



The Guide to Secondary Education 2023/24

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2023/24

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This booklet has been prepared to inform parents and carers of the admissions procedure for entry to secondary school in September 2023. 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.

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/applyforsecondary 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.

If you wish to contact the team or send us documentation, you can email us at: school.admissions@bracknell-forest.gov.uk

Or call: 01344 354023

Please note, any documents or applications posted the School Admissions may be delayed in being received. Wherever possible all applications should be submitted online and documents scanned to school.admissions@bracknell-forest.gov.uk



Email

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

Call

01344 354023

Visit our Website

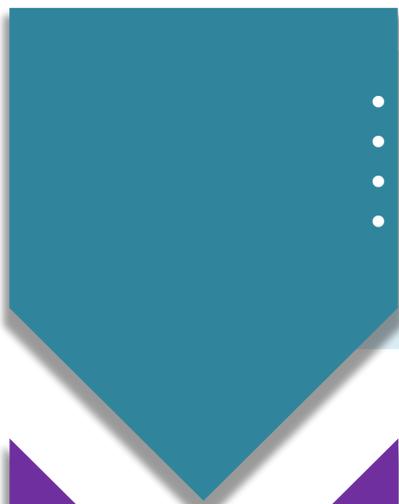
[School admissions | Bracknell Forest Council \(bracknell-forest.gov.uk\)](http://www.bracknell-forest.gov.uk/school-admissions)

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



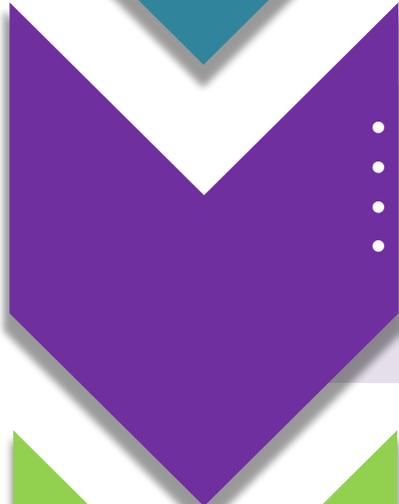
**Bracknell
Forest
Council**

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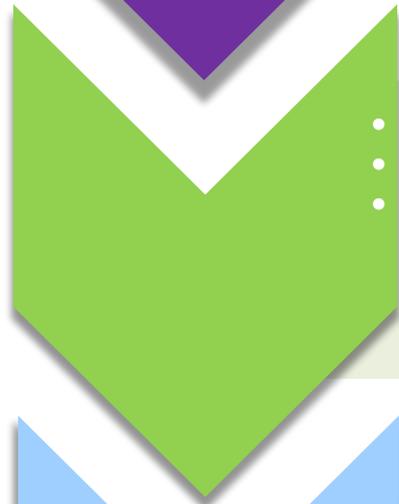
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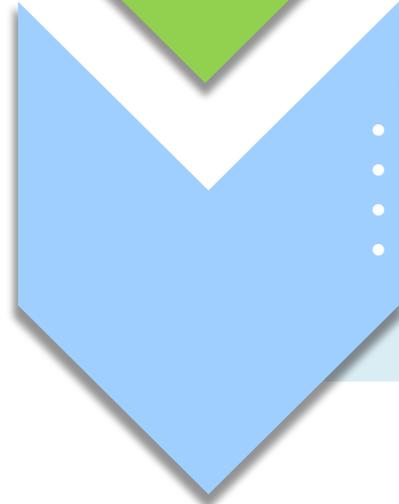
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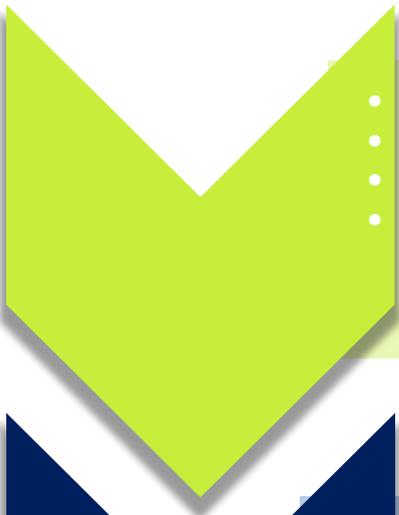
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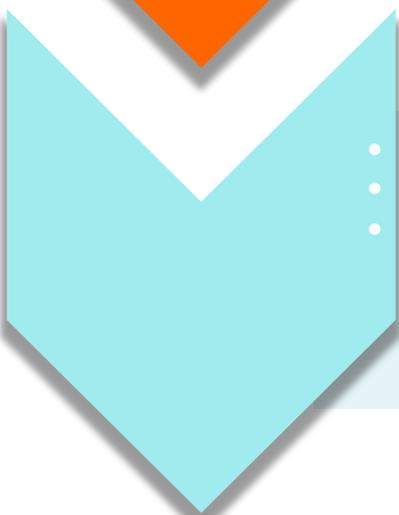
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KEY DATES

For admission to secondary school 2023/24

12 September 2022

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

National Closing Date: 31 October 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.

31 December 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: 1 March 2023

Emails to Bracknell Forest residents who applied online will be sent out to parents/carers informing them which secondary 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 which secondary school their child has been offered a school place at. These will be sent to the home address on National Offer Day.

15 March 2023

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

30 March 2023

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 up to for the intake year. 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.

Home address

Please see page 18 for full information regarding home address.

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 68.

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 which school 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 in education law).

Preferred order

This is the ranked order of the schools that parents/ carers 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 attending the sixth form or school nursery of a school will not be considered as a sibling at a Bracknell Forest community schools.

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.

FOREWORD

This booklet has been published to help you understand the application process for your child to transfer from primary to secondary school. It includes important information about the admissions procedure for entry to secondary school in September 2023. You will find details of local schools, how to make an application and how your application will be dealt with. If you have any questions The School Admissions Team will be pleased to assist you.

We have also provided details of where you can find more information.

Moving to a new school is a big milestone in your child's life and it is important that the transition goes well. It is for that reason that I recommend that you and your child see the provision that is available in Bracknell Forest secondary schools. I would urge you to visit our schools and to talk with the headteachers and teaching staff about the work that they do and the opportunities available for your child. I know that they will be pleased to provide you with any detailed information that you may require.

Please read this booklet carefully before you decide on your preferred school. If you need further information, please contact the relevant department referred to in the booklet or speak with your child's primary school headteacher.

Bracknell Forest is known as the Borough of Opportunity. The Local Authority has invested in our schools, many have had building work to improve facilities and we are pleased that standards have risen year on year. They are all exciting places to learn and offer a wide range of opportunities.

We are committed to continuing to improve outcomes for children and young people and we work in partnership with schools and the local community in Bracknell Forest.

Following on from the last few year's successful online offers process, this year we are continuing with online offers. This means, if you apply online, you will not have to wait for a letter and will receive an offer via email on the morning of National Offer Day I would encourage you to use the online process if you can.

Year 6 is an important one for your child. It marks the end of their primary school career and the next stage of their education. I wish your child every success and a smooth transition to secondary school.

Cheryl Eyre
Assistant Director – Education and Learning

SCHOOLS IN BRACKNELL FOREST



Transferring to Secondary School

Children change from primary school to secondary school at the age of 11. If your child reaches the age of 11 on or between 1 September 2022 and 31 August 2023, they will start secondary school in September 2023.

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.

Secondary Schools in Bracknell Forest

All of the secondary schools in Bracknell Forest are comprehensive schools. This means that they cater for children of all abilities. There are 7 schools conveniently located throughout the Borough.

Two of these are community schools, which are:

- Easthampstead Park Community School
- Garth Hill College

Five of these are academy schools, which are:

- The Brakenhale School
- Edgbarrow School
- King's Academy Binfield
- Ranelagh Church of England Academy School
- Sandhurst 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 at The Council 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 entry to secondary school and contains only the basic information about the secondary 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 secondary aged children will attend their designated area school.

Secondary 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)

Our admissions criteria fully comply with the School Admissions Code. When drawing up our admissions arrangements we sought to ensure that our admissions criteria are clear, fair and objective.

Grammar Schools

There are no grammar schools within Bracknell Forest and none of the schools within the borough require entrance exams as a form of entry to the school. All schools within Bracknell Forest meet the needs of all ability ranges.

There are however grammar schools in other local authorities. If you wish to consider applying for your child to attend a grammar school you should talk to your child's current headteacher about this in the first instance.

To apply for a grammar school your child will be required to sit an entrance exam. You must contact the grammar school(s) to ensure that you have all the necessary information about the school and find out the closing date to register your child for the entrance exam.

These exams are usually held before the local authority admissions process opens and you would normally receive your child's results before the National Closing Date. This allows time to parents/ carers to amend their applications prior to the closing date this be required.

You should consider very carefully your preferences and look to name a local nonselective school as your final preference in order to increase your opportunity of obtaining a school place at one of your preferred schools.

You must list any grammar school(s) you wish to apply for on your application with the local authority. If you receive your child's results before the National Closing Date and then wish to change your application this must be done by amending your online application via the Citizens Portal (please see page 32). If you receive your results after the National Closing Date you should contact School Admissions for further advice.

Please note, no free transport is provided to grammar schools. (See page 42 onwards for further details)

An application for a grammar school is incomplete if it is not named on the local authority application. It is the parent's responsibility to ensure they have researched the closing dates for the entrance exams.

Academies

Within Bracknell Forest we have five academy schools, The Brakenhale School, Edgbarrow School, King's Academy Binfield, Ranelagh Church of England Academy School and Sandhurst School. If you are applying for an academy 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 academy, you should contact the academy direct 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

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



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 can 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 33 for further information.

WHEN DO I APPLY?

If your child's date of birth is on or between **1 September 2011 and 31 August 2012** you should refer to the table below. If your child's birthday is not between these dates please visit [Starting Secondary 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
12 September 2022	31 October 2022	1 March 2023	15 March 2023

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 from page 59 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.

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.

Performance Tables

Schools provide information about their own examination results in their individual prospectuses. In addition, the Secretary of State for Education will publish a comparative table of pupils' examination results in November. Copies are not available from the People Department or from individual schools but can be obtained from the Department for Education (DfE). www.education.gov.uk

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

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. 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 page 59 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.

Important things to note

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 schools 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. 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 47.

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 be the next nearest Bracknell Forest school with available places. This will not necessarily be your designated area school and could be some distance from your.

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 page 68 onwards.

Secondary Co-ordinated Admission Scheme

In line with government requirements, Bracknell Forest operates a co-ordinated admissions scheme for secondary 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' secondary school for your home address. Each school (with the exception of Ranelagh School, 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 at [Designated Area Maps](#) 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 Charters School which is within the Royal Borough of Windsor and Maidenhead. Similarly, some properties in Wokingham Borough Council lie in the designated area for Edgbarrow School. District and Borough boundaries do not affect the allocation of places at particular schools. Ranelagh School does not have a 'designated area' as such, further details are set out later in this booklet.

You are strongly advised to check which school 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 with. The School Admissions Team is unable to use the address of an individual's child care arrangements.

The address where the child lives at the closing date of 31 October 2022 will be used to process on time applications. All addresses will be checked via the Revenue Services 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 and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

If a parent/carer 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, then it is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property in which they reside in, to allow that address to be used to determine any relevant criteria.

If an applicant already owns and resides in 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 of the move eg. a solicitor's letter showing completion. It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

The address used on an application must be a permanent address; temporary addresses can only be considered where evidence is provided of a genuine reason for the move.

One of the following documents is accepted as proof of address:

- a copy of your current council tax notice 22/23
- a copy of your solicitor confirmation of completion
- a copy of your current 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 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.

Ranelagh School does not have a 'designated area' 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.

Moving Into or within Bracknell Forest

If you are moving home, it is your responsibility to inform the School Admissions Team of your child's new address alongside proof of address as detailed in 'Home Address' section. The School Admissions Team will then advise you further on how/ when this will be updated for your application. Please reference Key Dates.

If you move between the National Closing Date and 31 December 2022 you should contact The School Admissions Team who will be able to give you further advice regarding your application. This is the deadline for accepting on time application for applicants moving to the borough and for applicants moving within the borough to update their address with School Admissions. Any address update received after this date will not be considered until the second round of admission.

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.

Applications from Abroad

If your child is not habitually resident in the UK but are moving into the borough then School Admissions will require proof of address as detailed under 'Home Address' section and proof of travel e.g., flight confirmation which must be dated prior to 31 December 2022, to be accepted as on-time.

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 33 for further information.

Additionally, once an offer has been made and accepted it is important to note that should your child not start at the allocated school at the beginning of the autumn term (September 2023) that this school place will be withdrawn.

You should always inform School Admissions if the school place allocated is no longer required.

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 or withdraw applications that we discover to be fraudulent.

(LAC) Looked After Children

All admissions authorities must use LAC as an admission criterion. Please refer to the Key Terms for the definition of (LAC) Looked After Children. This can be found on page 6.

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 secondary 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.

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 68 onwards), 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 68. 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 Ranelagh Church of England Academy, then please refer to their admissions criteria on page 105 onwards. The Governors 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, The School Admissions Team or from the Bracknell Forest website. Failure to complete and return this additional form will mean that your application for Ranelagh Church of England Academy will not be considered by the Governors as a complete application and will be ranked by them accordingly.

If any of your preferences are for a voluntary aided, academy, grammar 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.

Admission out of year

Moving to secondary school a year early or a year late is only possible in very exceptional circumstances and only when it can clearly be seen to be in the child's best interest. Each case is considered individually and the Local Authority (LA) will consult all relevant admission authorities involved. It is important, therefore, that if you are considering an early or late transfer you should discuss the situation as soon as possible with your child's current Head-teacher and contact The School Admissions Team to discuss the process. The admissions authorities' decision is final.

For further advice please contact the School Admissions Team.

If your child has previously been admitted out of year and you now need to make a request to be admitted out of year for your child's transition to secondary school, please see our website for further information.

[Admission of children outside their chronological year group – Transferring to secondary school.](#)

MAKING MY APPLICATION



HOW TO MAKE MY APPLICATION



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 from page 68 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, this includes grammar schools.

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.

From 12 September 2022 you will be able to apply for a school place online.

Please ensure you have read and understood all the information provided and 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.

At this time there is limited staff in the council offices, any applications posted to 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. When completed this must be emailed to 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 33 for further information on this.





Common Application Form

Admissions to secondary school (Year 7) September 2023

This form **MUST** be returned to School Admissions by the 31 October 2022

Only complete this form if you are a Bracknell Forest resident

Section 1

Child's Personal Details

Child's Forename		Child's Date of Birth	
Child's Surname		Child's Gender	
Child's Current School			

Child's Home Address

Town		Postcode	
------	--	----------	--

Are you moving? If 'Yes' is selected, please provide your moving address below and confirm the date in which you will be resident within the property	YES/NO
Date resident.....	

Section 2

Parent/ Carer Personal Details

Parent/Carer Title	
Parent/ Carer Forename	
Parent/ Carer Surname	
Parent/ Carer Email Address <i>For all Correspondence</i>	
Parent / Carer Contact Number	

Relationship to child e.g., Mother, Father, or Guardian	
--	--

Do you have parental responsibility for the child?	YES/NO
--	--------

Do you live at the same address as the child? If 'No' is selected, please confirm your home address below and details regarding split residency (should this apply)	YES/NO
---	--------

Address:	
.....Postcode:	
<u>Other Details:</u>	

Section 3

Other Relevant Information

Does your child have an Education, Health and Care Plan?	YES/NO
Looked After Children (LAC)	
* 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/ were providing care for your child	
* If YES please note you must provide proof that your child is or were a Looked After Child. For example, a letter from the Social Worker or Local Authority your child is or were looked after by confirming they fulfil the criterion. (Please refer to the published admission arrangements for your preferred schools for further 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><i>*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. Documents should be emailed to school.admissions@bracknell-forest.gov.uk</i></p>	

Are you making any other school applications for children within the same family?	YES/NO
If 'Yes', is selected, please confirm the children's details below	

Child's Forename: Child's Surname: Child's Date of birth:	Child's Forename: Child's Surname: Child's Date of birth:
Child's Forename: Child's Surname: Child's Date of birth:	Child's Forename: Child's Surname: Child's Date of birth:

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 Secondary 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 Secondary Education

www.bracknell-forest.gov.uk/applyforsecondary

1 st Preference School	
Reason (this is not a required field)	

*Are you applying for this school under social / medical grounds?	YES/ NO	_____
---	---------	-------

2 nd Preference School	
Reason (this is not a required field)	

*Are you applying for this school under social / medical grounds?	YES/ NO	_____
---	---------	-------

3 rd Preference School	
Reason (this is not a required field)	

*Are you applying for this school under social / medical grounds?	YES/ NO	_____
---	---------	-------

***Please note for the social and medical criterion to be considered, a supplementary information form may be required to be submitted alongside the common application form. For Bracknell Forest schools these are available on our website or the school's website (in the case of own admission authority schools). Please check the admissions arrangements for your preferred school/s to ensure this criterion is relevant to the school and for information on the correct process to follow.*

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

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 Admission 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 Admission 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 Secondary Education, the admissions arrangements for my preferred schools and have completed and submitted any additional forms which may be required.

I understand that the School Admissions team 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 and any other supporting documentation if applicable,
must be returned to School Admissions by the 31 October 2022

Preferably, please return by email: school.admissions@bracknell-forest.gov.uk

WHAT IF I WANT TO CHANGE MY APPLICATION?

Before the National Closing Date:

- **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

You will be unable to amend your preferences on your application until the second round of admissions. 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 15 March 2023. All requests will then be considered in the second round of admissions beginning on 15 March 2023.

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 15 March 2023.

Moving into Bracknell Forest

Where it can reasonably be assumed that your application could not have been made to Bracknell Forest School Admissions by the National Closing Date (for example that you have just moved into Bracknell Forest) but your application is submitted before 31 December 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 after 31 December 2022 it will be processed in the second round of admissions which begins on 15 March 2023.

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 31 December 2022. If the required proof of address is received after 31 December 2022 then any changes you wish to make to your application will be processed in the second round of admissions beginning on 15 March 2023.

Please see page 18 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 from page 47 showing how many preferences were expressed for each secondary 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 relevant admissions criteria (which can be found from page 68) 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 Admission Authority for each school publishes an admission number. This is the number of pupils that the admissions authority can admit into the school for the 2023/24 intake.

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 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 available online 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 15 March 2023. 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 38 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 38 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 2023. 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 2023.

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 will not begin until after 15 March 2023, 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 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 2024. The waiting list will then be closed.

The LA will maintain the waiting list for Ranelagh Church of England Academy School and Brakenhale School until 1 September 2023. 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 on the waiting for the next academic year (Year 8) you will need to start the In Year Application process in July 2024. 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

SCHOOL ADMISSION APPEALS

Admission Appeals

If your child is not allocated a place at a school, that you have named as a higher preferred school on your application form than that which your child has been offered, you can appeal against the decision.

The reason why the Admission Authority may have to turn down your application is if the school has reached its Admission Number for the year group and is full to capacity for that year group. Further information will be provided online from National Offer Day.

Lodging an Appeal for a Bracknell Forest School

You should either complete an online form via the website or alternatively contact Customer Services who will assist you and provide further information about the appeal procedure. Formal appeals will be considered by an independent panel convened by the Clerk in accordance with the School Standards and Framework Act 1998 (SSFA 1998) and the School Admissions Appeals Code.

If you have been refused a place at Ranelagh Church of England Academy School or Brakenhale School you should contact the relevant school direct who will advise on their process for their appeals.

Appeals received by the published closing date, 30 March 2023 will usually be heard during May and June 2023.

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

If your preferences for your child's secondary school are likely to be affected by the availability, or otherwise, of education transport, you are strongly advised to study the following information.

For pupils aged 11-16 years, transport will be considered where your child meets one of the following criteria:

- Attends the designated area school
- Attends the nearest qualifying school
- Is from a low income family

In all cases, with the exception of low income families, transport assistance would only be provided if your child lives more than three miles walking distance 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 this rule as most live within the statutory walking distance of their designated/nearest school. Where children attend, through parental preference, a school other than their appropriate designated area school or nearest school (including denominational schools), then parents/carers are responsible for any transport costs/arrangements.

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 – please see policy on the Bracknell Forest Website
- 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.

Transport is no longer routinely 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 school career. It is possible that transport assistance might be withdrawn or that a child might become entitled to assistance at a later date. If the home address changes during a child's school career then parents are reminded that they must check how this may affect their child's transport entitlement. It is the responsibility of the parent to inform the 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.

Free transport for entitled pupils will be provided until the end of statutory school age unless there are any changes to the child's circumstances, e.g. change of address.

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

If you believe that you are entitled to transport when a place has been allocated you should complete the education transport application form which is available on the Bracknell Forest website www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport - Applications should be submitted by the end of June 2023 in order for your child to be considered for transport in September 2023. If an application is submitted after this date, there may be a delay 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, Bracknell Forest 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. Pupils may be given the option to apply for a fare paying seat on one of the Council's contracted services only if there is no public service available. 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, and 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

Website 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. With fuel prices increasing at the moment this can add up to a significant amount per 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: [School travel advice | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/school-travel-advice/)

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?

You should speak to your Health Visitor or the Special Educational Needs Co-ordinator (SENCo) in your child's current school setting. 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 parents whose children have special educational needs. Wherever possible, a child's needs are addressed in the school that serves the local community.

Children with Education, Health and Care plans

If your child has 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 annual review of the EHC plan. In most cases it should be possible to give clear recommendations in Year 5 as to the type of schooling that your child will need at the secondary stage. You and your child will be part of those discussions, usually at the annual review of the EHC plan. Very rarely, a child's needs may change significantly after the Year 5 review such that the recommendations as to the type of schooling will need an amendment. Such matters should be considered through a further early review held in Year 6.

If your child has an EHC plan you do not need to complete the standard secondary transfer form that goes to all parents, as children with EHC plans must by law be considered separately to the main school allocation process. For that reason the SEN Team will write to you during the autumn term of Year 6, suggesting any changes that need to be made to your child's EHC plan for secondary school and also asking you to express a preference or a representation for your child's next school.

Mainstream schooling: for children already in mainstream schools, we would urge all parents to consider very carefully the secondary school that serves the area in which you live. The benefits of expressing a preference for your local school may include improved social relationships for your child within their home locality, simpler travel arrangements and easier home-school liaison.

To help you decide, all secondary 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 advised to refer to information regarding Education Transport on our website. Pupils entering a mainstream school that is not their designated or nearest suitable school will not normally be entitled to free home to school travel arrangements. Pupils transferring to their designated area school will only be entitled to education transport if they fulfil the criteria outlined in the Education Transport information. 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 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 be sent the final EHC plan naming a suitable secondary school no later than 15th February of Year 6 (or other phase transfer year, excluding post-16). 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

Information, Advice and Support Service Helpline 01344 354011

ALLOCATION OF SECONDARY SCHOOL PLACES 2022/23 (LAST YEAR)

The following tables show how many applicants were allocated places for secondary schools within Bracknell Forest for 2022/2023 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 2023/24.

Allocation of places for admission to secondary school 2022/2023

Bracknell Forest Community Schools



The following information is based on the initial allocation at 1 March 2022 of applications received by the deadline of 31 October 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	Admission Number	Information regarding the allocation
Easthampstead Park School	210	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 23 places allocated to applicants as an alternative school where none of their preferences could be met.
Garth Hill College	270	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 48 places allocated to applicants as an alternative school where none of their preferences could be met.
*Sandhurst School	210	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 6 places allocated to applicants as an alternative school where none of their preferences could be met.

*Sandhurst School converted to become an Academy on 1 February 2022 and became responsible for its own admissions at this point. However, as the process of applying for school places for September 2022 had already taken place, the LA, in agreement with the academy trust, has continued with the process and allocated the school places on their behalf.

Bracknell Forest Community Schools – Admission Criteria 2022/2023

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:

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

- (A) **Looked After Children**¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to

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

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

a child arrangements order³ or special guardianship order⁴) 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 adopted⁵

(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 the school in question.

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.

(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 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 31 October 2021 to be considered under this criterion.

Sibling does not include those in the 6th form of the school.

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. 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 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

Our published admission arrangements can be found in [The Guide to Secondary Education 2022/2023](#)

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

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

⁵ 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.

Allocation Breakdown for Admission to Secondary School, September 2022

Bracknell Forest Community Schools



Places have been allocated in accordance to our published admissions arrangements 2022/2023

<i>National Offer Day: 01 March 2022</i>	Easthampstead Park Community School	Garth Hill College	*Sandhurst School
Preferences Received	184	446	373
Number of Places Available	210	270	210
Criteria			
Education Health Care Plan (EHCP)	5	4	6
(A) Looked After Children	0	0	0
(B) Social and Medical Grounds	0	0	0
(C) Staff	0	2	2
(D) Designated Area and Sibling	45	48	35
(E) Designated Area	122	143	115
(F) Sibling	0	21	17
(G) All other children	12	47	35
Total Number of Places Allocated	184	265	210
Alternative Allocation (<i>no preferences met</i>)	23	48	6

*Sandhurst School converted to become an Academy on 1 February 2022 and became responsible for its own admissions at this point. However, as the process of applying for school places for September 2022 had already taken place, the LA, in agreement with the academy trust, has continued with the process and allocated the school places on their behalf

- Places have been allocated using an equal preference scheme. This is where the criteria is applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference.
- Where there are an equal number of applications in one category then radial distance from the applicant's home address to the school has been used to separate applications.
- For further information regarding how places are allocated please see the [Guide to Secondary Education in Bracknell Forest 2022/2023](#)

Allocation of places for admission to Edgbarrow School 2022/23

The following information is based on the initial allocation at 1 March 2022 of applications received by the deadline of 31 October 2021. This information provides you with a statement on how places were allocated in line with the published admissions arrangements at Edgbarrow School.

Admissions Number	Information regarding the allocation
210	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 1.313 miles from the school according to the radial distance policy listed below. There were insufficient places for the remaining applicants ranked below this. These applicants have been places on a waiting list.

Edgbarrow School – Admission Criteria 2022/23

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names [Edgbarrow School](#) in the Plan.

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

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after.

- (B) Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁵

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

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

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

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

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

- (C) Children who have either medical or social grounds for admission to Edgbarrow School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The decision in these matters is final. An additional form will need to be completed.
- (D) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee.
- (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 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 31 October 2021 to be considered under this criterion.

Sibling does not include those in the 6th form of the school.

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

Allocation Breakdown for Admission to Secondary School September 2022 - **Edgbarrow School**

Places have been allocated in accordance to Edgbarrow School's published admissions arrangements 2022/2023

-National Offer Day 01 March 2022

Edgbarrow School	
Preferences Received	463
Number of Places Available	210
Criteria	
Education Health Care Plan (EHCP)	9
(A) Looked After Children	2
(B) Social and Medical Grounds	0
(C) Staff	8
(D) Designated Area and Sibling	70
(E) Designated Area	121
(F) Sibling	0
(G) All other children	0
Total Number of Places Allocated	210

- Where there are an equal number of applications in one category then radial distance from the applicant's home address to Edgbarrow School has been used to separate applications.
- Edgbarrow School Admissions Arrangements can be found within: [The Guide to Secondary Education in Bracknell Forest 2022/2023](#)

Allocation of places to King's Academy Binfield

Secondary Phase 2022/23



King's Group
Academies

The following information is based on the initial allocation at 1 March 2022 of applications received by the deadline of 31 October 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.

Admissions Number	Information regard the allocation
210	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (6), Other Children to a distance of 1.425 miles from the school according to the radial distance policy listed below. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.

King's Academy Binfield – Admissions Criteria 2022/23

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 children¹ and children who were previously looked after² but immediately after being looked after became subject to adoption, a child arrangements order³, or special guardianship order⁴. 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 adopted⁵
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

¹A 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).

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

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

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

⁵ 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

cannot be considered. An additional form will need to be completed.

3. Priority will next be given to children whose siblings currently attend King's Academy Binfield 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 secondary phase catchment/designated area set out in the map at the end of this policy.

6. Other children

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.

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

Allocation Breakdown for Admission to Secondary School, September 2022

King's Academy Binfield – Secondary Phase



Places have been allocated in accordance with King's Academy Binfield's published admission arrangements 2022/23

King's Academy Binfield	
Preferences Received	487
Number of Places Available	210
Criteria	
Education Health Care Plan (EHCP)	7
1. Looked After Children	0
2. Social and Medical Grounds	0
3. Sibling	49
4. Staff	3
5. Designated Area	107
6. All other children	44
Total Number of Places Allocated	210

-National Offer Day 01 March 2022

- Where there are an equal number of applications in one category then radial distance from the applicant's home address to King's Academy Binfield has been used to separate applications.
- King's Academy Binfield's Admission Arrangements can be found within [The Guide to Secondary Education in Bracknell Forest 2022/23](#)

SCHOOL INFORMATION



SECONDARY SCHOOLS IN BRACKNELL FOREST

Bracknell Forest Local Authority co-ordinates admissions for 7 Secondary Schools. Secondary 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. For Secondary provision within Bracknell Forest we have community schools and academies. Please refer to the key terms on page 4 for explanations of these.

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

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



EASTHAMPSTEAD PARK COMMUNITY SCHOOL

'It takes a whole village to raise a child'



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

CONTACT

01344 304567

www.epschool.org

info@epschool.org

ADDRESS

Easthampstead Park Community
School
Ringmead
Bracknell
RG12 8FS

SCHOOL NUMBER

867 4061

HeadTeacher: Mrs Liz Cook

Easthampstead Park Community School is a co-education community school that caters for children aged 11-18

PAN: 210

Published Admission Number

School Hours: 8:40am | 3:10pm

Sixth Form External PAN: 10

Visits/ Open Days

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

For Admission Year 2022

Number of preferences received: 184

Number of appeals received: 0



GARTH HILL COLLEGE

Community School

'Achieving Success by Working Together'



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

CONTACT

01344 421122
reception@garthhillcollege.com
www.garthhillcollege.com

ADDRESS

Garth Hill College
Bull Lane
Bracknell
RG42 2AD

SCHOOL NUMBER

867 4059

HeadTeacher: Mr Keith Grainger

Garth Hill College is a co-education community school that caters for children aged 11-18

PAN: 270
Published Admission Number

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

Sixth Form External PAN: 27

Visits/ Open Days

To be confirmed. Please communicate your interest by emailing admissions@garthhillcollege.com

For Admission Year 2022

Number of preferences received: 446

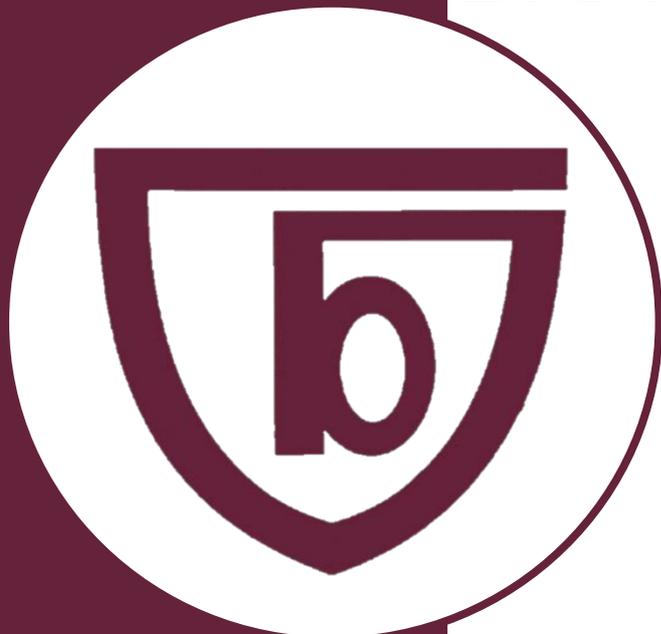
Number of appeals received: 0



BRAKENHALE SCHOOL

ACADEMY
GREENSHAW LEARNING TRUST

'High expectations & challenge for all'



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

CONTACT

01344 423041

mainreception@brakenhale.co.uk

www.brakenhale.co.uk

ADDRESS

Brakenhale School
Rectory Lane
Bracknell
RG12 7BA

SCHOOL NUMBER

867 4000

HeadTeacher: Mr B Tailor

Brakenhale School is a co-education academy school that caters for children aged 11-18

PAN: 210

Published Admission Number

School Hours: 8:40am | 3:05pm

Sixth Form External PAN: 50

Visits/ Open Days

Open Evening

Thursday 15th September 2022, 6pm – 8pm

School Tours

Monday 26th September 2022, 9am – 10.45am

Wednesday 5th October 2022, 9am – 10.45am

For Admission Year 2022

Number of preferences received: 518

Number of appeals heard: 3

Number of appeals allowed: 0



EDGBARROW SCHOOL

ACADEMY
CORVUS LEARNING TRUST

'Enjoy – Grow – Achieve'



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

CONTACT

01344 772658

secretary@edgbarrowschool.co.uk

www.edgbarrowschool.co.uk

ADDRESS

Edgbarrow School
Grant Road
Crowthorne
RG45 7HZ

SCHOOL NUMBER

867 4032

HeadTeacher: Mr Stuart Matthews

Edgbarrow School is a co-education academy school that caters for children aged 11-18

PAN: 210

Published Admission Number

School Hours: 8:45am | 3:20pm

Sixth Form External PAN: 20

Visits/ Open Days

To be confirmed. Please refer to the school website.

For Admission Year 2022

Number of preferences received: 463

Number of appeals received: 8

Number of appeals allowed: 0



KING'S ACADEMY BINFIELD

ACADEMY
KING'S GROUP ACADEMIES

'Dare to be remarkable'



HeadTeacher: Mrs Katie Moore

King's Academy Binfield is a co-education academy school that will cater for children aged 3-18.

PAN: 210
Published Admission Number

School Hours: 8:00am | 3:05pm

Sixth Form External PAN: 50

Visits/ Open Days

Open Days and School Tours are to be confirmed. Please refer to the school website.

Open Evening:
Wednesday 21st September 2022 from 6:30pm to 9:30pm

For Admission Year 2022

Number of preferences received: 487

Number of appeals heard: 4

Number of appeals allowed: 1

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

CONTACT

01344 306983

Admin.bi@kingsacademies.uk

www.kgabinfeld.uk

ADDRESS

King's Academy Binfield
St Georges Park
Binfield
RG42 4FS

SCHOOL NUMBER

867 4001



RANELAGH COFE ACADEMY SCHOOL

ACADEMY
BONITAS ACADEMY TRUST

OUR SHARED VISION

*For the Spirit that God has given us does not make us timid;
instead, his Spirit fills us with power, love and self-control
(2 Timothy 1.7)*

At the heart of our distinctive culture is our commitment to being a dynamic learning community, rooted in Christian values, where people matter. In this we seek wisdom and pursue excellence.

HeadTeacher: Mr T Griffith

Ranelagh Church of England Academy School is a co-education academy school that caters for children aged 11-18

PAN: 165
Published Admission Number

School Hours: 8:50am | 3:35pm

Sixth Form External PAN: 15

Visits/ Open Days

Thursday 15th and Monday 19th September 2022

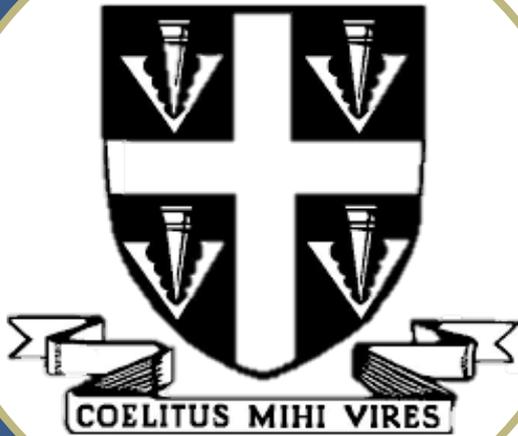
Further details to be confirmed; please refer to the school website

For Admission Year 2022

Number of preferences received: 269

Number of appeals heard: 17

Number of appeals allowed: 0



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

CONTACT

01344 421233
enquiries@ranelagh.bonitas.org.uk
www.ranelagh.bracknell-forest.sch.uk

ADDRESS

Ranelagh CofE Academy School
Ranelagh Drive
Bracknell
RG12 9DA

SCHOOL NUMBER

867 4603



SANDHURST SCHOOL

COMMUNITY SCHOOL

'The opportunity to succeed'



HeadTeacher: Mrs Debbie Smith

Sandhurst School is a co-education community school that caters for children aged 11-18

PAN: 210

Published Admission Number

School Hours: 8:30am | 3:00pm

Sixth Form External PAN: 150

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

CONTACT

01344 775678

contactus@sandhurstschool.org.uk

www.sandhurstschool.org.uk

ADDRESS

Sandhurst School
Owlsmoor Road
Sandhurst
GU47 0SD

SCHOOL NUMBER

867 4058

Visits/ Open Days

Open Evening

Thursday 22nd September 2022

School Tours

Tuesday 27th, Wednesday 28th and Thursday 29th September 2022

For Admission Year 2022

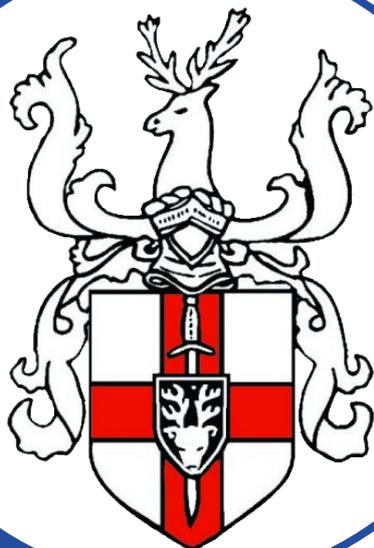
Number of preferences received: 373

Number of appeals received: 0



CHARTERS SCHOOL

ACADEMY



Charters 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 Charters School. To check your designated area school please see [What's my designated area school?](#)

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

Basic School Information

HeadTeacher: Mr John Fletcher

Charters School is a co-education academy school that caters for children aged 11-18

PAN: 270
Published Admission Number

School Hours:
8:30 – 3:00pm

Sixth Form External PAN: 50

Visits/ Open Days

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

For Admission Year 2022

Number of preferences received: 605

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 624826
charters@chartersschool.org.uk

ADDRESS

Charters School
Charters Road
Sunningdale
Ascot
SL5 9QY

SCHOOL NUMBER

868 4029

ADMISSION ARRANGEMENTS

A corkboard with several colorful sticky notes pinned to it. The word 'CRITERIA' is spelled out across eight vertical sticky notes, each with a different color and a pushpin. The letters are in a bold, black, sans-serif font. The background of the corkboard is brown and textured. There are also some other colorful sticky notes scattered around the main word.

C R I T E R I A



Bracknell Forest Council

Admission Arrangements

Community Secondary Schools

For entry to schools
in
2023-2024

SECONDARY SCHOOL ADMISSIONS 2023-2024

Applications for secondary schools will be processed according to the published co-ordinated scheme for 2023-2024. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled The Guide to Secondary 2023/24. This guide will be available from 12th September 2022.

OVERSUBSCRIPTION CRITERIA

Within Bracknell Forest there are 2 community secondary schools and the local authority sets the admission criteria for these schools. The criteria for all of these schools can be found in the 'Guide to Secondary Education 2023/24', 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 Bracknell Forest community schools:**

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

The following criteria apply to these three Bracknell Forest community schools:

Easthampstead Park School
Garth Hill College

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 Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after. 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 adopted⁵

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

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

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

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

⁵ 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.

(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 the school in question.

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.

(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 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 31 October 2022 to be considered under this criterion.

*Sibling does not include those in the 6th form of the school.

Tie Break

If there are still insufficient places and no distinction can be made between the applicants within each 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 0.000621318 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 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.

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.

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

- **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.

- **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.

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. For a secondary school place this does not include those siblings in the school 6th form.

- **Appeals**

If parents have been refused a **secondary 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 30 March 2023. 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.

- **Admission of children outside their normal age group**

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

Parents must submit their request alongside their In-year application and include all supporting documentation. Each case will be considered on its own merits and circumstances and in the pupil's best interest.

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 website: [Bracknell Forest School Admissions \(arcgis.com\)](http://Bracknell Forest School Admissions (arcgis.com))

PUBLISHED ADMISSIONS NUMBERS (PAN) FOR COMMUNITY SECONDARY SCHOOLS

2023/2024

	2023/24 PAN
<i>Easthampstead Park School</i>	210
<i>Garth Hill College</i>	270

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:

RECEIVED COPY

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:



The Brakenhale School

Admission Arrangements 2023/24

The Brakenhale 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: 18 February 2022.

The Arrangements are due for review by: **summer term 2022**

Contents

Admissions for entry to Year 7, September 2023

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1.2 Oversubscription criteria
1.3 Tie Breaker
- 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 Sixth Form
- 6 Appeals

1 Admission for entry to Year 7, September 2023

The Brakenhale School has a Published Admission Number of 210 for entry into Year 7 in September 2023. The Brakenhale School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Year 7 at The Brakenhale School must be

made in October of the year before admission for a place in Year 7, to the child's Home Local Authority on their Common Application Form, naming The Brakenhale 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 31 October.

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

Students 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 need

Priority for children who have an exceptional social and/or medical need.

Students who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the student should attend this school rather than 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.brakenhale.co.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, and 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 or to School Admissions, Bracknell Forest Council, Time Square, Bracknell, RG12 1JD by **31 October 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 and should 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 Greenshaw Learning Trust 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 The Brakenhale 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 students 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 sibling is in Years 11 or 12 at the time of application to start year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

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.

Priority 5: Designated Area

Priority for students living in the school's designated area.

Students who live in the designated area of the school. Children must be living in the designated area at the closing date of **31 October 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 students 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 Applications for students outside of the normal age group

Students 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.

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 Greenshaw Learning Trust 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 must contact your home LA for further advice.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Year 7 will be sent to parents by their Home Local Authority. Offers are made by the home Local Authority on or about 1 March. 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 may 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 Year 7 until 31 December.

Parents wishing to remain on the waiting list after 31 December should write to the school by 31 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 prioritised 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

The Brakenhale School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme for In-Year Admissions. To apply for a place at The Brakenhale 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 Sixth Form

The Brakenhale School has 200 places available in Year 12 for internal and external students.

Year 11 students currently studying at The Brakenhale School and students in the appropriate age range studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given, on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.

The minimum academic attainment required for entry into the post-16 provision level 3 is:

- 5 GCSE's grade 4+, including maths or English language, for extended diplomas.
- 5 GCSE's grade 5+ including maths and English Language, for A levels.

Students will also need to satisfy minimum entrance requirements for the courses in which they are applying, as detailed in the prospectus, available from the schools website. Students who did not attain grade 4 or above in GCSE English and maths will need to resit these qualifications during their sixth form studies.

If a candidate has attained grades that meet the minimum requirements for a course they will be offered a place in the Sixth Form.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made on the basis of the academic qualifications that the student currently holds.

6 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.

If a student is refused admission to the Sixth Form, parents and the student have the right to appeal either jointly or separately; if an appeal is lodged by both, both appeals will be heard together.

Appeals will be heard by an Independent Appeal 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 2023 must be received by **21 April 2023** at the latest if these are to be heard by the Independent Appeal Panel by **26 June 2023**. Appeals received after **21 April 2023**, where possible, will be heard by **26 June 2023**; 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 or;
- Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

The Brakenhale 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 **The Brakenhale 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 an 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 **The Brakenhale 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 **The Brakenhale 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 or by post to; School Admissions, Bracknell Forest Council, Time Square, Bracknell, RG12 1JD



Admissions Arrangements for Edgbarrow School Academic Year 2023/2024



Introduction

The admission arrangements set out below are for the children born between 1st September 2011 and 31st August 2012.

Edgbarrow School is an Academy and part of a multi-academy Trust called The Corvus Learning Trust. The Corvus Learning Trust is the admission authority for this school. The Corvus Learning Trust has delegated to The Governors' Admissions Committee of Edgbarrow School the responsibility for administering admissions to the school. The Governors' Admissions Committee works in close collaboration with Local Authorities to manage the admission process for parents and carers and have appointed Bracknell Forest Council to manage all aspects of admissions on their behalf.

The Governors' Admissions Committee have set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code. They conform to the requirements of the Bracknell Forest Council's coordinated admissions arrangements.

Published Admission Number (PAN) for Year 7 September 2023 for **Edgbarrow School**

The PAN for 2023 -24 is **210**

Making an application for Year 7 September 2023 for **Edgbarrow School**

Applications to this school are in accordance with a coordinated scheme determined by the Local Authority (LA) within which the applicant resides; their home LA. It is to that LA that applications for a place at **Edgbarrow School** should be sent and that LA will advise the applicant of the result of their application. Coordinated admission schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The Corvus Learning Trust is the admission authority for **Edgbarrow School**. As part of their delegated responsibility the school is responsible for considering any application made for a place at this school. The outcome of that consideration will be communicated to the applicant by the relevant LA.

Parents/Carers wishing to apply for a Year 7 place in September 2023 must complete the online or paper common application form provided by their home LA. The home LA is the LA in whose area the parents/carers live at the time of the application. The form must be returned to that LA no later than 31 October 2022. Offers and refusals of places will be sent by the home LA on 1 March 2023.

Late applications for Year 7 September 2023 for a place at **Edgbarrow School**

If an application is received after the deadline of 31 October 2022, this will be considered 'late' and will be processed in line with the LA late procedure.

The Criteria for a place at Edgbarrow School

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names [Edgbarrow School](#) in the Plan.

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

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after. 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 adopted⁵
- (B) Children who have either medical or social grounds for admission to Edgbarrow School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The decision in these matters is final. An additional form will need to be completed.
- (C) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee.
- (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 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 31 October 2022 to be considered under this criterion.

Sibling does not include those in the 6th form of the school.

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

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

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

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

⁵ 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 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.

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

Notes on criteria

- **Looked After Child or Previously Looked After Child**

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example of a copy of the relevant order issued by the family court. Should 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 into account.

- **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 an Edgbarrow School 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. 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 **Edgbarrow 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.

Edgbarrow School has 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.

- **Staff**

Any application submitted under this criterion will be confirmed by the school to determine if the application meets the set criterion. The skills shortage area will be determined by The Governor's Admissions Committee.

Accepting or declining the offer of a place at Edgbarrow School

Offers will be sent to parents/carers by the home LA and are required to accept or decline the allocated place in accordance with their home local authority procedure which will be outlined in the offer letter.

Appeals for a place(s) at Edgbarrow School

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk for information on how to appeal. Information on the timetable for the appeals process is on the school's website.

Waiting list for a place(s) at Edgbarrow School

Bracknell Forest Council on behalf of The Governors' Admissions Committee will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will have their child's name placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. Parents/Carers are requested to notify Bracknell Forest School Admissions Team if at any time they no longer wish their pupil to be considered for a place at the school.

Admission of children outside their normal age group for Edgbarrow School

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

Parents must submit their request alongside their application and include all supporting documentation. Each case will be considered on its own merits and circumstances and in the pupil's best interest.

Definitions

- Sibling

A 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. Sibling relates to children attending Year 7-11 at the time of admission and does not include those attending the sixth form.

- **Home address**

The address where the child lives at the closing date of 31 October 2022 will be used to process the application. It is for the applicant to satisfy the local authority that they live at the address that they state.

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

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

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

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

Child's Name:	Date of birth:
Address:	

Please set out the particular reasons why Edgbarrow 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:

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 Corvus 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 Local Authority on behalf of the Corvus Trust 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 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 Edgbarrow 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

or by post to:

The School Admissions Team
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD



King's Academy Binfield admission arrangements for 2023/2024

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(s)

Secondary Admission

The academy has an admission number of **210** for entry in year 7 in 2023

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

Secondary 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 Secondary Education in Bracknell 2023/24 which will be available from 12 September 2022 on the [Bracknell Forest website](#).

The closing date for applications is 31 October 2022.

Oversubscription criteria

Secondary Criteria

The criteria below will be used for admission into the secondary 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 children¹ and children who were previously looked after² but immediately after being looked after became subject to adoption, a child arrangements order³, or special guardianship order⁴. 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 adopted⁵
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 King's Academy Binfield 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 secondary phase catchment/designated area set out in the map at the end of this policy.
6. Other children

Tie-break

¹A 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).

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

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

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

⁵ 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

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion, 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 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 Group Academies 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



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.

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 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.

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:

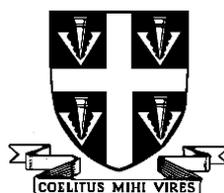
.....

Date:

.....

Once completed scan and return this form with any relevant documentation to: school.admissions@bracknell-forest.gov.uk or by post to:

The School Admissions Team
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD



Admissions Policy

for admission from September 2023

Ranelagh School

Date of last full consultation	October 2015
Date next full consultation is due	October 2022
Date reviewed by LGB	4 October 2021
Date determined by Board of Trustees	12 October 2021

Ranelagh Church of England School

Admissions Policy

for admission from September 2023

This document sets out the core admissions policy for Ranelagh Church of England School. A separate annex sets out the timetable, arrangements and background information for a particular admission year. The ethos and values of Ranelagh School are included in our prospectus.

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 equal opportunities.

Admissions Policy

Ranelagh School is part of the Bonitas Multi Academy Trust [MAT]. Its admissions policy reflects its character and objectives as a Church of England school. The Academy continues primarily to serve the area specified in the Trust Deed of the Ranelagh Foundation which provides for children living in the ecclesiastical area now identified as the Deaneries of Bracknell and Sonning.

The school will determine a Published Admission Number (PAN) for each principal year of entry. The current PAN is given in the annex.

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. 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. 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.

Admission to Year 7

The Bonitas MAT is the Admissions Authority for Ranelagh School and Bracknell Forest Council [BFC] co-ordinates admissions to all schools, including Ranelagh, within the borough of Bracknell Forest and also with neighbouring Local Authorities. Ranelagh operates the equal preference scheme detailed in the Bracknell Forest Council Co-ordinated Scheme for Secondary Admissions and complies with Bracknell Forest's timeline for admissions.

Parents must apply for admission of their child to Ranelagh School, for year 7, by naming Ranelagh as a preference on the Common Application Form (CAF) of the Local Authority in which they live at the time of application (the home Local Authority), which may not be BFC. BFC's form is issued through the primary schools or on line via the Council's website.

In addition to completing the Common Application Form supplied by their home Local Authority, applicants to the school who wish their application to be considered against the following oversubscription criteria:

- Christian faith (categories A-D)
- 'Looked After Children' including 'internationally adopted Looked After Children'
- staff children
- medical, physical, psychological condition
- sibling connection

must also complete and submit the Ranelagh School Supplementary Information Form (SIF).

The Ranelagh Supplementary Information Form may be obtained from Ranelagh School or via the School's website where these admission arrangements are also published. This form must be submitted directly to Ranelagh School. If Ranelagh has been named on a Local Authority Common Application Form and no Ranelagh School SIF has been received, the application will be placed in category E of the Oversubscription Criteria (see below).

The onus is on applicants to request and submit the verified Ranelagh School SIF.

For year 7 entry Common Application Forms must be received by the home Local Authority by the national closing date (see annex for date). Ideally, the Ranelagh School Supplementary Information Form, where applicable, should be received by Ranelagh School by the national closing date. It cannot form part of the Admissions Panel's decision making process until it has been received by the school and validated by the Admissions Panel. Therefore, it is recommended that the Supplementary Information Form be returned to Ranelagh School by November 30 at the latest in order that it can form part of the Admissions Panel decision making process when they meet in January to consider all applications received. Receipt will be acknowledged by the school. In January the Admissions Panel, appointed by the Governing Body, will meet to consider all the valid and validated applications received. Places will be allocated according to the admission and oversubscription arrangements below. Parents will be informed of the decision of the Governing Body by their home Local Authority. Letters will be sent on national offer day for secondary school places. Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

For admission to year 7 where the number of applicants is equal to, or less than, the PAN all applicants will be admitted. Where the number of applicants exceeds the PAN (as normally happens) then successful applicants will be determined on the basis of the oversubscription criteria given below. However, children with a Statement of Special Educational Need or an Education, Health and Care Plan naming Ranelagh School will always be offered places.

Admission arrangements for other years are set out in subsequent sections.

Oversubscription Criteria

Whilst having regard for the Diocesan guidelines, Ranelagh continues to use faith based admissions criteria in accordance with the School Admissions Code. All applications will be placed in one of the following categories in priority order LAC, SC, MPP then A to E (notes below define and explain these arrangements more fully).

- LAC '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 below).
- SC Children of paid staff (as defined below), in either or both of the following circumstances:
- where the member of staff has been employed at the school for two or more years, and/or
 - the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the time at which the application for admission to the school is made.
- MPP Children [or parents] who have exceptional medical, physical or psychological needs that make it essential for the child to attend Ranelagh School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see below).
- A Children of applicants who have attended public worship in an Anglican Church or Church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application. *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 **and** who will have a sibling attending the school at the time at which the application for admission to the school is made.*
- B Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are on the Electoral Roll of an Anglican Church and who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *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.*
- C Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are not on the Electoral Roll of an Anglican Church, but who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *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.*
- D Children of applicants who are resident in the deaneries of Bracknell or Sonning, who have attended public worship in a church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application. *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.*
- E Children of all other applicants.

Tiebreakers

If the school reaches the point of oversubscription within any of the above categories the following tiebreak arrangements will apply:

- For Category B priority will be given to applicants with the greatest number of points reflecting the length of time they have been on their church Electoral Roll, where 1 point is given for each year, up to 6 points. If two or more applicants in category B achieve equality of points and for all other categories, the final tiebreaker will be radial distance from the school (as defined below).
- For categories A, C and D the tiebreaker will be radial distance from the school (as defined below).
- For category E priority will be given to applicants whose child will have a sibling (as defined below) attending the school when the application is made and the final tiebreaker will be radial distance from the school (as defined below).

Operation of the oversubscription criteria

The first ranked children up to the number of the PAN minus the number of children admitted with a Statement of Special Need or an Education, Health and Care Plan naming the school will be offered a place. In the event of applications for children of multiple births in one family falling either side of this number, the Governors will admit all multiple birth children of that family. The Governors will submit a ranked list of all applications to BFC in January following the meeting of the Admissions Panel. A detailed explanation of how places were allocated will also be provided, which will be published on the Bracknell Forest website. Children of unsuccessful applicants will be placed on a waiting list in the ranked order as notified to BFC, which will be maintained until 31 December after the initial year 7 admissions. Parents should be aware that this initial ranking may change in the event of any late applications that are ranked higher according to the oversubscription criteria. Thereafter, names will only remain on the waiting list for the remainder of the academic year if parents make this request in writing to the school. Parents should inform the school of any material change of circumstance which may affect their application to the school, e.g. change of address. The waiting list applies to each academic year and a new application (including Common Application Form and Ranelagh Supplementary Information Form) must be made to apply for a place in each subsequent academic year. In accordance with Bracknell Forest's timeline for admissions, an application for the subsequent academic year can be made no earlier than July of the preceding academic year.

In-year applications - admission to years 7-11 after the start of year 7

Application may be made at any time after the start of the year for admission to Ranelagh. The Common Application Form must be returned to Bracknell Forest and the In-Year Supplementary Information Form (if appropriate) to Ranelagh School. In appropriate cases the Governors will have full regard to the BFC Fair Access Protocol. Ranelagh complies with Bracknell Forest's timeline for admissions and therefore an application for the next academic year can be made no earlier than the date set out in Bracknell Forest's Guide to In-Year Applications.

The Governors will normally reject applications where the number of students in that year exceeds the number of published planned places (see annex). Where such an application is rejected, the student will only remain on the waiting list for the remainder of the academic year. Where there are multiple in-year applications for any year group being considered at any one time the Governors will rank applications using the oversubscription criteria previously described. The Governors will not accept repeat applications for the same child in any one year (but applicants may ask Governors to reconsider an application if there has been a material change of circumstances). There is a right of appeal for rejected applicants.

Explanations and definitions

Parent

This 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.

It is the parent who is the applicant and only one parent’s practising affiliation is considered when applying the Oversubscription Criteria.

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. It is helpful if parents make clear where the sibling has a different family name.

Looked After Children (LAC)

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.

Staff Children

The child’s normal place of residence must be with the member of staff.

Medical/Physical/Psychological (MPP)

When applying under this category you must include supporting evidence with your Supplementary Information Form from an independent professional person who is aware of the situation and supports your reasons for why it is essential that your child attends Ranelagh School. This supporting evidence must clearly demonstrate why the school is the only suitable school and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a qualified medical consultant, senior social worker, etc. who is aware of your child’s or your own case. A letter from a GP, Primary School or member of the clergy alone will not suffice. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary. The Admission Authority’s decision is final.

Affiliation for category B

Affiliation will be determined by confirmation that the applicant's name is included on the ecclesiastical Electoral Roll of an Anglican Church. (The Ecclesiastical Parish Electoral Roll is distinct from the civil parish electoral register.) Evidence of practising affiliation must be provided on the Supplementary Information Form by obtaining verification from the parish priest that the applicant has been on the Electoral Roll for the relevant period and has attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *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.*

Affiliation will be ranked within the category by allocating points according to the number of continuous years (up to six) that the applicant's name has appeared on an Ecclesiastical Parish Electoral Roll, as declared on the Supplementary Information Form and verified as above. This Roll is published each year and adopted at the Annual Parish Meeting. It is the date of this meeting (usually towards the end of April each year) from which parents must count the number of years on their Parish's Electoral Roll, rather than the date on which they actually applied to register on the Roll.

Any ordained clergy who apply will be deemed to have met the affiliation criteria for category B with six years of affiliation, as they are ineligible in law to be included on any Ecclesiastical Electoral Roll. In the case of applicants who attend The Royal Chapel, Windsor (Royal Peculiar) verified numbers of years of attendance will be accepted in lieu of Electoral Roll membership.

Affiliation for categories A, C and D

Affiliation for Anglicans can be provided by their parish priest. Affiliation for Christians of other denominations (that is members of churches affiliated to 'Churches Together in England', the 'Evangelical Alliance' or any other Christian church that ascribes to the doctrine of the Holy Trinity) may be attested by an office holder of that church (and the applicant should indicate who the officer is and their position in the church). Verification should include attesting that the applicant has attended public worship in the church on average at least once a month in the twelve months preceding the date of this application. *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.*

Applications from those who have moved

For applicants who have moved into the area, or who have worshipped elsewhere than in their parish for the relevant period preceding the date of the application, verification from the previous church (including churches abroad in communion with the Anglican Church) must be included with the application. Governors accept that when moving between parishes there may be a short break in continuous Ecclesiastical Electoral Roll membership and in this case gaps of no more than 1 year will be accepted as being continuous.

Residence

"Residence" means the home address used for the Local Authority Common Application Form and verified by the home Local Authority. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The Admissions Panel may take legal advice on these matters as they relate to a specific case. If the home address changes at any point between application and admission you must notify both the school and the home Local Authority.

Ecclesiastical Deaneries

The area of the deaneries of Bracknell and Sonning covers the following ecclesiastical Parishes:

BRACKNELL DEANERY	
Ascot Heath	Binfield
Bracknell	Easthampstead
Sunningdale	Sunninghill and South Ascot
Warfield	Winkfield with Cranbourne, including Chavey Down
SONNING DEANERY	
Arborfield with Barkham, including Christ Church Wokingham [at St Crispin's School]	Crowthorne
Finchampstead and California, including St Eligius in Arborfield Green	Owlsmoor
Ruscombe and Twyford, including Hurst	Sandhurst
Sonning, including Charvil	Wargrave with Knowl Hill
Winnersh, including Bearwood	Wokingham All Saints
Wokingham St Paul, including Woosehill	Wokingham St Sebastian

Detailed information and a map of this area can be inspected at or obtained from the school office or on the school website <https://ranelagh.bonitas.org.uk/wp-content/uploads/Deanery-maps-colour.pdf>

Radial Distance

The distance used to determine proximity of the home to the school will be determined on behalf of Ranelagh by Bracknell Forest as detailed in their Co-ordinated Scheme for Secondary Admissions*. In applying distance as a tiebreak those living nearer to the school will be given priority over those living further away. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of 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. 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 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

Military Personnel and Crown servants returning from overseas

For military personnel or crown servants returning from overseas, an official letter declaring a relocation date and a Unit postal address or quartering area address will be used when considering the application against the oversubscription criteria. In such cases, where evidence has been provided that it has not been possible to join an Ecclesiastical Parish Electoral Roll, practising affiliation and number of years of attendance that can be confirmed by a military chaplain or other appropriate member of the clergy will be accepted in lieu of Electoral Roll membership.

Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, parents whose child has been refused a place have a right of appeal. These procedures will be made known to parents at the time of notification. The name and address of the person from whom more information can be obtained is:

The Admissions Officer
Ranelagh School
Ranelagh Drive
Bracknell
Berkshire
RG12 9DA

Admission to the Sixth Form (Year 12)

The school welcomes students from outside Ranelagh as well as current Year 11 students to apply to join the sixth form. Students will be admitted into Year 12 on the understanding that they have a desire to benefit from the programmes available to them and a commitment to meet the appropriate study requirements. External applicants are expected to be aware of the Anglican Foundation and ethos of Ranelagh and to be able to work within it.

Applications may be made to more than one sixth form. Applicants for Ranelagh must fill in a Ranelagh sixth form application form which is available from the school office and on the school website. External applicants should provide verification of their predicted grades, validated by their current school. All applicants must state their chosen subjects.

A level and Vocational Pathway

To be eligible for entry to the sixth form, both internal and external students must meet the general prior attainment entry criteria for studying at level 3 which will be 5 or more GCSE grades 5 - 9 (or equivalent), all of which must be full GCSE courses.

To be considered for a particular course, students must meet the prior attainment requirements for this course (which can be found in the Ranelagh Sixth-Form Course Guide and will apply equally to all students seeking admission).

The NCFE in Sport and Physical Activity (Sports Coaching) Pathway (level 3)

To study the NCFE Sport Extended Diploma (equivalent to 3 A Levels) applicants must fill in an application form for the SB Group Academy, in partnership with Ranelagh School, which is available from the school office and on the school website.

- A student wishing to take the sports coaching pathway must achieve a best 8 score* at GCSE of 40 points or more
- The minimum GCSE grade for English and Mathematics is a 3 grade. Students will continue to study GCSE English Language and/or Mathematics until they achieve GCSE 4 grade or better in both of these subjects
- Each student must demonstrate an aptitude for a specific sport as established through a trial process

*a best 8 score is calculated by adding up the points achieved by a student in their best eight subjects at GCSE including English and Mathematics. Please note that the scores for the student's GCSE mathematics and their best GCSE English result will be doubled.

In exceptional circumstances (for example, interruptions to study during Key Stage 4 resulting from prolonged illness or due to relocation) the school will reserve the right to admit a student who is not able to demonstrate the normally required level of prior attainment.

Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

Allocation of places

Places in the sixth form, or on a particular course of study, will be offered first to those who are studying at Ranelagh in Year 11 and then to external applicants. Applicants will be considered for entry into the sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces available. The number of places offered to external applicants will be that specified in the external sixth form PAN in the annex. The PAN is based on an estimate of the minimum number of external applicants likely to be admitted, although this may be exceeded if demand for available courses can be met.

The process for external admissions into the sixth form begins in the November prior to the year of admission. Application forms will be available from the date of the sixth form open evening which will be held in November and details will be available on request from the school and on the school website.

Applications must be received by the closing date for applications, as detailed in the annex. Applications received after this deadline will be treated as late applications. Late applications are those which are received after the closing date and so cannot be considered with the field of on-time applications.

External applicants who apply by the closing date will be invited to the school to attend a consultation meeting in the first half of the Spring term. The purpose of the meeting is to explain the options available in the sixth form and the entry requirements for the courses.

Provisional offers will be made by the end of the Spring term. Applicants are required to accept or decline the allocated place using the form sent with the offer letter: the form must be returned to the school within two weeks from the date of this letter and failure to respond may result in the offer of a place being withdrawn. Applicants are requested to advise the school at any stage if they make a subsequent decision not to accept the offer of a place.

Oversubscription criteria

Oversubscription criteria will be applied if the number of applicants exceeds the available number of places. In the case of over-subscription, places will be offered first to all internal applicants and then to external applicants.

Offers will be made to applicants who have applied by the deadline if:

- There are spaces available on all of the applicant's chosen courses
- The applicant is predicted to meet the academic requirements for all of the courses for which they have applied, as well as the general entry criteria.

If both of the above criteria are met, priority will be given according to the order below:

- Young people with a Statement of Special Needs or an Education, Health and Care Plan,
- '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 definition above)
- Children of staff in either or both of the following circumstances:
 - a) where the 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
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

If all of the above criteria are met, priority will be given first to applicants whose home address is nearest to the school.

Any offer of a place will indicate which courses are available to an applicant, and whilst the offer of a place will remain valid, students' options will be governed by availability in particular subjects. The school will do its best to accommodate external students on their preferred courses but courses may become full or not be viable, so an offer of a place cannot guarantee entry to a preferred course of study.

External students whose applications cannot be accommodated may be placed on a waiting list which will be used to fill any vacancies arising before Year 12 studies commence.

Confirmation of places

All offers are conditional on the applicant meeting the entry requirements in general and for their chosen subjects in particular. External applicants must advise Ranelagh of their GCSE results as soon as they receive them, in order that their place can be confirmed.

Applications after the start of Year 12

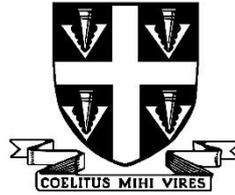
Applications to Year 12 or 13 made after the start of the year (together with those remaining on the waiting list) will be considered at the Governors' discretion and in the light of any available capacity for the study sought and the appropriateness of joining an existing course of study after its commencement.

Applications by students who wish to re-sit or re-take a full year will not be accepted as they are not generally eligible for funding. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of the control of the student or the institution, such as a period of long term sickness. In cases such as these, students will be admitted at the discretion of the Headteacher, and will be asked to provide evidence of the exceptional circumstances.

Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, applicants who have been refused a place have a right of appeal. Parents and children are able to appeal jointly or separately against any decision refusing a child admission and where they appeal separately for the same school, the appeals must be heard together. These procedures will be made known at the time of notification. The name and address of the person from whom more information can be obtained is:

The Admissions Officer
Ranelagh School
Ranelagh Drive
Bracknell
Berkshire
RG12 9DA



Ranelagh Church of England School

Ranelagh Drive, Bracknell, Berkshire RG12 9DA

Telephone : 01344 421233

Email : enquiries@ranelagh.bonitas.org.uk

Website : www.ranelagh.bonitas.org.uk

Headteacher : Mr T Griffith

Chair of Governors : Mrs L Hodkinson

SUPPLEMENTARY INFORMATION FORM

FOR ADMISSION INTO YEAR 7 OF RANELAGH SCHOOL IN SEPTEMBER 2023

CHILD'S SURNAME	
CHILD'S FORENAME[S]	
APPLICANT'S NAME*	
ADDRESS	
POST CODE	
PHONE NUMBER	
EMAIL ADDRESS	

* The applicant is a parent and only that parent needs to provide affiliation information

PLEASE READ THE ADMISSIONS POLICY BEFORE COMPLETING.

For all Christian faith based applications you must ask your Parish Priest or Church Leader to complete the verification section at the end of this form before you return this application to Ranelagh School. The application will not be considered as Christian faith based unless verified.

You must also complete a Common Application Form [CAF] as instructed by your home Local Authority.

The application will not be able to be considered against the oversubscription criteria unless both forms are completed and returned as instructed. This Supplementary Information Form must be returned direct to Ranelagh School, ideally at the same time as the CAF is returned to the home Local Authority. Applications received without a Supplementary Information Form will be placed in category E of the oversubscription criteria.

INFORMATION TO SUPPORT YOUR APPLICATION

Siblings

For any siblings who are currently attending Ranelagh School, please give their full name and form:

NAME	FORM	NAME	FORM	NAME	FORM

Church Affiliation

Only one parent is the applicant and it is their practising affiliation which is determined when applying the admission criteria and that applicant should complete the following questions:

1.	Name of applicant whose Church affiliation and attendance at public worship is to be considered for the purpose of admission		
2.	Which Church do you attend?		
3.	Are you on the Electoral Roll of an Anglican Church?	YES	NO
4.	Year of enrolment on APCM published Electoral Roll		
PARISH CLERGY OR RELEVANT CHURCH LEADER SIGNATURE			
5.	Number of continuous years on an Electoral Roll during the period of six years prior to the deadline date for the receipt of the application; (See Definition of Affiliation on page 5 of the Admissions Policy).		
	The year of the Annual Parish Church Meeting in which your name first appeared on the published Electoral Roll	Points claimed for the number of years on the Electoral Roll : please circle	
	2017 or earlier	6	
	2018	5	
	2019	4	
	2020	3	
	2021	2	
	2022	1	
6.	If not Anglican, what Christian denomination is your Church?		
7.	Please give the name and address of your Parish Priest or Church Leader whom you should ask to verify the information given on this form and to confirm your affiliation to the Anglican Church or other Christian faith as appropriate.		
8.	If not an Anglican minister please indicate who they are and their position in the church.		
9.	I have attended public worship in an Anglican Church / church of another Christian denomination [please delete as appropriate] on average at least once a month in the twelve months preceding the date of this application. <i>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.</i>	YES	NO
PARISH CLERGY OR RELEVANT CHURCH LEADER SIGNATURE			

For applicants who have moved into the area or who have changed their place of worship within the relevant period preceding the date of this application, previous Church affiliation will be taken into account. Verified details of the number of years on previous Electoral Roll must be included with the application.

If you are applying as category LAC, SC or MPP please give relevant information to support your application (and attach copies of relevant evidential documentation)

PLEASE REFER TO THE ADMISSION ARRANGEMENTS DOCUMENT BEFORE COMPLETING THIS SECTION
UNDER WHICH CATEGORY ARE YOU MAKING YOUR APPLICATION?

PLEASE CIRCLE THE APPROPRIATE LETTER

LAC	SC	MPP	A	B	C	D	E
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I certify that the information given in answers to the questions is complete and correct. I give permission for the Admissions Panel to contact the Parish Clergy or relevant Church Leader should further clarification be required.
Signed [applicant]
Date

Applicants making a Christian faith based application should now obtain clergy verification in the next section.

This form should be returned by the applicant to Ranelagh School at the address below for consideration by the Ranelagh Admissions Panel.

The Governing Body *[Admissions]*
 Ranelagh School
 Ranelagh Drive
 Bracknell
 Berkshire
 RG12 9DA

PARISH CLERGY OR RELEVANT CHURCH LEADER

Please ensure you have signed to verify the information on the previous two pages before completing one of the boxes below:

I verify that the information on faith affiliation given on this form is accurate	Signature	Name	Date
I DO NOT verify that the information on faith affiliation given on this form is accurate	Signature	Name	Date

Oversubscription Criteria

All applications will be placed in one of the following categories in priority order LAC, SC, MPP then A to E (notes below define and explain these arrangements more fully).

- LAC '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.
- SC Children of paid staff (as defined below), in either or both of the following circumstances:
a) where the member of staff has been employed at the school for two or more years, and/or
b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage at the time at which the application for admission to the school is made.
- MPP Children [or parents] who have exceptional medical, physical or psychological needs that make it essential for the child to attend Ranelagh School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see below).
- A Children of applicants who have attended public worship in an Anglican Church or Church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application. *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 and* who will have a sibling attending the school at the time at which the application for admission to the school is made.
- B Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are on the Electoral Roll of an Anglican Church and who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *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.*
- C Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are not on the Electoral Roll of an Anglican Church, but who have attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application. *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.*
- D Children of applicants who are resident in the deaneries of Bracknell or Sonning, who have attended public worship in a church of another Christian denomination (as defined below) on average at least once a month in the twelve months preceding the date of this application. *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.*
- E Children of all other applicants.



Admission Arrangements for Sandhurst School Academic year 2023/2024



Introduction

The admission arrangements set out below are for the children born between 1st September 2011 and 31st August 2012.

Sandhurst School is an Academy and part of a multi-academy Trust called The Corvus Learning Trust. The Corvus Learning Trust is the admission authority for this school. The Corvus Learning Trust has delegated to The Governors' Admissions Committee of Sandhurst School the responsibility for administering admissions to the school. The Governors' Admissions Committee works in close collaboration with Local Authorities to manage the admission process for parents and carers and have appointed Bracknell Forest Council to manage all aspects of admissions on their behalf.

The Governors' Admissions Committee have set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code. They conform to the requirements of the Bracknell Forest Council's coordinated admissions arrangements.

Published Admission Number (PAN) for Year 7 September 2023 for Sandhurst School

The PAN for 2023 -24 is **210**

Making an application for Year 7 September 2023 for Sandhurst School

Applications to this school are in accordance with a coordinated scheme determined by the Local Authority (LA) within which the applicant resides; their home LA. It is to that LA that applications for a place at **Sandhurst School** should be sent and that LA will advise the applicant of the result of their application. Coordinated admission schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The Corvus Learning Trust is the admission authority for **Sandhurst School**. As part of their delegated responsibility the school is responsible for considering any application made for a place at this school. The outcome of that consideration will be communicated to the applicant by the relevant LA.

Parents/Carers wishing to apply for a Year 7 place in September 2023 must complete the online or paper common application form provided by their home LA. The home LA is the LA in whose area the parents/carers live at the time of the application. The form must be returned to that LA no later than 31 October 2022. Offers and refusals of places will be sent by the home LA on 1 March 2023.

Late applications for Year 7 September 2023 for a place at Sandhurst School

If an application is received after the deadline of 31 October 2022, this will be considered 'late' and will be processed in line with the LA late procedure.

The Criteria for a place at Sandhurst School

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

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

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after. 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 adopted⁵
- (B) Children who have either medical or social grounds for admission to Sandhurst School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The decision in these matters is final. An additional form will need to be completed.
- (C) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee.
- (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 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 31 October 2022 to be considered under this criterion.

Sibling does not include those in the 6th form of the school.

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

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

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

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

⁵ 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 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.

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

Notes on criteria

- **Looked After Child or Previously Looked After Child**

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example of a copy of the relevant order issued by the family court. Should 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 into account.

- **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 an Sandhurst School 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. 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 **Sandhurst 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.

Sandhurst School has 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.

- **Staff**

Any application submitted under this criterion will be confirmed by the school to determine if the application meets the set criterion. The skills shortage area will be determined by The Governor's Admissions Committee.

Accepting or declining the offer of a place at Sandhurst School

Offers will be sent to parents/carers by the home LA and are required to accept or decline the allocated place in accordance with their home local authority procedure which will be outlined in the offer letter.

Appeals for a place(s) at Sandhurst School

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk for information on how to appeal. Information on the timetable for the appeals process is on the school's website.

Waiting list for a place(s) at Sandhurst School

Bracknell Forest Council on behalf of The Governors' Admissions Committee will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will have their child's name placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. Parents/Carers are requested to notify Bracknell Forest School Admissions Team if at any time they no longer wish their pupil to be considered for a place at the school.

Admission of children outside their normal age group for Sandhurst School

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

Parents must submit their request alongside their application and include all supporting documentation. Each case will be considered on its own merits and circumstances and in the pupil's best interest.

Definitions

- Sibling

A 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. Sibling relates to children attending Year 7-11 at the time of admission and does not include those attending the sixth form.

- **Home address**

The address where the child lives at the closing date of 31 October 2022 will be used to process the application. It is for the applicant to satisfy the local authority that they live at the address that they state.



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

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

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

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

Child's Name:	Date of birth:
Address:	

Please set out the particular reasons why Sandhurst 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:

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 Corvus 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 Local Authority on behalf of the Corvus Trust 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 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 Sandhurst School as published.

Signature of parent/carer:

Print Name:

Date:

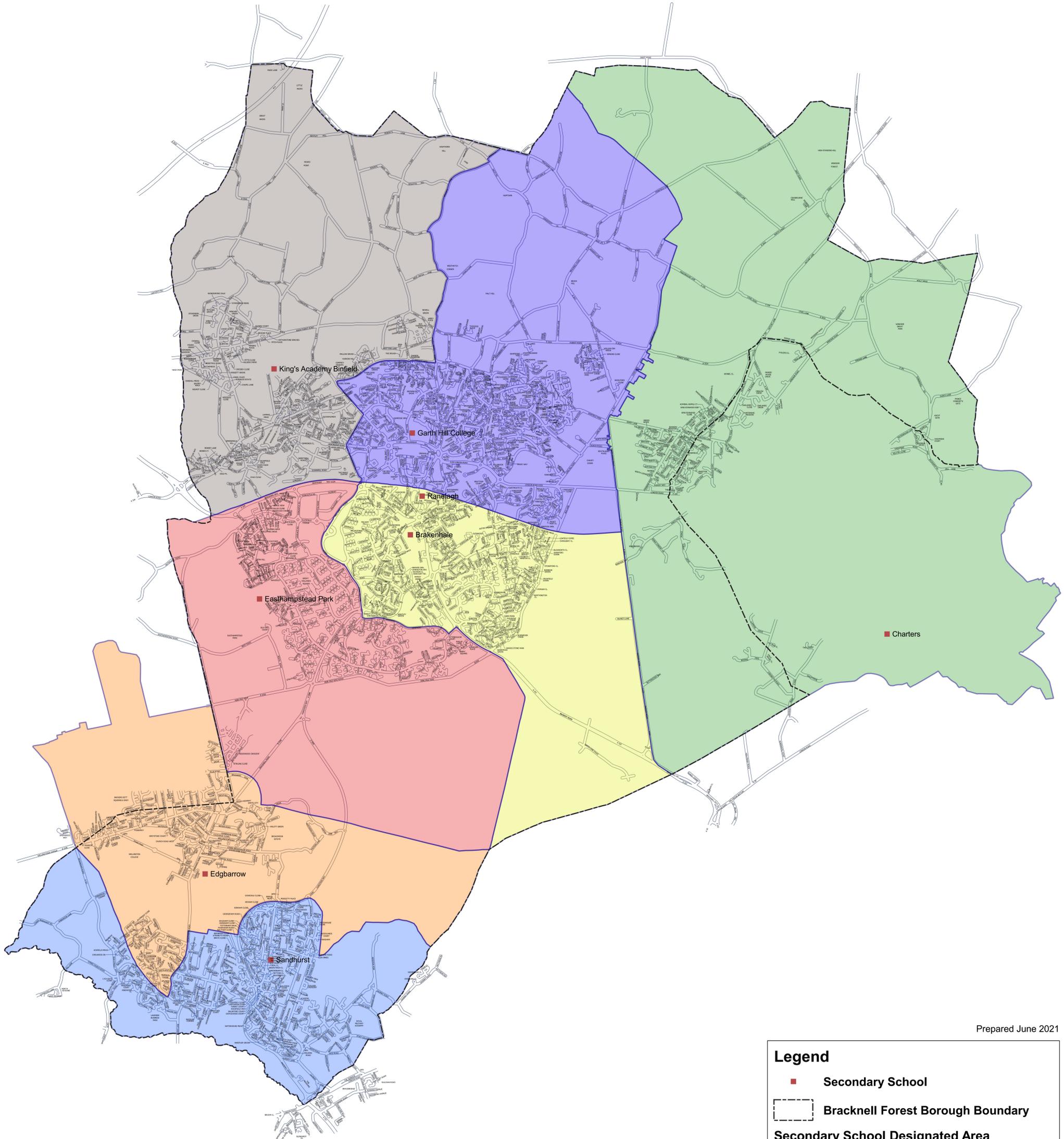
Once completed scan and return this form with any relevant documentation to:

school.admissions@bracknell-forest.gov.uk

or by post to:

The School Admissions Team
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD

Secondary Schools Designated Areas



Prepared June 2021

Legend

- Secondary School
- Bracknell Forest Borough Boundary
- Secondary School Designated Area**
- Brakenhale Academy
- Charters Secondary School (RBWM)
- Easthampstead Park Community School
- Edgbarrow School
- Garth Hill College
- King's Academy Binfield
- Sandhurst School



OTHER INFORMATION



ADMISSION TO A SIXTHFORM IN BRACKNELL FOREST

If your child would like to apply for a place at a school Sixth Form within Bracknell Forest, then you should refer to the schools Sixth Form admission arrangements which will be published on the school's website.

APPLYING FOR A SCHOOL PLACE OUTSIDE THE NORMAL ADMISSION ROUND

The following process does not apply to applications for the Year 6 – 7 secondary school transfer.

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, [Changing schools - in-year application | Bracknell Forest Council](#) along with a Guide to In Year Admissions 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 following process does not apply to applications for the Year 6 – 7 secondary school transfer.

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.

School Admissions
Time Square
Market Street
Bracknell
Berkshire
RG12 1JD

July 2022