith, or of none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

St. Michael's CofE Primary School, Sandhurst is a voluntary aided school and as such the Governing Body is the admissions authority for the school. The school works in partnership with Bracknell Forest LA as part of the co-ordinated admission arrangements for primary school admissions in Bracknell Forest. All the dates and processes of application and consideration will conform to the LA's Co-ordinated Admission Scheme, which is published in the booklet "The Guide to Primary Education in Bracknell Forest" and is available from the school or the LA.

The Governing Body of St. Michael's School has made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

#### **Admissions Process**

In September 2022, in line with the Published Admission Number (PAN) of 30, the Governing Body will admit up to 30 children born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018 for the school year 2022/2023. Parents of a child whose fifth birthday falls between 1 September 2022 and 31 March 2022 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2022-23), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2023 and 31 August 2023 (summer born children) who do not reach compulsory school age until September 2023, parents who do not wish them to start school in school year 2022-23 but to be admitted to the Reception Year in September 2023, should proceed as follows: They should apply at the usual time for a place in September 2022 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2023. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and if it is agreed this should be clear before the national offer day (16 April 2022), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2023) for a Reception place in September 2023. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2022 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2023 for a Year 1 place in September 2023. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2022-23 Reception Year group. Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Applications for a place at the school should be made on the Common Application Form (CAF) provided by the home Local Education Authority (LA) – the authority to which council tax is paid. The CAF must be completed and returned to the home LA by the 15<sup>th</sup> January 2022. As an alternative to completing the paper CAF, parents can apply for a school place on-line via the home LA'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 St. Michael's because of preference for a church school 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 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 28th February 2022.

The Governing Body of St. Michael's School will consider first those applications, which are received by the published admission deadline. These applications will be considered equally, irrespective of whether parents have chosen St. Michael's as 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> preference on their CAF.

## **Over-Subscription Criteria**

Children with a statement of Special Educational Needs or with an Education, Health and Care (EHC) plan naming St. Michael's CofE (Aided) Primary School, Sandhurst will always be offered places. If there is then greater demand for admission than there are places available, the following categories will be applied in the order set out below:

- A. Looked-after Children and Children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
- B. Designated Area and Sibling: A child with a home address in the designated area of the school and who has a sibling who will still be attending the school at the time of the child's admission.
- C. Designated Area: A child with a home address in the designated area of the school who does not have a sibling who will still be attending the school at the time of the child's admission.
- D. Sibling: A child who does not have a home address in the designated area of the school but who has a sibling who will still be attending the school at the time of the child's admission.
- E. Preference for a Church School: A child who does not have a home address in the designated area of the school and does not have a sibling, but whose parent states a preference for a Church School and has been a regular worshipper (an average of once per month in the two years prior to application) at any qualifying Christian church; 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 that church.
- F. Other Children: A child with other reasons for attending the school.

Children will be placed into the highest appropriate category and then sorted by radial distance between home and the school. Those whose radial distance from the school is least will be considered first in each category. In the event that two or more children live at the same radial distance from the school, random allocation will be used to decide which child(ren) will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Admissions Authority. All children from a multiple birth will be admitted when one of the siblings is the 30<sup>th</sup> child admitted, even where this would cause the PAN or Infant Class Size to be exceeded.

In 2020 the school received 65 applications and 30 places were offered under the following criteria:

<u>Criteria</u>	<u>Description</u>	<u>Applications</u>	<u>Offered</u>
1.	Special Educational Needs/Looked after.	0	0
2, 3 and 4.	Designated Area, Sibling and Preference for a Church School.	3	3
2 and 3.	Designated Area and Sibling.	3	3
2 and 4.	Designated Area, and Preference for a Church School.	1	1
2.	Designated Area.	15	8
3 and 4.	Sibling and Preference for a Church School.	2	2
3.	Sibling.	3	3
4.	Preference for a Church School	3	2
5.	Other Children	35	8

There were 0 appeals.

## **Applications for Early Admission**

We are unable to consider applications for children born after 31<sup>st</sup> August 2018.

## **In-Year Admissions**

Admission to other years at the school, or to the Reception class (once offers of places have been made), depends on whether or not there are places available. The Early Years (Reception), Key Stage 1 (Years 1 & 2) and Key Stage 2 (Years 3, 4, 5 & 6) all have 32 places.

Applications must be submitted to Bracknell Forest LA in accordance with the process for 'in year' admissions set out in the 'School Admissions Moving into Bracknell Forest' guide available from Bracknell Forest LA. The School's Governors will subscribe to the Local Authority in-year fair access protocol which means that these children will be offered a place as soon as possible, even if the school is full or, if appropriate, they will be given top priority on the waiting list.

### **Admission outside normal age group**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

### **Waiting Lists**

Bracknell Forest LA maintains waiting list for each class for those children who are not offered a place. The position on the waiting list is determined according to the over-subscription criteria above and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The LA periodically seeks confirmation that parents wish a child's name to be kept on the waiting list.

### **Appeals**

Appeals against non-admission can be made to an independent panel arranged by the Oxford Diocesan Board of Education. Details and an application form are available from the school. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further applications in the same school year (1 September – 31 August) unless there has been a material change in circumstances, for example a change of address.

For further information, or to arrange a visit to the school, please contact The School Secretary at the above address.

## **Explanatory Notes**

These should be read in conjunction with the School's Admission Policy.

**Parent(s)** – A parent is any person who has parental responsibility for or is the legal guardian of the child. (Where 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.)

**"Looked-after" child** - By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

**Designated Area** – until September 2004 St. Michael's was a voluntary controlled school with a designated area defined by BFBC. The governors are committed to serving this community and retaining the designated area. The Designated Area for St Michael's can be viewed by going on the Bracknell Forest Website (<https://www.bracknell-forest.gov.uk/sites/default/files/documents/st-michaels-sandhurst-primary-designated-area-map.pdf>). The Designated Primary School for a home address in Bracknell Forest can be determined by entering the address/postcode on (<https://www.bracknell-forest.gov.uk/schools-and-learning/schools/schools-directory>) and selecting find your *Designated area or catchment school*. A map outlining the designated area is provided below and can also be viewed in the school office, Bracknell Forest Council offices, Bracknell Public Library.

**Home Address** – by normal home address, we mean your child's home address. This is your child's address at the time you make your application for a place. We regard a child's home address to be where he or she spends the majority of the school week (Monday to Friday, including nights). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address e.g. if the child is resident with a grandparent. You will need to tell us this on the application form. If you do not declare any arrangements like this or use a relative's address for your application, we may consider that you have made a false declaration and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address. The LA checks, on our behalf, the validity of any address given, by asking for evidence such as inclusion on the Electoral Register, or a recent utilities bill confirming your name and address.

If you are moving into the area, we will ask for evidence of your move, before considering any application for a place. Typical evidence is a letter from your solicitor confirming that you have a legally binding agreement to buy the house or a formal lease agreement for at least 6 months.

**Sibling** – Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. All children from a multiple birth (and children living in the same family unit born in the same academic year) will be admitted when one of the siblings is the 30<sup>th</sup> child admitted, even where this would cause the PAN or Infant Class Size to be exceeded.

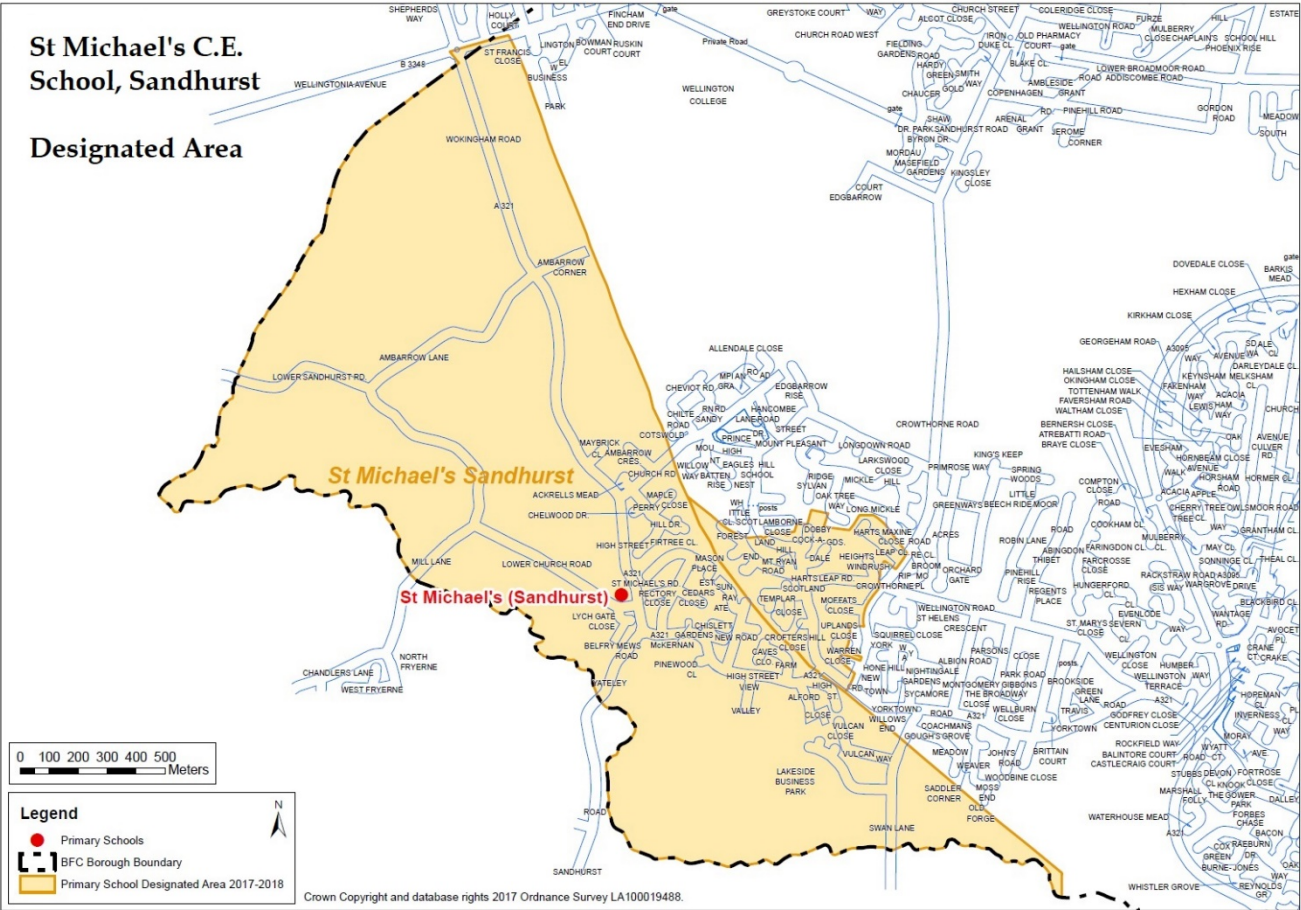
**Christian Church** – a Christian church will be defined as any church that is part of 'Churches Together in Britain and Ireland' (CTBI), which includes the Church of England, Protestant non-conformist churches and the Roman Catholic Church, or any church in communion with these denominations, or is a member of 'The Evangelical Alliance' (EA). Full lists of participating churches/denominations are available at [www.ctbi.org.uk](http://www.ctbi.org.uk) or [www.eauk.org](http://www.eauk.org)

**Regular worship** – by regular worship we mean attendance by a parent at any services or meetings arranged by the church for the purpose of worship or Bible study. Parent(s) who wish to be considered in this category must complete the supplementary application form and ensure it is signed by the appropriate Priest/Minister and returned to the school. Where the applicants have moved into the area within the past two years, or have changed their place of worship, two supplementary forms should be completed and verified, as appropriate.

**Distance from the school** – Radial distance from the school to the home address will be measured by Bracknell Forest Council and based on the co-ordinates for the property and the school - known as the 'c' point, as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.









Headteacher  
Stuart Bevan

# St. Michael's C. of E. Aided Primary School

Lower Church Road Sandhurst  
Berkshire GU47 8HN

Telephone: 01252 873360

Fax: 01252 878916

E-mail: [secretary@st-michaels-school.org](mailto:secretary@st-michaels-school.org)

[www.st-michaels-school.org](http://www.st-michaels-school.org)

## SUPPLEMENTARY APPLICATION FORM

For applications for admission in the academic year 2022/23.

This form is **ONLY** required for applications under the Preference for a Church School (Denominational) criterion.

I am applying for a place at the above school for the child named below under Criterion E (Preference for a Church School) and I certify that all the information on this form is correct.

Child's Full Name: .....

Child's Full Address: .....

Post Code.....

Email..... Phone No. ....

I confirm that I am the parent/guardian of the child named above and live at the same address.

I confirm that I have worshipped regularly at (name of church):

..... at least once a month on average in the two years prior to the date of application.

Signed..... Date .....

Print Name .....

This section must be completed by a relevant member of the clergy.

I confirm the above parent/guardian has been a regular worshipper at my church at least once a month on average for the last two years.

Name of member of clergy: .....

Signature..... Date: .....

Name of Church: .....

Contact Telephone No.: .....

Email Address: .....

**Notes:** By **regular worship** we mean attendance at any services, or meeting, arranged by the church for the purpose of worship or bible study.

If you have moved into the area, or changed your place of worship, within the last two years, please photocopy this form and obtain confirmation from your previous church.

Church Stamp

For 2022/23 Reception Applications, this completed form must be returned to the School Office by 28 February 2022.  
Your Common Application Form (CAF) should be returned directly to the LA by 15<sup>th</sup> January 2022.

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The following admission arrangements apply to  
**Wildmoor Heath Primary School**



# **Wildmoor Heath School**

## **Admission Arrangements 2022/23**

Wildmoor Heath School is an academy in the Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at The Greenshaw Learning Trust on: 12<sup>th</sup> February 2021.

The Arrangements are due for review by: **summer term 2021**

### **Contents**

#### **Admissions for entry to Reception, September 2022**

- 1** 1.1 EHCP  
1.2 Oversubscription criteria  
1.3 Tie Breaker
- 2** 2.1 Reception, Deferred entry  
2.2 Applications for students outside of the normal age group
- 3** 3.1 Late Applications  
3.2 Notifications and Acceptance of offers  
3.3 Waiting Lists
- 4** In-Year Admissions
- 5** Appeals

## **1 Admission for entry to Reception, September 2022/23**

Wildmoor Heath School has a Published Admission Number of 30 for entry into Reception in September 2022/23.

Wildmoor Heath School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Reception at Wildmoor Heath School must be made in January in the year of admission for a place in Reception to the child's Home Local Authority on their Common Application Form, and naming Wildmoor Heath School as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's Home Local Authority no later than 15 January.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

### **1.1 EHCP**

Children with an Education Health Care Plan that names the school will be allocated a place before other applicants are considered.

In this way, the number of places offered, as set out below will be reduced by the number of children with an EHCP that has named the school.

### **1.2 Oversubscription criteria**

If the school receives more applications than there are places available, the following criteria will be applied;

#### **Priority 1: Looked After Children**

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

A Looked After Child is a child who is:

(a) in the care of a local authority, or

(b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).

### **Priority 2: Exceptional medical/social**

Priority for children who have an exceptional social and/or medical need.

Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website [www.wildmoorheath.org.uk](http://www.wildmoorheath.org.uk) The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer, which will be assessed by the Greenshaw Learning Trust's Admissions Committee against the criteria.

The CAF and the Trust's Social and Medical Form must be submitted directly to the Local Authority at [School.Admissions@Bracknell-Forest.gov.uk](mailto:School.Admissions@Bracknell-Forest.gov.uk) or to School Admissions. Bracknell Forest Council, Time Square, Bracknell, RG12 1JD by **15<sup>th</sup> January 2022**.

Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application. However, in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the GLT Head of Admissions.

### **Priority 3: Children of members of staff**

Priority for children of members of staff of the school.

Where;

- The member of staff has been employed at Wildmoor Heath School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

### **Priority 4: Siblings**

Priority for children who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

***Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.***

#### **Priority 5: Children living within the Designated Area**

Priority for children living in the school's designated area.

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

#### **Priority 6: Distance (outside of the designated area)**

Any remaining places will be offered to children living outside of the designated area based on proximity of the child's home address to the school. Distances will be measured in a straight line distance using the computerised system as specified by Bracknell Forest Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may only submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

***Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 6, for distance.***

### **1.3 Tie Break**

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

### **2.1 Deferred entry (Reception)**

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.

Parents should contact the Headteacher to discuss their request.

### **2.2 Applications for students outside of the normal age group**

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- they were born in the summer (1 April to 31 August)
- Parents do not think they're ready to start in the September after they turn 4.

The Headteacher will decide whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date in the normal way.

The request for later admission should accompany the submission of the Common Application Form to home Local Authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the GLT Head of Admissions.

### **3.1 Late Applications**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice.

### **3.2 Notification and Acceptance of Offers**

Notification of offers for admission to Reception will be sent to parents by their Home Local Authority. Offers are made by the home Local Authority on or about 16 April. *Written* acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

***An offer found to have been gained fraudulently will be withdrawn. This may also be the case after the child has started at the school.***



### 3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Reception until 31<sup>st</sup> December.

Parents wishing to remain on the waiting list after 31<sup>st</sup> December should write to the school by 31<sup>st</sup> December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritized according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

### 4 In-year Admissions

Wildmoor Heath School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme for In-Year Admissions. To apply for a place at Wildmoor Heath School, outside of the normal round for admissions, parents should complete the In-Year application form provided Bracknell Forest Council.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial allocation date.

### 5 Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an independent appeals panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

Appeals for entry in September 2022 must be received by **26<sup>th</sup> May 2022** at the latest if these are to be heard by the Independent Appeals Panel by **29<sup>th</sup> July 2022**. Appeals received after **26<sup>th</sup> May 2022** where possible, will be heard by **29<sup>th</sup> July 2022**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents wishing to appeal must send a written request for an Appeals Pack to:

- [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or;  
Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.



# Wildmoor Heath School Supplementary Social and Medical Information Form

## Social and Medical Grounds

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

It is the applicant’s responsibility to complete and return this form to the School Admissions Team at Bracknell Forest Council along with supporting written evidence from a professional **by the given closing date**. For In-Year applications the supporting evidence must be submitted with the application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child’s current situation.

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

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

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

Applications will be assessed against the evidence and determined by a Committee of the Board of Trustees established for this purpose, with the advice of the Headteacher and the Greenshaw Learning Trust Head of Admissions.

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

Child's Name:	Date of birth:
Address:	

REFERENCE COPY

Please set out the particular reasons why **Wildmoor Heath School** is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

REFERENCE COPY

Please list the supporting evidence that is being submitted to support this application under this criterion (include total number of pages attached):

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with the Greenshaw Learning Trust, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Greenshaw Learning Trust reserve the right to collect this information as part of their statutory duties and that they may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be on the basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.

I understand that I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the social and medical criterion for **Wildmoor Heath School** as published.

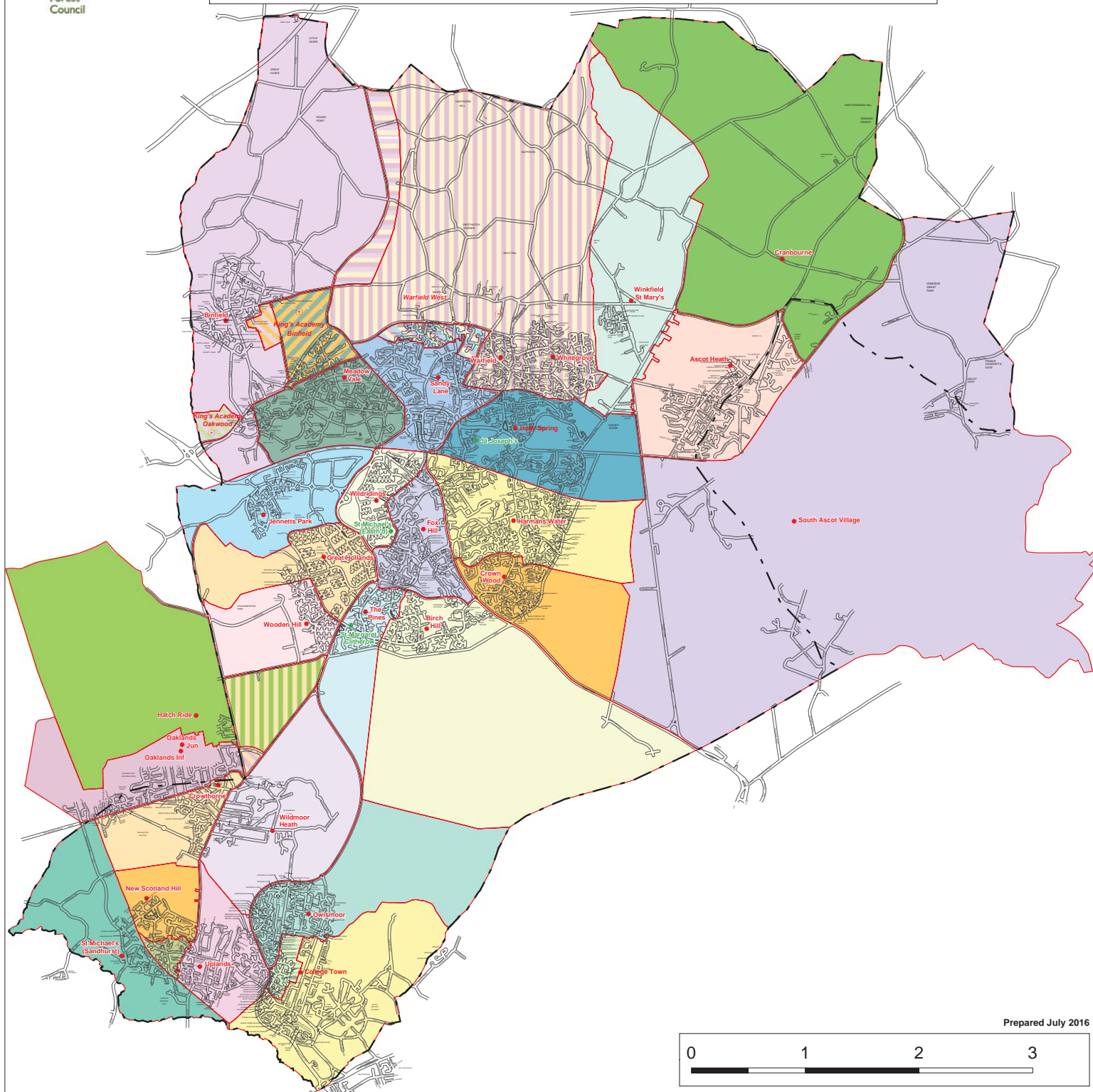
Signature of Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed scan and return this form with any relevant documentation to: [School.Admissions@Bracknell-Forest.gov.uk](mailto:School.Admissions@Bracknell-Forest.gov.uk) or by post to: School Admissions, Bracknell Forest Council, Time Square, Bracknell, RG12 1JD

# Primary School Designated Areas - 2017-2018



Prepared July 2016



## Legend

- Primary Schools
- Proposed Primary Schools
- Primary Schools with no DA
- [ ] BFC Borough Boundary

### Primary School Designated Areas

- [ ] King's Academy Oakwood /Binfield
- [ ] Ascot Heath Primary School
- [ ] Binfield CE Primary School
- [ ] King's Academy Binfield/ Binfield
- [ ] King's Academy Binfield/ Meadow Vale
- [ ] Birch Hill Primary School
- [ ] College Town Primary School
- [ ] College Town/Owlsmoor
- [ ] Cranbourne Primary School
- [ ] Crown Wood Primary School
- [ ] Crowthorne CE Primary school
- [ ] Fox Hill Primary School
- [ ] Great Hollands Primary School
- [ ] Harmans Water Primary School
- [ ] Hatch Ride Primary School (WBC)
- [ ] Holly Spring Primary School
- [ ] Jennett's Park Primary School
- [ ] Meadow Vale Primary School
- [ ] New Scotland Hill Primary School
- [ ] New Scotland Hill/St Michaels
- [ ] Oaklands Infant and Junior School (WBC)
- [ ] Oaklands/Crowthorne
- [ ] Owlsmoor Primary School

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- [ ] Sandy Lane Primary School
- [ ] Sandy Lane/Warfield/Whitegrove
- [ ] South Ascot Village School (RBWM)
- [ ] St. Michael's CE Primary School (Sandhurst)
- [ ] The Pines Primary School
- [ ] Hatch Ride/Crowthorne
- [ ] Uplands Primary School
- [ ] Warfield/Whitegrove
- [ ] Warfield/Whitegrove/Binfield
- [ ] Wildmoor Heath Primary School
- [ ] Wildridings Primary School
- [ ] Winkfield St. Mary's CE Primary
- [ ] Wooden Hill Primary School





# OTHER INFORMATION



# APPLYING FOR A SCHOOL PLACE OUTSIDE THE NORMAL ADMISSION

If you are applying for a place outside of the normal admission round you will need to use the in year application process. To do this you need to complete an in year application form which is available from the Bracknell Forest website, [www.bracknell-forest.gov.uk/changingschools](http://www.bracknell-forest.gov.uk/changingschools) along with a Guide to In Year Applications booklet, or from the School Admissions Team. The information in this booklet is not relevant to those applicants making an in year application and the relevant booklet must be obtained before completing an in year application form.

## FAIR ACCESS PROTOCOL

The School Admissions Code states that each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places- is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The operation of Fair Access Protocols is outside the arrangements of coordination and is triggered when a parent of an eligible child has not secured a school place under the **in-year application process**.



# ADMISSIONS TO JUNIOR SCHOOL (YEAR 3) 2022/23

Bracknell Forest residents with a child attending an infant school outside of Bracknell Forest will be required to make an application for junior school, there is no automatic transfer.

## **When do I apply?**

You will need to contact the relevant admission authority for the school in which you are applying for to find out when their admission process for infant to junior transfers begins. However, you must still apply to your home local authority.

The closing date for this process is national and will close on the National Closing Date as detailed within the key dates on page 4.

## **How do I apply?**

You must read all of the information provided by the relevant admission authority before making your application.

You can apply for a junior school place by requesting a paper application form from the Bracknell Forest School Admissions Team.

You can contact us to request this form using the details displayed on page 1

## **What happens after I apply?**

Before submitting your application, you should've read all the information published by the relevant admissions authority for the school in which you are applying for. By submitting your application, you have confirmed you have read and understood all the information provided by the admissions authority including the Admissions Arrangements for the school.

When submitting your application, you must submit all the relevant documentation required to the School Admissions Team. You should refer to the admission arrangements for your preferred school for further information. School Admissions will not confirm what documents you need to submit as this varies with each application, preference and the criterion you are applying under.

Applicants who applied on time will receive their outcome by email on 16 April 2022 (or the next working day). It is important that you use a valid, accessible email address. Please avoid using work email addresses.

Once you receive your offer you will need to finalise your application by accepting or refusing the school place offered. This must be done by 4 May 2022. Failure to do so may result in the school place being withdrawn.

Further details will be provided with your outcome.

## **What if I am not offered my preferred school?**

If you are unable to be offered any of your preferences the information available will explain why, and your child will not be offered an alternative school place within Bracknell Forest. This is because the borough does not have any Junior Schools (schools that take a Year 3 intake) details will be provided in your outcome letter on how to apply for a school place within Bracknell Forest.

You will also be required to contact the relevant admissions authority for the schools you are applying for to see if your child's name is on/ or can be added to the schools waiting list.

All of the Key Dates, Key Terms and definitions (such as home address) within this booklet also apply to Junior School Admissions. If you have any queries regarding your application or the process, please do not hesitate to contact School Admissions. Our contact details are noted on page 1.

## Common Application Form

**Admissions to Junior School (Year 3) for September 2022**

This form **MUST** be returned to School Admissions by the 15 January 2022

*Only complete this form if you are a Bracknell Forest resident*

**Section 1****Child's Personal Details**

<b>Child's Forename</b>		<b>Child's Date of Birth</b>	
<b>Child's Surname</b>		<b>Child's Gender</b>	
<b>Child's Current Pre-School (not a required field)</b>			

<b>Child's Home Address</b>

<b>Town</b>		<b>Postcode</b>	
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**Section 2****Parent/ Carer Personal Details ( Living at the same address as the child )**

<b>Parent/Carer Title</b>	
<b>Parent/ Carer Forename</b>	
<b>Parent/ Carer Surname</b>	

Relationship to child	
Parent/ Carer Email Address	
Parent / Carer Contact Number	

## Section 3

## Other Relevant Information

Does your child have an Education, Health and Care Plan?	YES / NO
<b>Looked After Children (LAC)</b>	
** Is your child a Looked After Child? (in the care of the Local Authority)	YES/NO
** Has your child been previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after?	YES/NO
**Has your child been in state care outside of England but ceased to be in state care as a result of being adopted?	YES/NO
** If YES please confirm the name of the Local Authority that is/ was providing care for your child	
<b>** If YES please note you MUST provide proof that your child is or was a Looked After Child. For example, a letter from the Social Worker or Local Authority your child is or was looked after by confirming they fulfil the criterion. (Please refer to the admission arrangements for your preferred school for further information)</b>	

**Section 4****Preferences**

In this section you will be required to state your preferences (you can list up to three) in your preferred order. Before completing this section of the form ensure you have:

- Read '[The Guide to Primary Education](#)' - there is information within this guide that relates to Junior School Admissions
- Have read and understood the Admissions Arrangements /Criteria for all the schools you have named
- Completed any additional forms where necessary

You can only list Junior Schools on this application. You cannot list Primary Schools

<b>1<sup>st</sup> Preference School</b>	
<b>Reason</b> (this is not a required field)	
<b>2<sup>nd</sup> Preference School</b>	
<b>Reason</b> (this is not a required field)	
<b>3<sup>rd</sup> Preference School</b>	
<b>Reason</b> (this is not a required field)	

Does your child currently have a sibling at one of your preferred schools who is currently and will continue to attend the school at the time of your child's admission?

If YES, please confirm the sibling's details below

Sibling's Forename: .....

Sibling's Surname: .....

Sibling's Date of Birth: .....

School the sibling attends: .....

*Please note this criterion can only be applied to applicants who fulfil the sibling criterion as defined in the admission arrangements for your preferred school. You should refer to the school's admission arrangements for further information.*

Are any of the parents/carers living with the child a member of staff at one of your preferred schools?

If YES, please confirm the parent/carer details below

Parent/ Carer Full Name: .....

School preference in which this applies to: .....

*Please note this criterion can only be applied to applicants who fulfil the staff criterion as defined in the admission arrangements for your preferred school. You should refer the school's admission arrangements for further information.*

## Section 5

## Additional Information

Is your child a twin, triplet etc. (one of a multiple birth)?	YES/ NO
**Is your child a member of a service or crown servant family, who are returning/ moving to take up duties?	YES/ NO
<p><b>**Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official letter from the relevant service declaring a relocation date and a Unit postal address or quartering address. The should be scanned and emailed to <a href="mailto:school.admissions@bracknell-forest.gov.uk">school.admissions@bracknell-forest.gov.uk</a></b></p>	

Are you making any other school applications for children within the same family?	YES/ NO
If YES, please confirm the children's details below	
Child's Forename:.....	Child's Forename:.....
Child's Surname:.....	Child's Surname: .....
Child's Date of birth:.....	Child's Date of birth:.....
Child's Forename:.....	Child's Forename:.....
Child's Surname:.....	Child's Surname: .....
Child's Date of birth:.....	Child's Date of birth:.....

**Section 6**

**Declarations**

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that any offer of a school place will be based on the information I provide being accurate and correct and that the Local Authority reserve the right to withdraw any school place offered if I give false or misleading information.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood The Parents Guide to Primary Education, the admissions arrangements for my preferred schools and have completed and submitted any additional forms which may be required.

I understand that School Admissions will verify my address and will contact me should a discrepancy be found and that it is my responsibility to satisfy the Admissions Authority that my child and I live at the address that is stated on the form.

**For overseas nationals entering the UK ONLY;**

Overseas nationals entering the UK must confirm that they have the right to abode and that the conditions of their visa permit them to access a state funded school.

By submitting this form, you are agreeing that you as the responsible parent/ carer for the child named on this form have checked that your child's visa complies with the above.

Parent/ Carer Signature: .....

Print Name: .....

Date: .....

**This form must be returned to School Admissions by the 15 January 2022**

Preferably, please email this form to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

Or post; School Admissions Team, Time Square, Market Street ,Bracknell, RG12 1JD



School Admissions  
Time Square  
Market Street  
Bracknell  
Berkshire  
RG12 1JD

September 2021