

2024.25

# The Guide to Secondary Education



**Bracknell  
Forest  
Council**

The Schools Admission Team  
Bracknell Forest Council  
Published September 2023

The Guide to Secondary Education 2024.25  
For admission to secondary school (Year 7, September 2024)

This Guide has been prepared to inform parents and carers of the admissions procedure for entry to secondary school (Year 7) for September 2024. It outlines the procedures that will be adopted by the Council, the process of allocating school places and sets out the roles of own admission authority schools.

There is lots of information within this Guide explaining the admissions process and exactly what you need to do and consider before completing your application.

By submitting your application, you are signing to say you have read and understood this Guide.

*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 for further assistance.*

Please note that the information contained in this booklet is current in September 2023.  
Arrangements could be subject to amendment or modification before the start of, or during the  
academic year 2024.25.

# Contents

## KEY INFORMATION

<b>Contact Details</b>	From Page 6
------------------------	-------------

<b>Keys Dates</b>	From Page 7
-------------------	-------------

<b>Key Terms</b>	From Page 8
------------------	-------------

## INTRODUCTION

<b>Foreword</b>	From Page 12
-----------------	--------------

<b>Starting secondary school</b>	From Page 13
----------------------------------	--------------

Types Of Schools Within Bracknell Forest

Non-Bracknell Forest Schools

## THE APPLICATION PROCESS

<b>Understanding The Application Process</b>	From Page 16
--	--------------

Co-ordinated Admissions Scheme

Equal Preference Scheme

Admission Arrangements

Who To Apply To

When To Apply

Home Address

Moving Applicants

Fraud

Admission Out Of Chronological Year Group

Multiple Births

EHCP (Education Health and Care Plans)

Children with SEN (Special Educational Needs)

Criteria

Protected Sibling Status

---

## YOUR APPLICATION

**Making An Application**

From Page 27

Before Making Your Application

Deciding Your Preferences

Sustainable Transport

How to Make an Application

Amending Your Application, After The National  
Closing Date

Multiple Applications Submitted

Supporting Documents

Late Applications

---

## THE OFFER PROCESS

**Understanding The Offer Process**

From Page 35

How are school places offered?

---

---

Receiving Your Offer

Frequently Asked Questions

Waiting Lists

Reason For Refusal

School Admissions Appeals

Education Transport

---

## SPECIAL EDUCATIONAL NEEDS

**SEND Education**

From Page 45

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

Children with Education, Health, and Care Plans

---

## SCHOOL CONTACT INFORMATION

Garth Hill College

From Page 49

---

Edgbarrow School

From Page 50

---

King's Academy Binfield

From Page 51

---

King's Academy Easthampstead Park

From Page 52

---

Ranelagh Church of England Academy School

From Page 53

---

Sandhurst School

From Page 54

---

The Brakenhale School

From Page 55

---

## PUBLISHED ADMISSIONS ARRANGEMENTS 2024.25

**Bracknell Forest Community Schools Admission Arrangements 2024/25**

From Page 57

*Relate to all schools listed below;*

Garth Hill College

---

**Admission Arrangements for Academy Schools within Bracknell Forest 2024/25**

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The Guide to Secondary Education 2024.25  
For admission to secondary school (Year 7, September 2024)

Edgbarrow School	From Page 65
King's Academy Binfield	From Page 71
King's Academy Easthampstead Park	From Page 77
Ranelagh Church of England Academy School	From Page 83
Sandhurst School	From Page 100
The Brakenhale School	From Page 106
<b>Bracknell Forest Secondary Schools Designated Area Map</b>	From Page 114

## ALLOCATION HISTORY

<b>Bracknell Forest Community Schools Allocation History 2023/24</b>	From Page 116
--	---------------

*Relate to all schools listed below;*

### **Garth Hill College**

### **Allocation History for Academy Schools within Bracknell Forest 2023/24**

Edgbarrow School	From Page 118
King's Academy Binfield	From Page 119
King's Academy Easthampstead Park	From Page 120
Sandhurst School	From Page 121

## OTHER ADMISSIONS TO SECONDARY SCHOOL

<b>Admission To Middle/Upper School 2024.25</b>	From Page 122
<b>Admissions to Sixth Form within Bracknell Forest</b>	From Page 123
<b>In-Year Admissions</b>	From Page 123
<b>Fair Access Protocol</b>	From Page 123



## Contact Details

During busy periods it may be difficult to reach the School Admissions Team via phone, or receive a prompt email response. Please therefore ensure you have fully read this Guide and the information provided on our website [www.bracknell-forest.gov.uk/applyforsecondary](http://www.bracknell-forest.gov.uk/applyforsecondary) before contacting School Admissions.

If you have any queries which cannot be answered within this Guide, you can contact us;

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

Via Phone: 01344 354023

*The Team will be available to answer your calls between 8.30 and midday each working day.*

# Key Dates

## *September 2023*

This Guide (The Guide to Secondary Education 2024.25) is published on the Bracknell Forest website.

## *12 September 2023*

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 2023*

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.

The latest date to submit all relevant supporting documentation.

## *31 December 2023*

The latest date for accepting applications for those moving into Bracknell Forest.

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

## *National Offer Day: 1 March 2024*

Parents/ carers will be able to log into their Citizens Portal account to view their offer.

Emails to Bracknell Forest residents who applied online and on-time, will be sent out to parents/carers (from 8am) informing them which secondary school their child has been offered. These will be sent to the email address used to make you application.

Emails to Bracknell Forest residents who returned a paper application form on-time, will be sent out to parents/carers (from 8am) informing them which secondary school their child has been offered. These will be sent to the email address used to make you application.

Letters will be posted to on-time applicants where required no email address is available.

## *15 March 2024*

The latest date for on-time applicants to respond to the school place offered. Failure to do this could result in the offer being withdrawn.

School Admissions begin processing the second round of admissions. By this we mean the date in which late applications and amendments will be processed from.

This does not mean outcomes will be sent on this date. Outcomes will be sent shortly after processing begins.

*29 March 2024*

The closing date for lodging school admissions appeals (in order to be heard before the beginning of Autumn Term – September 2024)

# Key Terms

## *Academies*

Academies are publicly funded independent schools.

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 LA. 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.

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

## *Admission 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.

## *Admission 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.

## *Admission 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 relevant admission authority.

## *Borough*

Bracknell Forest

## *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.

## *Council*

Bracknell Forest Council.

### *Curriculum*

A programme of education and other educational activities.

### *Chronological Year Group*

The year group in which a pupil is taught in accordance with their age.

### *Denominational*

Relating to a particular religious sector or group.

### *Designated / Catchment Area*

A geographical area, from which children may be afforded priority for admission to a particular school. Where designated/ catchment areas are a part of a school's admission arrangements they must be consulted upon, determined, and published in the same way as other admissions criterion.

### *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.

### *Habitually Resident*

Living within the UK or at an address on a day-to-day basis

### *Home address*

The address in which the child is living. (Habitually resident)

Please see page 18 for full information regarding home address.

### *Initial Round of Admissions*

The processing period for applications received on-time, that will receive their outcomes on National Offer Day.

### *Key Stage*

An age-related period of study within the national curriculum.

### *LA*

Local Authority. A local authority is an organisation that is officially responsible for all the public services and facilities in a particular area. Bracknell Forest Council is the LA for Bracknell Forest.

### *LAC (Looked After Children)*

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.

Further information regarding the Looked After child criterion can be found within a school's admission arrangements.

#### *Linked School*

A specific school which links to another.

King's Academy Binfield is the only school within Bracknell Forest to have a linked school criterion and their admission arrangements will define what is meant by this criterion.

It is important to note that linked schools are not the same as feeder schools. There are no schools within Bracknell Forest which use a feeder school criterion.

#### *National Curriculum*

The programme of subjects which the laws say must be taught to all pupils in schools maintained by a local authority.

#### *NOR (Number on Roll)*

The total number of pupils on a schools register.

#### *Ofsted*

Office for Standards in Education.

#### *Oversubscribed school*

A school where the number of applications for places is often 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 has been offered a school place at.

#### *Parent*

A parent as defined in section 576 of the Education Act 1996. For the purposes of education law, the DfE considers a 'parent' to include:

All biological parents, whether they are married or not

Any person who, although not a biological parent, has parental responsibility for a child or young person this could be an adoptive parent, a step-parent, guardian or other relative

Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

The Guide to Secondary Education 2024.25  
For admission to secondary school (Year 7, September 2024)

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

*Preferred Order*

This is the ranked order of the schools of preference that parents would prefer their child to attend.

*Second Round of Admissions*

The processing period for late applications and amendments received.

*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.

The admission arrangements for each school will determine their own definition of a sibling.

Sibling within Year 11 or a school's Sixth Form of a school will generally not be considered as a sibling at a Bracknell Forest school unless the admission arrangements for the school specify otherwise.

*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

Dear Parent/ Carers

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 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 about the school that you may require.

Please read this Guide carefully before you decide on your preferred school(s) This Guide has been published to help you understand the application process for your child to transfer from primary to secondary school and includes important information about the admissions procedure for entry to secondary school for September 2024.

Within this Guide you will find details of local schools, how to make an application and how your application will be dealt with. If you have any further questions The School Admissions Team will be pleased to assist you.

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.

Year 6 is an important one for your child. It marks the end of their time at primary school 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

People Directorate

Bracknell Forest Council

# Starting Secondary School

Children change from primary school to secondary school at the end of Year 6 (age 10+). If your child reaches the age of 11 on or between 1 September 2012 to 31 August 2013, they will start secondary school in September 2024.

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.

However, it is important to remember that when applying for a secondary school place that you are listing a preference, and that not all preferences can be met. School Admissions can never guarantee a school place at any school, regardless of the criteria in which you fulfil.

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.

## TYPES OF SCHOOLS – WITHIN 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 Bracknell Forest.

One of these schools is a community school

- Garth Hill College

Six of these schools are academy schools

- Edgbarrow School
- King's Academy Binfield
- King's Academy Easthampstead Park
- Ranelagh Church of England Academy School
- Sandhurst School
- The Brakenhale School

If you are applying for an academy school this must be named as a preference on your application.

The over subscription criteria for all Bracknell Forest schools are published within this Guide.

### *Special Needs Schools in Bracknell Forest*

In addition, Kennel Lane School is a day special school for children aged two to nineteen who have moderate to severe learning difficulties. 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 application to School Admissions.

### *Independent Schools*

If you require details of Independent Schools, you should contact the school directly or 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 to School Admissions. We would advise contacting these schools directly regarding admissions.

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

If you are only applying for independent/ private schools or obtain a school place at an independent/ private school, you must inform the School Admissions Team of the arrangements you have made for your child's education. Failure to do so may result in your details being passed to Education Welfare.

### *Further Information on schools within Bracknell Forest*

This Guide 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.

## NON- BRACKNELL FOREST SCHOOLS

If you are considering a state funded, non-Bracknell Forest school as a preference, then this school must be named as a preference on your application.

The application information will be passed on to the relevant LA 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 over subscription criteria for these schools will be published either on the school's websites or the website for the LA in which the school is situated.

Types of schools will vary from borough to borough. To ensure you understand the admissions process for the school(s) in which you are applying for you should ensure you have read their admission arrangements.

### *Selective / Grammar Schools*

There are no selective/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, selective/grammar schools in other local authorities. If you wish to consider applying for your child to attend a selective school, you should talk to your child's current headteacher about this in the first instance.

Selective/ grammar schools are commonly applied for by Bracknell Forest residents, and if you are considering a school which uses selection by aptitude as an admissions criterion then you should refer to information provided below as well as that provided by the relevant admissions authority.

To apply for a selective/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 and find out the closing date to register your child for the entrance exams.

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

You should consider very carefully your preferences and look to name a local non-selective 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 selective/grammar school(s) you wish to apply for on your application with the LA. If you receive your child's results before the National Closing Date and then wish to amend your application this must be done by amending your online application via the Citizens Portal (please see page 30). If an applicant who has applied for a Grammar School has submitted a paper application form and wish to amend the application, then a new, revised form will need to be submitted to School Admissions before the National Closing Date. If you receive your results after the National Closing Date, you should contact School Admissions for further advice.

Please note requests for amendments after the National Closing Date will be refused and will only be considered under exceptional circumstances. Even so, it may be too late within the admission process for School Admission to accept amendments regardless of the circumstances of the case.

It is important to note that:

- No free transport is provided to grammar schools. (See page 41 onwards for further details)
- An application for a grammar school is incomplete if it is not named on your application.
- It is the parent's responsibility to ensure they have researched the closing dates for the entrance exams.

### *State Boarding Schools*

State boarding schools provide free education but charge fees for boarding. Most state boarding schools are academies, some are free schools, and some are run by local authorities.

Bracknell Forest do not have any state boarding schools, however there are state boarding schools outside of the borough, such as Gordons School situated in Surrey. If you are considering applying for a state boarding school, specifically a boarding placement - then this must be indicated on your application. You must also contact the school(s) to ensure that you have all the necessary information needed prior to making your application.

# Understanding 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 each Bracknell Forest school is set out on page 56 onwards.

If you wish to name any other school outside of Bracknell Forest as a preference on your application, you should contact the relevant admission authority directly to obtain a copy of their admission arrangements.

## CO-ORDINATED ADMISSION SCHEME

In line with government requirements, Bracknell Forest operates a co-ordinated admissions scheme for starting secondary school (admission to Year 7 for September 2024). This scheme requires formal cooperation and sharing of information between each LA and all the admission authorities within that LA (e.g., academies, voluntary aided, voluntary controlled and community schools). Each of these admission authorities will have agreed the co-ordinated scheme between them. There will also be close liaison between neighbouring LAs and admission authorities.

Within Bracknell Forest parents/ carers can list up to three preferences on their application and to give reasons for each preference. Information that parents/carers give on their application will be shared with other LAs, admission authorities, schools, and government agencies where necessary.

The co-ordinated admission scheme does not affect the duty of own admission authority schools to set and apply their admission arrangements. The scheme is an administrative arrangement to make school admissions easier, more transparent, and less stressful for parents/ carers. Own admission authority schools will continue to operate their own over-subscription criteria.

*Bracknell Forests Co-ordinated Admissions Scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the DfE. The Co-ordinated Scheme fully complies with the School Admissions Code.*

## EQUAL PREFERENCE SCHEME

The DfE states that a co-ordinated scheme is based on equal preferences. In other words, all preferences are treated as equal initially.

This system allows each preference that parents/carers give to be considered separately. (i.e., when admission authorities rank all applications received for a school, in the order of criteria - to decide

who places can be offered to, the preference number you have listed that school will not be known or taken into account).

The order of your preferences is only considered by the LA alone. This is considered if more than one place can be offered. (i.e., if multiple schools can offer your child a school place following the admission authorities ranking, a single offer will be made by the LA for the school the parent/carer has ranked highest on their application)

If a place cannot be offered at any of the preference schools, then the LA will offer an alternative school place at the next nearest school with available spaces.

## ADMISSION ARRANGEMENTS

Admission arrangements are the arrangements set for processing the admission of pupils to schools, including the criteria for prioritising the applications for oversubscribed schools. Admission arrangements provide the overall procedure, practices, and criteria to be used by the admission authority in deciding on which applicants are offered a school place.

The admission arrangements for Bracknell Forest schools can be found from page 56.

It is your responsibility to ensure you have appropriately researched your preferred schools, to ensure you are aware of their admission arrangements, to indicate on your application the criterion in which you wish to be considered under and to submit completed additional forms that may be required - as per a school(s) admission arrangements.

If you are applying for schools outside of Bracknell Forest you should contact the relevant admissions authority directly for this information.

## WHO TO APPLY TO?

You must apply to your home LA, (the council you pay your council tax to). You can apply either online or by using a paper application form. You must name any school you wish to apply for regardless of which LA it is situated within. 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 within Windsor & Maidenhead on your application form to Bracknell Forest.

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 LA. 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 for special schools on your application. Special schools are for children and young people who have a significant barrier to learning, possibly with other challenges and diagnoses. A parent can only request a place at a special school or specialist college if they have an Education, Health and Care Plan (EHCP) to which any application for school would be processed by the Special Educational Needs (SEN) department.

The Guide to Secondary Education 2024.25  
For admission to secondary school (Year 7, September 2024)

You cannot apply direct to other local authorities or schools, and other LA residents cannot apply directly to Bracknell Forest for schools within the borough. If you do so, your application will be discarded, and you will be informed to apply to your home LA.

## WHEN TO APPLY?

If your child's date of birth is on or between **1 September 2012 and 31 August 2013** you should refer to the table below. If your child's date of birth is not on or between these dates, please visit our website for further information on when and how to apply for a school place. [www.bracknell-forest.gov.uk/wheredoistart](http://www.bracknell-forest.gov.uk/wheredoistart)

Open for applications	National Closing Date	National Offer Day	Deadline to respond to offer
12 September 2023	31 October 2023	1 March 2024	15 March 2024

## HOME ADDRESS

The address at which your child lives is important when an admission authority decides who they can offer places to. The address on the application should be that of the parent/ carer who the child is habitually resident with. Admission authorities are unable to use the address of an individual's child care arrangements or consider child care arrangements when allocating school places.

The address where the child lives as of the National Closing Date will be the address used to process on time applications. All addresses will be checked via the Revenue Services (Council Tax) department by the School Admissions Team. If any discrepancies are found, the School Admissions Team will request proof of address.

### *Proof of address*

Only the following documents are accepted for proof of address:

- a copy of your current council tax notice.
- a copy of your solicitor's confirmation that completion has taken place.
- a copy of your current rental or tenancy agreement - signed by yourself and your landlord.

Wherever possible all documents should be uploaded to your online application via the Citizens Portal. Alternatively, you can scan or take a clear readable photograph and email supporting documentation to the School Admissions Team.

Original documents should not be sent. If original documents are sent, the council is not responsible for their safe return.



### *Unable to provide proof of address.*

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 your child is living.

The School Admissions Team or an admission authority 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 all applications to verify home addresses.

### *Split Residency*

It is the parent/ carer responsibility to provide information regarding the child's living arrangements to the School Admissions Team at the time of application.

Although any parent/ carer has a right to make an application, only one application can be processed for a child, and only one address can be used to process this application.

For children whose residency is split between the addresses of their parents/ carers (therefore they live between two addresses). The address used on the application will be the address in which the child spends the most school nights. The parent/ carer making the application should be that of the address the child spends most school nights.

The second parent/ carer will not receive any information or letters relating to the application. This information must be distributed by the parent/ carer making the application.

The School Admissions Team or an admission authority may obtain legal advice on a case-by-case basis.

### *Temporary addresses*

The address used on an application must be a permanent address; temporary addresses can only be considered in exceptional circumstances. The applicant will be required to provide evidence of a genuine reason for the temporary address, and these will be reviewed on a case-by-case basis.

### *Multiple properties*

If a parent/carers owns a property within the Borough which they do not occupy and/or rent out and then move into another property within the designated area or nearer to a preferred school, then it is for the applicant to provide sufficient evidence to satisfy the school admissions team/ the admission authority that the new address is that of the property in which they reside in, to allow that address to be used for their application and/or 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, the School Admissions Team is able to accept the address of the new property on submission of the required evidence in support of the move i.e., written confirmation from your solicitor to confirm that completion has taken place or a copy of your current signed rental or tenancy agreement. It is for the applicant to provide sufficient evidence to satisfy the School

Admissions Team / the admission authority that the new address is that of the property where the child resides.

#### *Final decisions relating to Home Address*

Should School Admissions require further evidence to verify the address used on your application, it is for the applicant to provide sufficient evidence to satisfy the School Admissions Team and/or the relevant admission authority that the address is that of the property where the child resides.

*School Admissions will verify all addresses for Bracknell Forest applicants and carry out checks for non-Bracknell Forest residents applying for Bracknell Forest Schools. This is done on behalf of all admission authorities. School Admissions may request further evidence at any time. Should The School Admissions Team be unsatisfied, and therefore unable to verify the address in which you state your child to be living then all information gathered will be passed to the relevant admission authority and the final decision regarding the home address used/ how your application is processed without a verified address will be determined by the relevant admission authority. This decision is final and cannot be appealed.*

### MOVING APPLICANTS

If you are moving into or within Bracknell Forest, it is your responsibility to inform the School Admissions Team of your child's new address alongside proof of address as detailed in the 'Home Address' section above. The School Admissions Team will then advise you further on how and when your address will be updated for your application. Please reference Key Dates. If you move between the National Closing Date and 31 December 2023 you should contact the School Admissions Team who will be able to give you further advice regarding your application.

The 31 December 2023 is the deadline for accepting on time applications for applicants moving into the borough, or for the applicants moving within the borough to update their address with School Admissions on their on-time application. Any address update received after this date will not be considered until the second round of admissions.

If you have made an on-time application with your previous home LA for Bracknell Forest schools, then the School Admissions Team will only take over responsibility of the application and update the address if the required proof of address is received by 31 December 2023. If this is received after this date the School Admissions Team will not take over the application or change the address until the second round of admissions. Your application will, however, be processed under your current address for the initial round of admissions.

**Moving out of Bracknell Forest** - If you are moving out of the borough, then you will be required to contact the School Admissions Team within the relevant LA that you are moving to for further advice. Deadlines and proof of address for moving applicants will vary between LAs.

#### *Moving Applicants – Service Families*

Service families or 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 directly to Bracknell Forest if it is accompanied by an official letter

from the relevant service declaring a relocation date and a unit postal address, or quartering address.

The supporting documentation confirmed above must be provided to the School Admissions Team by 31 December 2023 for your application to be considered within the initial round of admissions. If this is received after this date the School Admissions Team will consider the application in the second round of admissions.

If you have made an on-time application with your previous home LA for Bracknell Forest schools, then the School Admissions Team will only take over responsibility of the application and update the address if the required supporting documentation is received by 31 December 2023. If this is received after this date the School Admissions Team will not take over the application and change the address until the second round of admissions. Your application will, however, be processed under your current address for the initial round of admissions.

***Service Families moving out of Bracknell Forest*** - Service families or UK service personnel who are being posted or are moving out of the area should apply through Bracknell Forest for their preferred schools in the first instance. They should also contact the relevant LA that they are being moving to for further information on what proof is required to use the new address on their application. Proof of address and deadlines for moving applicants will vary between LAs.

Once the relevant LA has everything, they require they may liaise with Bracknell Forest to take over your application and update your address.

#### ***Moving Applicants – From Abroad***

Applicants from abroad who intend to move or return to the UK and reside in the borough can make an application for their child prior to their move.

The address where the child resides as of the closing date for applications will be the address used to process the application. You will not be able to use a UK address if you are not living within the property.

Once your family (including the child whom the application is for) have moved to the UK, and provided proof of address within the borough, the application can be updated in line with the information provided under 'Moving Applicants' detailed above.

***Right to Abode*** - It is the parent/carers 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 LA, you are agreeing that you as the responsible parent/ carer for the child have checked that your child's visa is complies with the above.

Once an offer has been made and accepted it is important to note that should your child not start at the school at the beginning of the Autumn term (from September 2024), then the school place offered will be withdrawn.

## 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 or information has been used. In the interests of all applicants, we reserve the right to reject or withdraw applications that we discover to be fraudulent.

If fraud is suspected, then further proof may be requested. If fraud is established, then how the admission authority chooses to process your application is final. If fraud is established after National Offer Day and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn.

Applications in which fraud has been established will be considered afresh.

## ADMISSION OUT OF CHRONOLOGICAL YEAR GROUP

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 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 Headteacher and contact The School Admissions Team to discuss the process. The admissions authorities' decision on these matters is final.

For further advice please contact the School Admissions Team.

*If your child has previously been admitted out of their chronological year group*

You will need to make a request to be admitted out of chronological year group for your child's transition to secondary school, please see our website for further information regarding this process or contact School Admissions if you are unable to access this.

How school places are allocated | [Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk)

## 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 under the oversubscription criteria, the other sibling(s) may be admitted as an exception.

## EHCP (EDUCATION HEALTH AND CARE PLAN)

Parents/ carers with children who have an EHCP cannot apply through the School Admissions Team for a secondary school place. You must contact the SEN (Special Educational Needs) department within your home LA for further information.

*Children without and EHCP, currently under assessment*

Parents/ carers with children who are currently under assessment for an EHCP must still apply through the School Admissions Team for a secondary school place.

If an EHCP is obtained throughout the admissions process, then the SEN (Special Educational Needs) department within the LA will take over the responsibility of ensuring your child receives an offer of a school place.

If an EHCP is not obtained throughout the admissions process, then the School Admissions Team will process your application under the criteria the application fulfils and be responsible for offering a school place.

## CHILDREN WITH (SEN) SPECIAL EDUCATION NEEDS

If your child has SEN needs without an EHCP then you must still apply through the School Admissions Team for a secondary school place.

Places are allocated as per each school's admission arrangements. The details of your child's SEN needs will be shared by their current primary school later within the admissions process.

## CRITERIONS

### *LAC (Looked After Children)*

Parent/ carers or LAs applying on behalf of a child who is either a Looked After Child or a Previously Looked After Child can request for the Looked After Child criterion to be applied to their application.

All admissions authorities must use LAC as an admission criterion, and you should refer to the relevant admission arrangements for your preferred school(s) for their definitions regarding LAC.

If a parent/ carer or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paperwork is submitted with the application. Should an applicant not submit any relevant documentation with their application it will be assumed that they do not wish these circumstances to be taken in to account and their application will be processed using any other relevant criteria.

### *Social / Medical*

Some admission authorities may use social or medical grounds as an oversubscription criterion. Their admission arrangements will define what is meant by social or medical grounds and give clear details about what supporting documentation or evidence may be required in order to consider an application under social or medical grounds.

Any supporting documentation or evidence must be submitted by The National Closing Date for on-time applicants or alongside the application for late applicants.

The social or medical criterion will only be considered if the relevant procedures have been followed (i.e., a supplementary social and medical form has been completed)

The criterion will only be applied if the admission authority agrees that your application meets this criterion.

For non-Bracknell Forest schools we advise that you contact the relevant admission authority or refer to the school's admission arrangements for further advice.

### *Staff*

Some admission authorities may use staff criterion as an oversubscription criterion and their admission arrangements will define what is meant by the staff criterion.

Parents/ carers applying under this criterion must tick staff criterion on their online application via the Citizens Portal.

Paper applicants must clearly note they are applying under the staff criterion on their application form.

If your home local authority does not provide the option to tick this criterion on your online application when applying for a Bracknell Forest School, then you should contact the Bracknell Forest School Admissions Team for further advice.

The School Admissions Team will ask the relevant school to verify that your application meets this criterion, and the staff criterion will only be applied if the relevant school confirms this is the case.

### *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'.

A designated area is a clearly defined geographical area surrounding a school, a 'designated' school will not necessarily be the nearest school to your home address. You can check your designated area school for your home address on our website using the link below.

[Bracknell Forest School Admissions \(arcgis.com\)](https://www.braccknell-forest.gov.uk/admissions)

A map showing each schools designated area can be viewed from page 114 within this Guide or online at [Designated area maps | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.braccknell-forest.gov.uk/admissions)

The admission arrangements for most schools in Bracknell Forest give priority to children living within that area. 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 situated within The Royal Borough of Windsor and Maidenhead. Similarly, some properties in Wokingham Borough Council lie in the designated area for Edgbarrow School. District or borough boundaries do not affect the allocation of places at particular schools.

You are strongly advised to check which school designated area your house is within, using the Bracknell Forest website (linked above). Do not rely on estate agents, developers, or hearsay.

You are also advised to be particularly cautious about information on schools given when considering purchasing a property. Designated area boundaries do not always match parish boundaries or borough boundaries.

We cannot guarantee a place at any school within Bracknell Forest however, it is important to consider naming your designated area school as one of your three preferences. 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.

The relevant admission authority will only apply the designated area criterion to your application if you fulfil this criterion. The designated area criterion is checked by the admission authority for the school.

It is important to note that should a school be oversubscribed, living within a school's designated area only gives a higher priority for a school place and we cannot guarantee admission to any school. Living within a designated area for a school does not give automatic admission to that school or mean that the school has a requirement to admit your child.

### *Sibling*

Some admission authorities may use sibling as an oversubscription criterion and their admission arrangements will define what is meant by sibling.

Parents/ carers applying under this criterion must tick sibling on their online application via the Citizens Portal and provide the sibling's details.

Paper applicants must clearly confirm the sibling's details under the section where this is requested on the common application form.

The sibling criterion will only be given if this criterion (as defined within the relevant admissions arrangements) applies to your application.

### *Linked School*

King's Academy Binfield is the only school within Bracknell Forest to have a linked school criterion and their admission arrangements will define what is meant by this criterion.

This criterion will only be given if the criterion (as defined within the school's admission arrangements) applies to your application.

It is important to note that linked schools are not the same as feeder schools. There are no schools within Bracknell Forest which use a feeder school criterion.

### *Denominational / Faith*

Some admission authorities may have a religious character and use faith as an oversubscription criterion. Their admission arrangements will define what is meant by this criterion and what supporting documentation or supplementary forms are required.

The criterion will only be considered by the admission authority if the relevant procedures within their admission arrangements have been followed (i.e., a supplementary form has been completed)

The criterion will only be applied if the admissions authority agrees that your application meets this criterion.



Ranelagh Church of England Academy School is the only secondary school within Bracknell Forest to have a faith-based criterion and their admission arrangements will define what is meant by this criterion.

Please note: The Governors of Ranelagh Church of England Academy School require the completion of an additional form known as a Supplementary Information Form as well as naming the school on your application to the LA; this is obtainable from the school direct, 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.

### *Other Criteria*

The criteria noted above are those used by various schools within Bracknell Forest however, if you are applying for a non-Bracknell Forest school some admission authorities may use other criteria such as children eligible for pupil premium, selection by aptitude, feeder schools or distance. It is therefore important that you read the admission arrangements and all other relevant information published by the admission authority for your preferred schools.

## 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.

In order for this status to apply to your application:

- The older sibling must still be attending the school where the protected sibling status is being requested
- The child must still be living at the address within the original designated area from where the parents/carers applied for the older sibling.

If the sibling is no longer attending the school or address has changed then this status does not apply.

It is the parent/ carers responsibility to inform the School Admissions Team that they fulfil this status. Please see the school's admission arrangements for further advice. This information will only be applied to your application once verified by the School Admissions Team.

If this status applies to your application this does not guarantee a school place, but means the designated area criteria will be applied to your application.

# Making An Application

## BEFORE MAKING YOUR APPLICATION

### *Things to do*

- Ensure you have researched and understood the admission arrangements and oversubscription criterion for the schools you are interested in.
- Obtain any supplementary information forms you may need for the schools you wish to apply for.
- Find out your designated area school by using our checker [Bracknell Forest School Admissions \(arcgis.com\)](#)
- Make appointments to visit the schools you are interested in. Most schools will hold open days or evenings throughout the admissions process, and you should take the opportunity to attend these events. We would advise that you always visit your designated area school. Contact information for Bracknell Forest schools is provided within this Guide.
- Look at the websites of the different schools, obtain copies of school prospectuses and read the brochures that schools produce.
- Check allocation history of the schools you are applying for; last year's information for Bracknell Forest Schools is provided within this Guide. If this has not been provided, then it is likely that the school is their own admission authority or not a Bracknell Forest school and you should contact the relevant admission authority directly for this information. Further historical data may also be requested from School Admissions or the admission authority directly.
- Check the PAN (Published Admissions Numbers) of your preferred schools. This is the maximum number of children the school can admit to the year group.
- If you are not naming your designated area school, you should research the way in which your child will travel to school and if this is cost sufficient.

### *Things 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. please refer to 'deciding on your preferences' which can be found below.

It is important to note that you cannot amend or change the order of your preferences after the National Closing Date. Please see section 'Amending your application after the National Closing Date on page 33.

- The likelihood of obtaining a school place at your preferred schools.

Although School Admissions not guarantee that you will or will not be offered a school place, school are becoming increasingly oversubscribed. You should check the criteria you fulfil for your preferred schools and use the allocation history and PANs to indicate if you would or would not have obtained

a school place in previous years. This will give you an indication on the likelihood of you obtaining a school place. Please see further information 'deciding on your preferences' which can be found below.

- Any school place obtained does not guarantee admission for siblings.

Accepting a school place offered does not guarantee sibling's will also be offered the same school. Offers will be made in line with the relevant admission arrangements at the time of the sibling's application.

## 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 PAN (Published Admission Number). 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, 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.

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 preferences. 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 available places (which may not necessarily be your designated area school) and may be some distance from your home.

The admissions criteria, published in each school's admission arrangements is used to determine whether an offer can be made to each of your preferences. If an offer can be made to more than one of your preferred schools, then the order in which you list the schools on your application will be taken into account. It is therefore very important that you carefully consider the order that you list the schools on your application.

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.

*It is important to note that you cannot amend or change your preferences or the order your preferences are listed after the National Closing Date.*

If any of your preferences are for a voluntary aided, voluntary controlled, academy, grammar or state funded schools outside of Bracknell Forest, then the school must be listed on your application.

Please refer to 'things to consider before making your application' on page 27.

#### Obtaining Specific School Information

- School Prospectuses

Every school produces a school prospectus. This prospectus will contain certain basic information about the school and the way in which it seeks to provide for its pupils. Prospectuses are available on the school's website.

- 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 DfE. [www.education.gov.uk](http://www.education.gov.uk)

A school's examination results should not be seen in isolation.

- School Inspection Reports

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

*It is important to note that a school's Ofsted is only a moment in time at the school, and they can often be dated. You should not base your decision on naming a school by the Ofsted report alone, we always advise that you visit the schools to get a better insight of the school.*

## SUSTAINABLE TRANSPORT

***The information provided for 'SUSTAINABLE TRANSPORT' has been collated from the Transport Department within Bracknell Forest. If you have any queries regarding the information provided below, please contact the Education Transport Team. Their contact details can be found from page 41.***

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 \(bracknell-forest.gov.uk\)](#)

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

## HOW TO MAKE AN APPLICATION

Before making your application, you must carefully read the relevant admission arrangements published by the admission authority for the school(s) for which you are applying. Those for Bracknell Forest Schools start from page 56 of this Guide.

The application process is open from 12<sup>th</sup> September 2023 – 31 October 2023

There are two ways of applying for a school place.

### *[Apply Online](#)*

You can apply quickly and easily online.

Unless you have previously made an application you will be required to create an account on the Citizens Portal. Please ensure you use an accessible email, that is unlikely to change. This email address will be used for all correspondence regarding your application, and you will need to be able to access your account to respond to the school place offered.

Once you have submitted your online application a confirmation e-mail will be sent to you, please keep this as a receipt.

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. Outcome letters will be posted on National Offer Day.

**Amending your application:** If you wish to make an amendment to your application after you have submitted your application and before the National Closing Date, you can log back into your account via the Citizens Portal. You will need to ensure you re-submit your application after making any amendments.

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.

**Technical difficulties:** If you have any technical difficulties with the site, you should refer to our 'Guide to making an application using Citizens Portal'. Which can be found on our website [www.bracknell-forest.gov.uk/applyforsecondary](http://www.bracknell-forest.gov.uk/applyforsecondary)

If you are still experiencing technical difficulties after reviewing this document, please contact [it.support@bracknell-forest.gov.uk](mailto:it.support@bracknell-forest.gov.uk) for further assistance.

### *Paper Application Forms*

For those unable to apply online, you can request to complete a paper application form. To obtain a paper form you must contact School Admissions. Please note all correspondence will remain to be via email so please ensure you provide on your application.

Please note, by completing a paper application form you will not be able to view the offer of a school place online like those who applied online. You will be required to wait for your outcome to be sent to you. School Admission will send your offer via email from 8am on National Offer Day.

Should School Admissions be unable to email your outcome letter to you then School Admissions will post your outcome letter on National Offer Day.

**Amending your application:** If you wish to make an amendment to your application after you have submitted your application and before the National Closing Date you will be required to submit another paper application form afresh by the National Closing Date for your amendment to be considered.

**Submitting your application:** You can email your completed application form to [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk) or this can be posted to School Admissions. The postal address can be found at the bottom of the paper application form or from page 6 of this Guide.

By submitting a paper application you will not receive an automatic response to say your application has been received. If you have completed a paper application form and this has been sent via email or post, we strongly advise that you contact School Admissions prior to the National Closing Date to ensure this has been received.

It is important that forms are returned by the National 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.

A reference copy of the paper application form has been provided below on page 32.





## AMENDING YOUR APPLICATION, AFTER THE NATIONAL CLOSING DATE

You will be unable to amend your application until the second round of admissions. (Unless you are a moving applicant, please see page 20 for further information) If you wish to change your application after the National Closing Date you will be required to 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 2024. Your amendment will then be considered in the second round of admissions which begins from 15 March 2024.

If your amendment is received after 15 March 2024, then this will not be processed within the second round of admissions but will be considered shortly after.

## MULTIPLE APPLICATIONS SUBMITTED

You can only use one method of applying and only one application can be made for your child.

If you submit multiple applications, the latest submitted by the closing date will be used as your final application. This could also affect how you receive your offer.

**Split Residency applicants** - must also make one application for their child, and this should be completed by the parent whom the child spends most school nights with.

School Admissions will not get involved with family disputes. Initially School Admissions will contact both parties for parents to come to a mutual decision and further information may be requested.

If the parents are unable to come to a mutual decision regarding the application, then parents will need to seek legal advice from their solicitors.

School Admissions or admission authorities may also seek legal advice on such matters.

Depending on the circumstances of the case School Admissions may select to process the application submitted by the parent where it appears that the child spends most school nights or, refuse to process either application submitted for the child until a mutual decision is made or, a decision has been agreed via your solicitors or the court regarding the application.

## SUPPORTING DOCUMENTS

Any supporting documents that you are providing for your application must be submitted directly to the relevant admission authority for the school.

For schools within Bracknell Forest. School Admissions will only forward documentation to the admission authorities' if it is a supplementary form (i.e., part of their admission arrangements).

For schools outside of Bracknell Forest School Admissions will not forward any supplementary information provided with your application to any other admission authority. It is your responsibility to ensure you have read the relevant admission arrangements and submitted any additional information required directly to that admission authority.

**Birth Certificates** - The School Admissions Team will need to verify your child's date of birth and ensure their name is correct for education records. 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 school place has been made. To send your supporting documentation to School Admissions, please see page 6 for our contact details.

If your child's name has changed, please ensure you also provide the required documentation in relation to their name change. Further information regarding name changes can be found online.

[Changing a pupil's name on education records | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk)

*Wherever possible all documents should be scanned and emailed to School Admissions. Original documents should not be sent. If original documents are sent the council cannot assure their safe return.*

## LATE APPLICATIONS

The following dates apply to Bracknell Forest schools only. Other LA 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, as late and will be processed by the School Admissions Team in the second round of admissions which begins on 15 March 2024.

If your application is received after 15 March 2024, then this will not be processed within the second round of admissions but will be processed shortly after.

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 2023 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 2023, and before 15 March 2024 it will be processed in the second round of admissions which begins on 15 March 2024.

If your application is received after 15 March 2024, then this will not be processed within the second round of admissions but will be processed shortly after.

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 2023. If the required proof of address is received after 31 December 2023 then any changes you wish to make to your application will be processed in the second round of admissions which begins on 15 March 2024.

Please see page 18 for further information on what is accepted as proof of address.

# Understanding The Offer Process

## HOW ARE SCHOOL PLACES OFFERED?

### *PAN - Published Admissions Numbers (number of places available)*

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 that year's intake.

Once this number has been set the admission authority must admit children up to this number if there is sufficient demand for places. The individual school details set out later in this Guide (from page 48) record the admissions number for each Bracknell Forest school for the academic year.

### *How your preferences are considered*

All preferences named on an application will be treated as equal preferences. This will mean that should the school be oversubscribed then the oversubscription criteria as confirmed within a school's admission arrangements will be applied to that school regardless of its ranked order on the form.

The relevant oversubscription criteria will be applied to each preference on your application and admissions authorities will then rank the preferences received for their school in accordance with their oversubscription criteria as if they are standalone applications. (i.e., only the oversubscription criteria is used to rank applications, the order in which you have listed your preferences is not considered at this stage)

Preferences for Bracknell Forest schools where the admissions authority is not the LA may be passed to that admission authority for them to apply their relevant oversubscription criteria to the application. Once this has been done the admissions authority will provide The School Admissions Team with a ranked list of all preference received for their school.

If a school is named on the application that is not a Bracknell Forest school, then application details in relation to this preference will be forwarded to the relevant LA who will co-ordinate with the relevant admission authorities in their area. The relevant admission authority will then apply their oversubscription criteria to all the applications they have received. Once complete, they will rank the applications received in strict criteria order and provide their LA with their final ranking. The relevant LA will then co-ordinate with Bracknell Forest to confirm which residents could or could not be allocated school places at the relevant non-Bracknell Forest school(s) and the School Admissions Team will complete the allocation process.

There are tables from page 115 showing how many preferences were expressed for Bracknell Forest schools last year and which criteria places were allocated to for these schools within Bracknell

Forest. (If this has not been provided, then it is likely that the school is their own admission authority or, the school is not a Bracknell Forest school. You should contact the relevant admission authority directly for this information.) These tables will not give you an exact indication of how oversubscribed schools may be for this year's intake; we cannot predict or foresee how places will be allocated. However, it will give you an indication of a schools' allocation history, where a school has been oversubscribed in the past.

### *Allocating a preference*

If, by applying the oversubscription criteria (or other admission authorities applying their oversubscription criteria) the LA is able to offer a place at more than one preference 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 to 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.

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. Please see the details provided under 'Equal Preference Scheme' on page 16 for further clarification.

### *If you are not offered one of your preferences*

After the above process has taken place, if none of the admission authorities for the schools you have named can offer a school place due to your application not ranking high enough within their oversubscription criteria, the LA will offer an alternative placement. This will be the next closest school to your home address with available places.

You will be given the opportunity to be placed on a waiting list for the schools you've named. You will need to refer to the school's admission arrangements for further information regarding this.

## RECEIVING YOUR OFFER

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, you will be able to log into your account to view your outcome (Via the Citizens Portal) additionally, an email will be sent on National Offer Day (from 8am) to the email address you used when registering to the online system.
- If you applied using a paper form, then your outcome will be emailed to you by The School Admissions Team on National Offer Day (from 8am) using the email address provided on your application. If no email address has been provided, then an outcome letter will be posted to your home address on National Offer Day.

The School Admissions Team are unable to enter into discussions about your child's allocation until you have received your outcome. 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 after receiving your offer*

On-time applicants will be required to respond (accept or refuse) the school place offered by 15 March 2024.

- If you applied online you must log into your account (via the Citizens Portal) and follow the instructions provided.
- If you applied using a paper application form, you must follow the instructions provided within your outcome letter.

Late applicants will be required to follow the instructions provided within their outcome regarding how to accept or refuse their offer.

## FREQUENTLY ASKED QUESTIONS

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

If you are unable to be offered any of your preferences the information available online (on National Offer Day) 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 may then be placed on the waiting list(s) for your preferred schools, please see page 38 for more details on waiting lists.

Please note the 'Reason for refusal' documentation which will be published online will only relate to Bracknell Forest schools. For non-Bracknell Forest schools, you should contact the relevant admission authority directly for information regarding their reasons for refusal.

### **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 Bracknell Forest school(s) listed as a higher preference than the one offered.

If the higher preference school(s) is a non-Bracknell Forest school then we cannot confirm that you will automatically be added to the schools waiting list. You will be required to speak to the admission authority directly regarding their waiting list.

### **What if I refuse the school place offered?**

Refusing an offer will not:

- change your child's waiting list position
- change your chances of being offered your preferred school(s)
- advantage you in appeal
- re-consider you for a place at your preferred school(s)

Refusing the school place offered will result in the offer being withdrawn, this school place may then be offered to another child. 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 an appeal is not successful, refusing the school place offered will result in your child not having a school place for September 2024 and you will be responsible for making sure your child receives education.

If you refuse the school place offered, you must inform School Admissions of the alternative arrangements you have made for your child's education. If there are no confirmed alternative arrangements for your child's education, your details will be passed to Education Welfare.

### **What happens if I accepting the school place offered?**

Accepting the school place offered will not:

- affect your child's position on any waiting list for a preferred school(s)
- affect an appeal that you may wish to make
- change your chances of being offered your preferred school(s)

If we are unable to make an offer at a preferred school from a waiting list or if an appeal is not successful, accepting the school place offered will ensure your child has a school place for September 2024 and will not affect any waiting lists, appeals or chances of obtaining a school place at a preferred school.

### *What to do after you have responded to your offer*

If you did not submit your child's birth certificate within the application process, you will be required to send a copy once you have accepted the school place offered. However, if you cannot find your child's birth certificate, please do not delay in responding to the school place offered. 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.

### *Withdrawing a school place*

An admissions authority may withdraw a school place if:

- The offer has been made in error
- a parent has not responded within a reasonable period of time
- It is established that the school place was obtained through a fraudulent or intentionally misleading application

A offer may be withdraw if your child is unable to start at the school by the beginning of the Autumn Term – September 2024.

## **WAITING LISTS**

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 a non-Bracknell Forest school, you must contact the relevant admission authority for further information regarding their waiting list. Your child may not automatically be added to a non-Bracknell Forest school waiting list, as some admission authorities require you to request for your child's name to be placed on a waiting list.

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 obtaining a school place at the preferred school(s). Waiting lists will be constructed according to the relevant oversubscription 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 find out where my child's name is on a waiting list?*

You are able to phone the School Admissions Team who can inform you of your child's position on any Bracknell Forest school waiting list.

You will be required to contact the relevant LA for information regarding waiting list for schools outside of Bracknell Forest.

#### *Offers from waiting lists*

Offers from waiting lists will not begin until after 15 March 2024, when the second round of applications have been processed. If you are offered a place from the waiting list for a higher preference school and this offer is accepted, your original offer will be withdrawn. Your child's name will also be removed from the waiting list for Bracknell Forest schools ranked lower than the school place offered.

#### *How long will my child's name remain on a waiting list?*

For Bracknell Forest community schools your child's name will be held on any relevant waiting lists until the end of the summer term of the academic year (until July 2025). The waiting list will then be closed.

The LA will maintain the waiting list for Ranelagh Church of England Academy School and The Brakenhale School until 1 September 2024. 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 follow the correct In-Year process (changing schools for the new academic year) which opens in July 2025. You will not be reminded to do this. For more information on this process please

refer to the Bracknell Forest website: [School admissions | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#) from July 2025.

#### Important information to note

- 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.
- 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 can note this when responding to your offer. If this is after 15 March 2024 you should inform the School Admissions Team as soon as possible in writing.
- It is your responsibility to ensure you update the School Admissions Team should your circumstances change (by this we mean a circumstance in which will affect your criteria and therefore your position on a waiting list) at any time throughout the academic year.

*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.*

### REASON FOR REFUSAL

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

#### *Ordinary Prejudice Grounds*

Admissions authorities within Bracknell Forest fully recognise the need to meet parental preference wherever possible. However, when the relevant year group within the school is full and the point has been reached where considerations of parental preference have become outweighed by the adverse financial and accommodation consequences of admitting further pupils over the admission number. It would place pressure on staff and existing pupils and have an impact on successful teaching and learning. It will prejudice the provision of efficient education and the efficient use of resources in terms of Section 86(3) of the School Standards & Framework Act 1998. Therefore, it is not possible to accede to parental preference in this case and the application will be refused.

### SCHOOL ADMISSIONS APPEALS

If we are unable to allocate your child a place at your preferred school(s), you have the right to appeal for a school place and attend the appeal hearing under the School Standards and Framework Act 1998. An Independent Appeal Panel will be formed to consider your appeal convened under the School Admission Appeals Code issued by the Department for Education.

#### *Lodging an appeal*

You should either complete an online form via the website.

[School admission appeals | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#)



or alternatively contact Customer Services: 01344 352000

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 any of the following schools, you should contact the school directly who will advise on their process for their appeals.

- Ranelagh CE Academy School
- The Brakenhale School

Appeals received by the published closing date, 29 March 2024 will usually be heard during May and June 2024.

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.

Further information regarding the appeals process can be found online, [School admission appeals | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/school-admission-appeals)

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

If you have been refused a place at a non-Bracknell Forest school, you should contact the relevant admission authority for information on their appeals process.

#### *Sharing of information*

It is important to note that if you have lodged an appeal, your application form, and any details relevant to the processing of your application will be shared with all relevant parties to the appeals process.

## EDUCATION TRANSPORT

***The information provided for 'EDUCATION TRANSPORT' has been collated from the Transport Department within Bracknell Forest. If you have any queries regarding the information provided below, please contact the Education Transport Team. Their contact details are detailed within the information provide below.***

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 the allocated 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 area/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. [Education Travel Policy for Bracknell Forest children aged 5 to 16 \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/education-travel-policy)

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 list a school preference 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](http://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport)

If you believe that you are entitled to transport when a place has been allocated you should complete the education transport application form which is available on the Bracknell Forest website [www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport](http://www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport) - Applications should be submitted by the end of June 2024 in order for your child to be considered for transport in September 2024. 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 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

The Guide to Secondary Education 2024.25  
For admission to secondary school (Year 7, September 2024)

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

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

# SEND EDUCATION

***The information provided under 'SEND EDUCATION' has been collated from the SEN Department within Bracknell Forest. If you have any queries regarding the information provided below, please contact the SEN Team. Their contact details are detailed within the information provided below.***

## 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.

The Guide to Secondary Education 2024.25  
For admission to secondary school (Year 7, September 2024)

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 15<sup>th</sup> 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](mailto:sen.education@bracknell-forest.gov.uk)**

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



# School Contact Information

The School Admissions Team co-ordinates admissions for 7 Secondary Schools within the borough.

For Secondary provision within Bracknell Forest, we have 1 community school and 6 academy schools. Please refer to the key terms on page 8 for explanations of these.

The following pages will provide you with information about the Bracknell Forest schools who school admissions co-ordinate with to provide Secondary provision.







# Garth Hill College

*'Achieving Success by Working Together'*

## General Information

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School Type: Co-Education, Community Secondary School

Age Range: 11 - 18

HeadTeacher: Mr Keith Grainger

PAN: 270

*Published Admission Number*

School Hours: 8:30am | 15:15pm

Sixth Form External PAN: 27

## Visits/ Open Days

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Please visit the school's website for further information. Booking may be required.

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

## Previous Admissions Data - 2023

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Number of preferences received: 478

Number of appeals received: 0

## Contact Information

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01344 421122

[reception@garthhillcollege.com](mailto:reception@garthhillcollege.com)

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

Garth Hill College  
Bull Lane  
Bracknell  
RG42 2AD

**SCHOOL NUMBER**  
867 4059



# Edgbarrow School

*'Enjoy – Grow - Achieve'*

## General Information

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School Type: Co-Education, Academy Secondary School

Age Range: 11 - 18

HeadTeacher: Mr Stuart Matthews

*Published Admission Number (PAN): 210*

School Hours: 8:45am | 15:20pm

Sixth Form External PAN: 20

## Visits/ Open Days

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Please visit the school's website for further information. Booking may be required.

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

## Previous Admissions Data - 2023

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Number of preferences received: 530

Number of appeals received: 24

Number of appeals allowed: 4

## Contact Information

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01344 772658

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

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

Edgbarrow School  
Grant Road  
Crowthorne  
RG45 7HZ

**SCHOOL NUMBER**  
867 4032



King's Group  
*Academies*

# King's Academy Binfield

*'Dare to be Remarkable'*

## General Information

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School Type: Co-Education, Academy Through School

Age Range: 3 - 18

Executive Principal: Mrs Katie Moore

PAN: 210

*Published Admission Number*

Secondary Phase School Hours: 8:15am | 15:05pm

Primary Phase School Hours: 8:30am | 15:30pm

School Nursery: Yes, Rising 4s.

Sixth Form External PAN: 20

## Visits/ Open Days

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Please visit the school's website for further information. Booking may be required.

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

## Previous Admissions Data - 2023

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Number of preferences received: 533

Number of appeals received: 7

Number of appeals allowed: 0

## Contact Information

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01344 306983

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

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

King's Academy Binfield

St Georges Park

Binfield

RG42 4FS

**SCHOOL NUMBER**

867 4001



King's Group  
*Academies*



King's Academy  
**Easthampstead Park**

# King's Academy Easthampstead Park

*'It takes a whole community to raise a child'*

## **General Information**

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School Type: Co-Education, Academy Secondary School

Age Range: 11 - 18

Executive Principal: Liz Cook

PAN: 210

*Published Admission Number*

School Hours: 8:40am | 15:10pm

Sixth Form External PAN: 10

## **Visits/ Open Days**

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Please visit the school's website for further information. Booking may be required.

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

## **Previous Admissions Data - 2023**

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Number of preferences received: 303

Number of appeals received: 0

## **Contact Information**

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01344 304567

[info@kgaeasthampstead.uk](mailto:info@kgaeasthampstead.uk)

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

King's Academy Easthampstead Park  
Ringmead  
Bracknell  
RG12 8FS

**SCHOOL NUMBER**  
867 4061



# Ranelagh CE Academy School

*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)*

## General Information

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School Type: Co-Education, Academy Secondary School

Age Range: 11 -18

HeadTeacher: Mr T Griffith

PAN: 174

*Published Admission Number*

School Hours: 8:50am | 15:35pm

Sixth Form External PAN: 15

## Visits/ Open Days

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Please visit the school's website for further information. Booking may be required.

[www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)

## Previous Admissions Data - 2023

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Number of preferences received: 497

Number of appeals received: 2

Number of appeals allowed: 0

## Contact Information

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Tel: 01344 421233

Email: [enquiries@ranelagh.bonitas.org.uk](mailto:enquiries@ranelagh.bonitas.org.uk)

Website: [www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)

Ranelagh Church of England Academy School  
Ranelagh Drive  
Bracknell  
RG12 9DA

**SCHOOL NUMBER**  
867 4603



# Sandhurst School

*'Opportunity to Succeed'*

## General Information

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School Type: Co-Education, Academy Secondary School

Age Range: 11 – 18

HeadTeacher: Mr Gareth Croxon

PAN: 210

*Published Admission Number*

School Hours: 8:20am | 16:15pm

Sixth Form External PAN: 50

## Visits/ Open Days

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Please visit the school's website for further information. Booking may be required.

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

## Previous Admissions Data - 2023

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Number of preferences received: 405

Number of appeals received: 7

Number of appeals allowed: 0

## Contact Information

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01344 775678

[contactus@sandhurstschool.org.uk](mailto:contactus@sandhurstschool.org.uk)

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

Sandhurst School  
Owlsmoor Road  
Sandhurst  
GU47 0SD

**SCHOOL NUMBER**  
867 4058

# Brakenhale School

*'Aim High | Be Kind | Take Responsibility '*

## **General Information**

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School Type: Co-Education, Academy Secondary School

Age Range: 11 - 18

HeadTeacher: Mr B Tailor

*Published Admission Number (PAN): 210*

School Hours: 8:40am | 15:05pm

Sixth Form External PAN: 50

## **Visits/ Open Days**

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Please visit the school's website for further information. Booking may be required.

<https://brakenhale.co.uk>

## **Previous Admissions Data - 2023**

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Number of preferences received: 448

Number of appeals received: 5

Number of appeals allowed: 1

## **Contact Information**

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01344 423041

[mainreception@brakenhale.co.uk](mailto:mainreception@brakenhale.co.uk)

<https://brakenhale.co.uk>

Brakenhale School  
Rectory Lane  
Bracknell  
RG12 7BA

**SCHOOL NUMBER**  
867 4000

# Published Admission Arrangements 2024.25





# Bracknell Forest Community Schools

## - Garth Hill College

### Secondary school admissions 2024-2025

Applications for secondary schools will be processed according to the published secondary school co-ordinated admissions scheme for 2024-2025. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled The Guide to Secondary Education 2024/25. This guide will be available from 12th September 2023.

Within Bracknell Forest there is 1 community secondary school, and the local authority sets the admission criteria for this school. The criteria for this school can be found below, in the 'Guide to Secondary Education 2024/25', on the Bracknell Forest Council's website or from the school.

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

In circumstances where more applications than places are received, the following criteria will be used.

The following criteria apply to the community secondary school listed below:

**Community Secondary School**  
Garth Hill College

### The Admissions Criteria

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:

## Bracknell Forest Community Schools Admission Arrangements 2024.25

- (A) Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (C) Children of staff at a particular school:
1. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
  2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (D) Children who live in the **designated area** of the school and who have a **sibling\*** who will still be attending the school at the time of the child's admission.
- (E) Children who live in the **designated area** of the school
- (F) Children who **do not** live in the designated area of the school but who have a **sibling\*** at the school, and who will still be attending the school at the time of the child's admission.
- (G) All other children

Children must be living in the designated area at the closing date, of 31 October 2023 for secondary applications and 15 January 2024 for primary applications, to be considered under this criterion.

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

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

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

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

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



## Bracknell Forest Community Schools Admission Arrangements 2024.25

\*For secondary admissions sibling does not include those in the 6<sup>th</sup> form of the school.

### **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 non Bracknell Forest residents the residential property co-ordinates used will be that which is provided by the home local authority. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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

If in the event that two or more children live at the same distance from school and it cannot be separated 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 online 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.

### **Admissions criteria notes**

- **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.



## Bracknell Forest Community Schools Admission Arrangements 2024.25

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 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.

### **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:



## Bracknell Forest Community Schools Admission Arrangements 2024.25

- 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 6<sup>th</sup> 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 29 March 2024. 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 times. 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.



## Bracknell Forest Community Schools Admission Arrangements 2024.25

- 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 \(arcgis.com\)](https://www.bracfnell.gov.uk/bracknell-forest-school-admissions)

### 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).

**Published Admissions Number (PAN)** for community secondary school.

Garth Hill College PAN is **270**

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## 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 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. 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 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.

### 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.

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## 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: Click or tap here to enter text.	Date of birth: Click or tap here to enter a date.
Address: Click or tap here to enter text.	Click or tap here to enter text.

Home Local Authority: (The local authority that is responsible for your council tax) Click or tap here to enter text.
Email Address: Click or tap here to enter text.
Current School/ Nursery: Click or tap here to enter text.

**Preferred School this supplementary information form relates to:**

School Name: Click or tap here to enter text.
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Please set out the reasons why your school in question is the only suitable school.

Click or tap here to enter text.
----------------------------------

Please set out the supporting evidence that is being submitted to support this application under this criterion.

Click or tap here to enter text.
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[OFFICIAL-SENSITIVE]



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, Social Services 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 relevant criteria and the relevant admissions guide and the admissions arrangements for my preferred school.

I certify that I am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to submit this supplementary form in support of a school application which must be submitted separately.

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: Click or tap here to enter text.
Print Name: Click or tap here to enter text.
Date: Click or tap to enter a date.

Once completed this form must be returned to School Admissions alongside all supplementary evidence via email: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk) or by post to:

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

# Admission Arrangements for Academy Schools within Bracknell Forest 2024/25





Edgbarrow School Admission Arrangements 2024.25

# Edgbarrow School

## Introduction

The admission arrangements set out below are for the children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013.

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 2024 for Edgbarrow School**

The PAN for 2024 -25 is **210**

## **Making an application for Year 7 September 2024 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 2024 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 2023. Offers and refusals of places will be sent by the home LA on 1 March 2024.

## **Late applications for Year 7 September 2024 for a place at Edgbarrow School**



## Edgbarrow School Admission Arrangements 2024.25

If an application is received after the deadline of 31 October 2023, 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 Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
- (B) Children who have either medical or social grounds for admission to 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.

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

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

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

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

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



## Edgbarrow School Admission Arrangements 2024.25

(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 2023 to be considered under this criterion.

Sibling does not include those in the 6<sup>th</sup> form of the school.

### 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.



## Edgbarrow School Admission Arrangements 2024.25

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](mailto: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



## Edgbarrow School Admission Arrangements 2024.25

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 2023 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.

[OFFICIAL-SENSITIVE]



## 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.

<b>Child's Name:</b> Click or tap here to enter text.	<b>Date of birth:</b> Click or tap to enter a date.
<b>Address:</b> Click or tap here to enter text.	<b>Postcode:</b> Click or tap here to enter text.

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.

Click or tap here to enter text.

[OFFICIAL-SENSITIVE]



Please list the supporting evidence that is being submitted to support this application under this criterion:

Click or tap here to enter text.

### Declaration

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal details may be exchanged with The Corvus Trust, other departments within Bracknell Forest Council, and 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 am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to submit this supplementary form in support of a school application which must be submitted separately.

I have read and understood the social and medical criterion for Edgbarrow School as published.

<b>Signature of parent/carer:</b> Click or tap here to enter text.
<b>Print Name:</b> Click or tap here to enter text.
<b>Date:</b> Click or tap to enter a date.

Once completed this form must be returned to School Admissions alongside all supplementary evidence via email: [school\\_admissions@bracknell-forest.gov.uk](mailto:school_admissions@bracknell-forest.gov.uk)

or by post to:

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



King's Group  
*Academies*

King's Academy Binfield Admission Arrangements 2024.25

# King's Academy Binfield

## **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**

Secondary Admission

The academy has an admission number of 210 for entry in year 7 in 2024

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 2024/25 which will be available from 12 September 2023 on the [Bracknell Forest website](#).

The closing date for applications is 31 October 2023.





## King's Group *Academies*

### King's Academy Binfield Admission Arrangements 2024.25

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

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

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

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

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

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





## King's Group *Academies*

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### King's Academy Binfield Admission Arrangements 2024.25

6. 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.
7. Other children

#### **Tie-break**

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



## King's Group *Academies*

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### King's Academy Binfield Admission Arrangements 2024.25

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.

### **Waiting lists**

The academy will operate a waiting list. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### **Appeals**

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 40 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto:customer.services@bracknell-forest.gov.uk) by the relevant published dates. Information on the timetable for the appeals process is on our website at <https://www.kgabinfield.uk/page/?title=Admissions&pid=69>

### **Notes**

- Home address:

The address where the child lives at the relevant primary and secondary school closing dates will be used to process the application. It is for the applicant to satisfy the school that they live at the address that they state.



## King's Group *Academies*

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### King's Academy Binfield Admission Arrangements 2024.25

- **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.

Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

- **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.

[OFFICIAL-SENSITIVE]



## 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 conditions such as asthma.

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

Name of school this information relates to:  
Choose an item.

Child's Name: Click or tap here to enter text.	Date of birth: Click or tap to enter a date.
Address: Click or tap here to enter text.	Postcode: Click or tap here to enter text.

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.

Click or tap here to enter text.

[OFFICIAL-SENSITIVE]



Please list the supporting evidence that is being submitted to support this application under this criterion.

Click or tap here to enter text.

### Declaration

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with The King's Group Academies, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and other 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 am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to submit this supplementary form in support of a school application which must be submitted separately.

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: Click or tap here to enter text.
Print Name: Click or tap here to enter text.
Date: Click or tap to enter a date.

Once completed this form must be returned to School Admissions alongside all supplementary evidence via email: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

or by post to:

The School Admissions Team  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell



King's Academy Easthampstead Park Admission Arrangements 2024.25

# King's Academy Easthampstead Park

## **Introductory statement**

We seek to develop students who have a strong sense of community, both locally and globally, who are confident, able to lead others and bring about positive change. We work hard to foster a strong three way partnership between parents, students and the school and believe that having these bonds is essential if our pupils are to achieve their full potential. Our sense of community is built around the quality of relationships between staff, students and parents with the emphasis on respect and pride. All members of our community need to communicate clearly and work together.

## **Admission number**

King's Academy Easthampstead Park has an admission number of **210** for entry in year 7 in 2024.

## **Application process**

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Secondary Education in Bracknell 2024/25 which will be available from 12 September 2023 on the [Bracknell Forest website](#).

The closing date for applications is 31 October 2023.

## **Oversubscription criteria**

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:

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



## King's Academy Easthampstead Park Admission Arrangements 2024.25

- A. Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
- B. Children who have either medical or social grounds for admission to the 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 Admission Authority's decision in these matters is final.
- C. Children of staff at the school.
  - 1. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - 2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (D) Children who live in the **designated area** of the school and who have a **sibling\*** who will still be attending the school at the time of the child's admission.
- (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.

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

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

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

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

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





## King's Academy Easthampstead Park Admission Arrangements 2024.25

Children must be living in the designated area at the closing date of 31 October 2023 to be considered under this criterion.

\*Sibling does not include those in the 6<sup>th</sup> form of the school.

### **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 non Bracknell Forest residents the residential property co-ordinates used will be that which is provided by the home local authority. 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.

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.

### **Late applications for Year 7 September 2024 for a place at King's Academy Easthampstead Park**

If an application is received after the deadline of 31 October 2023, this will be considered 'late' and will be processed in line with the Local Authority late procedure as defined in the Local Authority Co-ordinated Scheme.

### **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.



## King's Academy Easthampstead Park Admission Arrangements 2024.25

In line with the Local Authority Co-ordinated Scheme 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.

### Waiting lists

The academy will operate a waiting list. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Appeals

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 40 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto:customer.services@bracknell-forest.gov.uk) for information on how to appeal. Information on the timetable for the appeals process is on the schools website.

### Notes

- Home address:

In line with the Bracknell Forest Co-ordinate Scheme it is the address where the child lives at the closing date which 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.

- 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 6<sup>th</sup> form.

- Multiple birth:

Where the school has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted under the oversubscription criteria, the other sibling(s) may be admitted above the PAN.

- Social and Medical Grounds:





## King's Academy Easthampstead Park Admission Arrangements 2024.25

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

It is the applicants responsibility to obtain a King's Academy Easthampstead Park 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 Easthampstead Park 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.



## King's Academy Easthampstead Park 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 2010.

Name of school this information relates to: Choose an item.	
Child's Name: Click or tap here to enter text.	Date of birth: Click or tap to enter a date.
Address: Click or tap here to enter text.	Postcode: Click or tap here to enter text.

Please set out the particular reasons why the school named on this form is the only suitable school and the difficulties that would be faced if the child had to attend another school.

[Click or tap here to enter text.](#)



Please list the supporting evidence that is being submitted to support this application under this criterion.

[Click or tap here to enter text.](#)

### Declaration

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with King's Academy Easthampstead Park, 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 Academy Easthampstead Park reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation to 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 am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to submit this supplementary form in support of a school application which must be submitted separately.

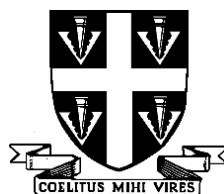
I have read and understood the social and medical criterion for the relevant The King's Academy Easthampstead Park school as published.

Signature of parent/carer: Click or tap here to enter text.
Print Name: Click or tap here to enter text.
Date: Click or tap to enter a date.

Once completed this form must be returned to School Admissions alongside all supplementary evidence via email: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

or by post to:

The [School Admissions Team](#)  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD



# ADMISSIONS POLICY

## for admission from September 2024

### Ranelagh School

Date of last full consultation	October 2022
Date next full consultation is due	October 2029
Date reviewed by LGB	23 January 2023
Date determined by Board of Trustees	7 February 2023

**Ranelagh Church of England School**  
**Admissions Policy**  
**for admission from September 2024**

**Contents**

1. Introduction
2. Ethos statement
3. Process for applying for Year 7
4. Oversubscription Criteria
5. Admission of children outside their normal age group
6. Waiting Lists
7. Fair Access
8. Appeal procedure
9. In-year admissions or admission at the beginning of school years 8 – 11

**Admission to the Sixth Form**

1. Introduction
2. Applications
3. Entry Criteria
4. Oversubscription Criteria
5. The SB Group Sports Academy in Sport and Physical Activity [Sports Coaching] Pathway Level 3
6. Allocation Process
7. Application Process
8. Confirmation of Places
9. Applications after the start of Year 12
10. Right of Appeal

**Appendix**

Deanery maps

Analysis of admissions 2023

## **1. Introduction**

1. This document sets out the admission arrangements of Ranelagh School.
2. For the purposes of this policy, the Bonitas Multi-Academy Trust is the admission authority.
3. 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.
4. Whilst having regard for the Diocesan guidelines, Ranelagh continues to use faith-based admissions criteria in accordance with the School Admissions Code.
5. 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.
6. We will not normally investigate anonymous complaints. However, the Headteacher or Chair of Governors, if appropriate, will determine whether the complaint warrants an investigation.

## **2. Ethos statement**

1. Our school vision and values are based on 2 Timothy 1.7: 'For the Spirit that God has given us does not make us timid; instead, his Spirit fills us with power, love, and self-control'. At the heart of our distinctive culture is our commitment to being a dynamic learning community, rooted in Christianity, where people matter. In this we seek wisdom and pursue excellence.
2. Ranelagh School has a distinctive Christian ethos which is at the centre of school life.
3. As a church school, we welcome applications from Christian families, and those of other faiths and worldviews.

## **3. Process for applying for admission to Year 7 in September 2024**

1. Ranelagh School has a published admission number [PAN] of 174 pupils for entry into Year 7.
2. Parents [see note 1] should apply for admission to the school using the Common Application Form provided by their home Local Authority, the one in which the child lives at the time of the application, by the national closing date of 31<sup>st</sup> October 2023.
3. Applications made after this date to the home Local Authority will normally be considered after those received on or before 31<sup>st</sup> October 2023.
4. If Ranelagh has been named on the Common Application Form, applicants should also complete and submit the Ranelagh School Supplementary Information Form by 30<sup>th</sup> November 2023 otherwise the application will be placed in Category 7 of the oversubscription criteria.
5. The onus is on applicants to complete and submit the verified Supplementary Information Form, which may be obtained from Ranelagh School or via the School's website. Receipt will be acknowledged by the school.
6. For faith-based applications, only one parent's or carer's attendance at public worship will be considered in accordance with the Diocese of Oxford recommendation, in order to avoid discrimination against single parent families.
7. The Local Authority will inform parents of the offer of a place on behalf of the Governors on the national offer date 1<sup>st</sup> March 2024 or next working day.

8. Should 174 or fewer applications be received all applicants will be admitted.
9. If there is greater demand for admission than there are places available, the oversubscription criteria will be applied in the order set out below.
10. The school will admit any pupils whose Education, Health and Care Plan [EHCP] names Ranelagh.

#### **4. Oversubscription Criteria**

- 1) Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted [see note 2].
- 2) Children who can demonstrate a significant social and medical need which can only be met by attending Ranelagh School rather than any other school due to their own, or a family member's, exceptional circumstances [see note 3].
- 3) Children of staff [see note 4]
  - a) where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week, for at least 2 consecutive years
  - b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 4) Children of applicants who have attended public worship [see note 5] in the twenty-four months prior to the date of the application at a Church of England Church or other Christian Church [see note 6] AND who have a sibling [see note 7] attending Ranelagh at the time of application.
- 5) Children of applicants who have attended public worship [see note 5] in the twenty-four months prior to the date of the application at a Bracknell and Sonning Deanery Church of England Church.
- 6) Children of applicants who have attended public worship [see note 5] in the twenty-four months prior to the date of the application at any other Christian Church which ascribes to the doctrine of the Holy Trinity [see note 6].
- 7) All other children.

##### Note 1

"Parent" is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

##### Note 2

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.

Relevant evidential documentation to support your application must be provided with the Supplementary Information Form.

### Note 3

Relevant evidential documentation to support your application must be provided with the Supplementary Information Form in the form of a letter from a doctor or social worker or other relevant qualified, independent professional.

The supporting evidence must clearly demonstrate why Ranelagh School is the only school suitable and must illustrate the difficulties that would be caused if your child had to attend another school.

Medical, health, social and special access reasons will be applied in accordance with the school's legal obligations and does not guarantee that a child will be given priority as each decision will be made on the merits of the individual case.

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.

### Note 4

The staff member's normal base of work should have been continuously at Ranelagh School. Bonitas Central services staff based at Ranelagh School would not (normally) be included under this definition.

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

Please provide a confirmation letter from HR with the Supplementary Information Form.

### Note 5

To accommodate difficult patterns of work and family relationships, account should also be taken of weekday public worship.

It is the applicant's 'normal' pattern of worship which should be taken into consideration.

Applicants wishing to apply against faith-based criterion should complete a Supplementary Information Form.

It is the parent or carer who is the applicant and only one parent's or carer's attendance is considered when applying the oversubscription criteria. Whilst the child's attendance at Church is not a requirement, they could be encouraged to attend.

Attendance will be established by information provided on the Supplementary Information Form[s] verified by a Parish Priest or other designated Church Leader.

Online worship and private prayers in the Church building do not meet the attendance requirement.

**Applicants are advised to check with their place of worship as to how attendance at services is recorded, as every place of worship does this differently.**

Number of times the applicant has attended public worship prior to the date of the application	Total Points
Two or more times per month [for at least 20 of the preceding 24 months]	5 points

Once a month [for at least 20 of the preceding 24 months]	4 points
Two or more times per month [for at least 10 of the preceding 12 months]	3 points
Once a month [for at least 10 of the preceding 12 months]	2 points
Once every 2 months [for at least 10 of the preceding 12 months]	1 point

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.

#### Note 6

For the purposes of these admission arrangements 'other Christian Church' means a church which ascribes to the doctrine of the Holy Trinity.

#### Note 7

Sibling is defined in these arrangements as children who live as brother or sister in the same family unit at the same address, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

It is helpful if parents make it clear on the Supplementary Information Form where the sibling has a different family name.

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins [and all the children in the case of other multiple births] even if this meant exceeding the PAN or the agreed admission number for the relevant year group.

### **Home address**

By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child.

The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. An official letter declaring a relocation date and a Unit postal address or quartering area address or proof of intended address will be used when considering the application against the oversubscription criteria.

### **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, (two or more children live at the same distance from the school as can happen with families living in blocks of flats) the school will use random



allocation (in accordance with 1.34 and 1.35 of the School Admissions Code) 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.*

## **5. Admission of children outside their normal age group**

1. Parents may request that their child is admitted to a year group outside their normal age range, for instance where a child has suffered from particular social or medical issues impacting on their schooling.
2. Parents should submit any evidence in support of their case with the application, for instance from a medical practitioner, headteacher, etc.
3. The school will consider each case on its merits, taking into account the individual circumstances of the request and the child's best interests.
4. If a request is refused, the child will still be considered for admission to their normal age group.
5. We will also ensure the parent is aware of whether the request for admission out of age group has been agreed before final offers are made, and the reason for any refusal.
6. Requests for admission out of the normal year group will be considered alongside other applications made at the same time.

## **6. Waiting Lists**

1. Where the school receives more applications for Year 7 than there are places available, a waiting list will operate until 31<sup>st</sup> December 2024.
2. Children of unsuccessful applicants will be automatically placed on the waiting list in the ranked order according to the oversubscription criteria.
3. The order of priority on the waiting list is the same as the list for over subscription criteria and does not depend on the date on which the application is received. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
4. After 31<sup>st</sup> December 2024, 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.
5. 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 the in-year application process.

## **7. Fair Access**

Ranelagh School participates in Bracknell Forest's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

## **8. Appeal procedure**

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 the Admissions Officer at Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal. Information on the timetable for the appeals process is on our website at <https://ranelagh.bonitas.org.uk/admissions/>

## **9. In-year admissions or admission at the beginning of school years 8 – 11**

1. Admission to the school during the school year depends on whether or not there are places available.
2. Each year group can accommodate 174 students.
3. Application for admission at the beginning of school years 8 – 11 must be made in accordance with Bracknell Forest's timeline for admissions.
4. In-year applications may be made at any time for admission to Ranelagh. The Common Application Form must be returned to Bracknell Forest and the Supplementary Information Form [if appropriate] to Ranelagh School.
5. There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, the application will be considered against the oversubscription criteria even though there is not an intended address or the family is not yet living in the area.
6. Where the year group is full, children will be automatically placed on the waiting list for the remainder of the academic year in the ranked order according to the oversubscription criteria.
7. The order of priority on the waiting list is the same as the list for over subscription criteria and does not depend on the date on which the application is received. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves it.
8. 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.
9. 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].
10. In appropriate cases the Governors will have full regard to the Bracknell Forest's Fair Access Protocol.
11. 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 the Admissions Officer at Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA within 20 days of the date of the letter refusing your child a place at the school for information on how to appeal.

## **Admission to the Sixth Form [Year 12]**

### **1. Introduction**

1. The school welcomes students from outside Ranelagh [external students], as well as current Year 11 students attending Ranelagh at the time of application [internal applicants] to apply to join the sixth form. This document sets out the admission arrangements of Ranelagh School.
2. 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.
3. External applicants are expected to be aware of the Anglican Foundation and ethos of Ranelagh and to be able to work within it.

### **2. Applications**

1. Internal applicants must complete a Ranelagh sixth form application which is available internally on the school system.
2. External applicants must complete a Ranelagh sixth form application which is available from the school office or on the school website.
3. External applicants should provide verification of their predicted grades, validated by their current school. All applicants must state their chosen subjects.

### **3. Entry Criteria**

1. To determine eligibility for admission into the sixth form, Ranelagh Sixth Form has specific criteria in relation to minimum entrance requirements for Year 12 based on GCSE grades or equivalent or other measures of prior attainment. 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 or equivalent.
2. Ranelagh also has academic entry requirements for each particular course available based upon GCSE grades or other measures of prior attainment.
3. These criteria will be the same for internal and external students and will be published in the Sixth Form course guide.
4. Young people who do not meet the grades for their preferred course option will be offered alternative courses in line with their preferences where available.
5. 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.
6. The school will admit any young people whose Education, Health and Care Plan [EHCP] names Ranelagh provided they meet the general sixth form entry criteria.

### **4. Oversubscription Criteria**

1. Oversubscription criteria will be applied if the number of external applicants exceeds the available number of places.
2. Offers will be made to applicants who have applied by the deadline, 1<sup>st</sup> December 2023, 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.

3. If both of the above criteria are met, priority will be given according to the order below:
  - 1) Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted [see note 2].
  - 2) Children of staff [see note 4]
    - a) where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week, for at least 2 consecutive years
    - b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
  - 3) Applicants whose home address is nearest to the school.
4. 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.
5. 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.
6. 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.

## **5. The SB Group Sports Academy in Sport and Physical Activity [Sports Coaching Pathway Level 3]**

1. To study the SB Group Sports Academy 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.
2. A student wishing to take the sports coaching pathway must achieve a best 8 score\* at GCSE of 40 points or more.
3. 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.
4. Each student must demonstrate an aptitude for a specific sport as established through a trial process.
5. 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.

\*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.

## **6. Allocation Process**

1. Places in Year 12, 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.

2. The number of places offered to external applicants [PAN] will be 15. 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.

## **7. Application process**

1. Application forms will be available from the date of the sixth form open evening which will be held in the Autumn Term prior to the year of admission and details will be available on request from the school and on the school website.
2. Applications must be received by the closing date for applications, as detailed on the application form.
3. 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.
4. External applicants who apply by the closing date will be invited to the school to attend a consultation meeting in 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. It does not form part of the admissions decision.
5. Provisional offers will be made by the end of the Spring Term.
6. 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.
7. Applicants should advise the school at any stage if they make a subsequent decision not to accept the offer of a place.

## **8. Confirmation of places**

1. All internal and external places are conditional on the student meeting the entry requirements in general and for their chosen subjects in particular.
2. External applicants must advise Ranelagh of their GCSE results as soon as they receive them, in order that their place can be confirmed.
3. Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

## **9. Applications after the start of Year 12**

1. 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.
2. Applications by students who wish to re-sit or re-take a full year will not be accepted. 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.

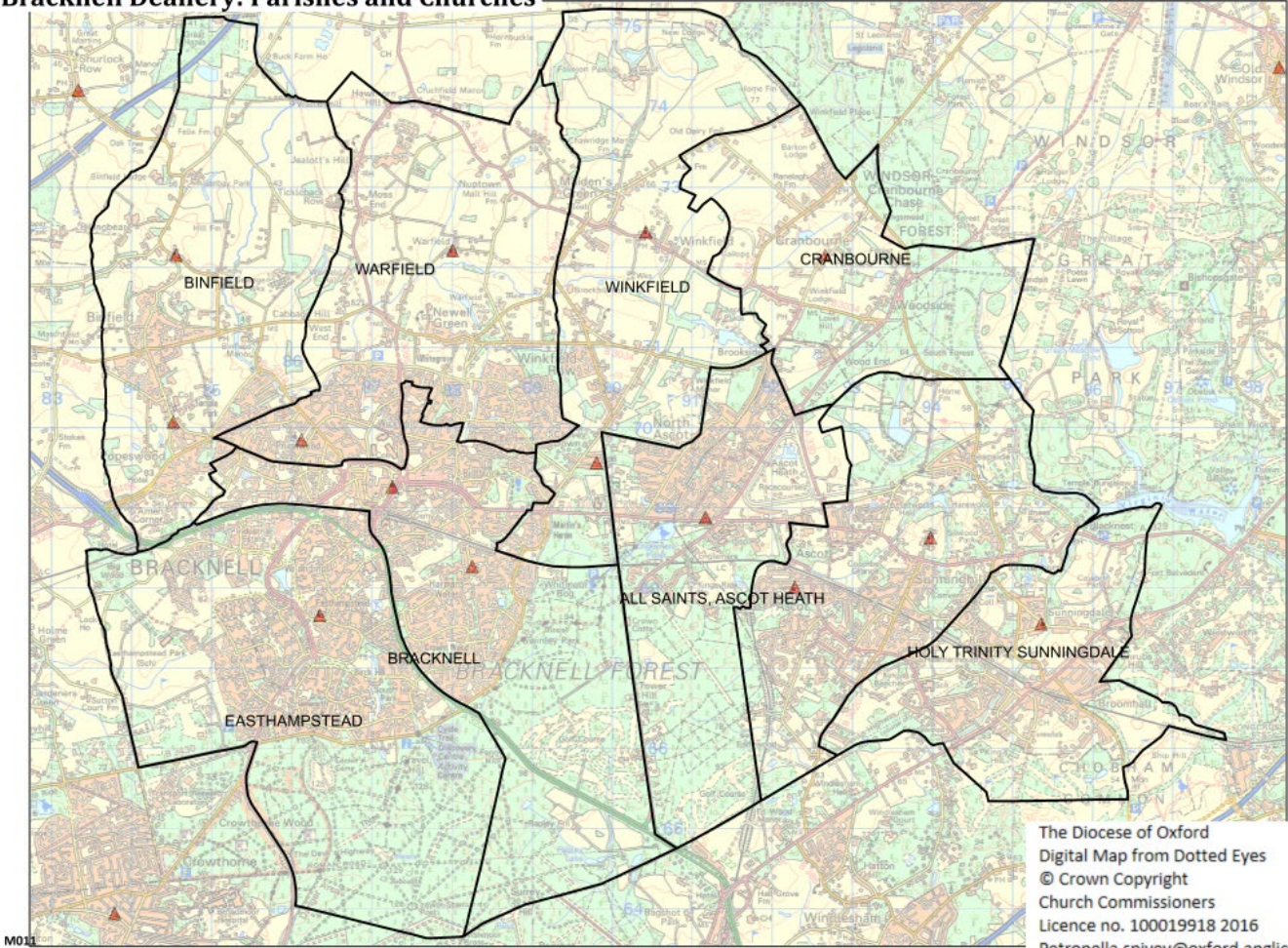
## **10. Right of Appeal**

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, RG12 9DA

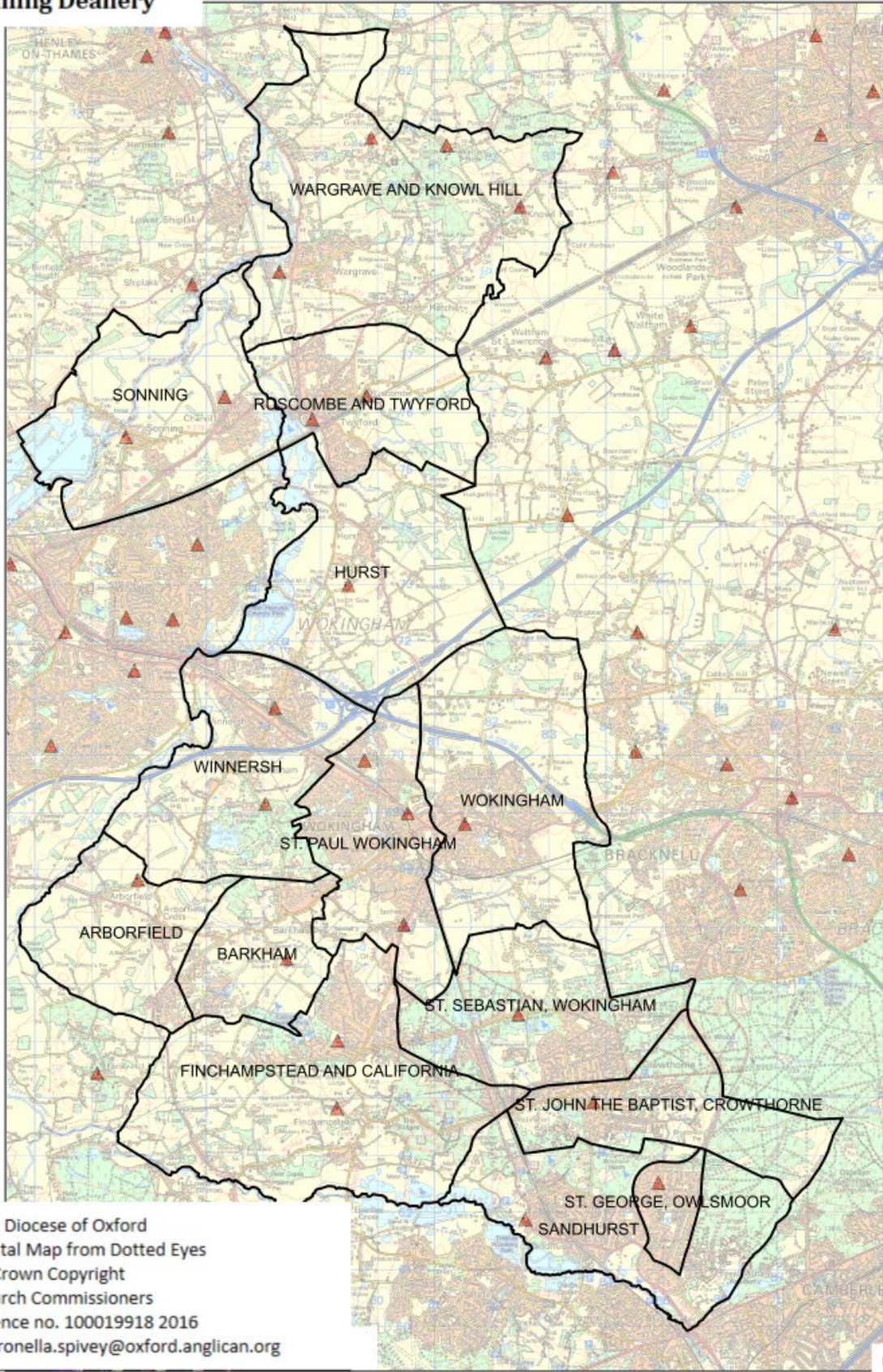
Bracknell Deanery: Parishes and Churches



M011



**Sonning Deanery**



M011



## Analysis of admissions 2023

Ranelagh is a very popular school and has been oversubscribed for a number of years.

Category	Number of places applied for by the National Closing date	Number of places initially allocated [following re-categorisation by Governors]	Number of students admitted at the start of the school year
EHCP			
LAC			
SC			
MPP			
A			
B6			
B5			
B4			
B3			
B2			
B1			
B			
<i>Sub total B6-B1</i>			
C			
D			
E			
Multiple categories			
No category			
TOTAL			
PAN			
<i>Number of places appealed</i>		<i>Number of successful appeals</i>	

## 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:
- 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.



**Ranelagh Church of England School**  
Ranelagh Drive, Bracknell, Berkshire RG12 9DA  
Telephone : 01344 421233  
Email : [enquiries@ranelagh.bonitas.org.uk](mailto:enquiries@ranelagh.bonitas.org.uk)  
Website : [www.ranelagh.bonitas.org.uk](http://www.ranelagh.bonitas.org.uk)

Headteacher : Mr T Griffithh  
Chair of Governors : Mrs I Hodgkinson

**SUPPLEMENTARY INFORMATION FORM**

**FOR ADMISSION INTO YEAR 7 IN SEPTEMBER 2024**

CHILD'S LEGAL SURNAME	
CHILD'S LEGAL FORENAME(S)	
APPLICANT'S SURNAME*	
APPLICANT'S FORENAME*	
ADDRESS	
POST CODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	

\* The applicant is a parent or carer and only that parent or carer needs to provide attendance information on the following pages

**PLEASE READ THE ADMISSIONS POLICY BEFORE COMPLETING THIS FORM**

If Ranelagh has been named on the Common Application Form, applicants should also complete and submit the Ranelagh School Supplementary Information Form otherwise the application will be placed in Category 7 of the oversubscription criteria. This Supplementary Information Form must be returned direct to Ranelagh School by 30<sup>th</sup> November 2023.

For all Christian faith-based applications you must ask your Parish Priest or Church Leader to complete the final section of this form verifying attendance. The application will not be considered by the Ranelagh Admissions Panel as Christian faith based unless verified.

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

**INFORMATION TO SUPPORT YOUR APPLICATION**

Please indicate under which Category you wish your application to be considered: (you may tick more than one box)	V
Category 1 [LAC] please attach copies of relevant evidential documentation to support your application	
Category 2 [significant need to attend Ranelagh] please attach copies of relevant evidential documentation to support your application	
Category 3 [child of school staff] please attach the confirmation letter from HR	
Category 4 I confirm that i.) I have attended public worship at a Church of England Church or other Christian Church which ascribes to the doctrine of the Holy Trinity in the twenty-four months prior to the date of this application, and ii.) my child will have a sibling attending Ranelagh school at the time at which this application is made:	
sibling's full name(s)	Form(s)
Category 5 I confirm that I have attended public worship at a Bracknell and Slough Deanery or other Christian Church in the twenty-four months prior to the date of this application	
Category 6 I confirm that I have attended public worship at any other Christian Church which ascribes to the doctrine of the Holy Trinity in the twenty-four months prior to the date of this application	
Category 7 [all other applications] including those who will have a sibling attending Ranelagh school at the time at which this application is made:	
sibling's full name(s) - if applicable	Form(s)

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.	
Signature	
Date	

**FAITH BASED APPLICATION**

Name of applicant			
Name of Church which applicant attends			
Name of your Parish Priest or Church Leader			
Please indicate if Church of England	YES NO		
If not Church of England, what is your denomination and your Church			
Church address			
Church email address			
Please ask your Parish Priest or Church Leader to complete the following information.			
<b>FOR COMPLETION BY PARISH PRIEST OR CHURCH LEADER</b>			
How often has the applicant attended public worship prior to the date of this application? Please complete only one of the statements below			
Attendance	Total Points	Parish Priest or Church Leader Signature	Date
Two or more times per month [for at least 20 of the preceding 24 months]	5 points		
Once a month [for at least 20 of the preceding 24 months]	4 points		
Two or more times per month [for at least 10 of the preceding 12 months]	3 points		
Once a month [for at least 10 of the preceding 12 months]	2 points		
Once every 2 months [for at least 10 of the preceding 12 months]	1 point		
It is the applicant's 'normal' pattern of worship which should be taken into consideration. If you believe that exceptional or unavoidable circumstances have prevented the applicant attending worship during the required period of attendance, please provide additional information			
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			
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 attendance will be taken into consideration if an additional copy of this page is completed by the relevant Parish Priest or Church Leader			

This form should be returned by the applicant to the Admissions Officer at  
Ranelagh School, Ranelagh Drive, Bracknell, RG12 9DA



Sandhurst School Admission Arrangements 2024.25

# Sandhurst School

## Introduction

The admission arrangements set out below are for the children born between 1<sup>st</sup> September 2012 and 31<sup>st</sup> August 2013.

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 2024 for Sandhurst School

The PAN for 2025 -24 is **210**

## Making an application for Year 7 September 2024 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 2024 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 2023. Offers and refusals of places will be sent by the home LA on 1 March 2024.

## Late applications for Year 7 September 2024 for a place at Sandhurst School



## Sandhurst School Admission Arrangements 2024.25

If an application is received after the deadline of 31 October 2023, 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 Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
- (B) Children who have either medical or social grounds for admission to 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) who live in the designated area of the school.

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

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

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

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

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



## Sandhurst School Admission Arrangements 2024.25

(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 2023 to be considered under this criterion.

Sibling does not include those in the 6<sup>th</sup> form of the school.

### **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.



## Sandhurst School Admission Arrangements 2024.25

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](mailto: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.



## Sandhurst School Admission Arrangements 2024.25

### **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 2023 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.



[OFFICIAL-SENSITIVE]



## 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.

<b>Child's Name:</b> Click or tap here to enter text.	<b>Date of birth:</b> Click or tap to enter date.
<b>Address:</b> Click or tap here to enter text.	<b>Postcode:</b> Click or tap here to enter text.

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.

Click or tap here to enter text.
----------------------------------

Please list the supporting evidence that is being submitted to support this application under this criterion.

[OFFICIAL-SENSITIVE]



Click or tap here to enter text.

### Declaration

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with 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 per 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 information I have provided in 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 in exceptional circumstances.

I certify that I am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to submit this supplementary form in support of a school application which must be submitted separately.

I have read and understood the social and medical criterion for Sandhurst School as published.

<b>Signature of parent/carer:</b> Click or tap here to enter text.
<b>Print Name:</b> Click or tap here to enter text.
<b>Date:</b> Click or tap to enter a date.

Once completed this form must be returned to School Admissions alongside all supplementary evidence via email: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

or by post to:

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

# **The Brakenhale School**

## **Admission Arrangements 2024/25**

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: 10 February 2023.

The Arrangements are due for review by: **summer term 2023**.

### **Contents**

#### **Admissions for entry to Reception, September 2024**

- 1**    1.1 EHCP  
      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 2024*

The Brakenhale School has a Published Admission Number of 210 for entry into Year 7 in September 2024. 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](http://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.

***The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 31 October via email to [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or posted to, Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.***

***The CAF must be submitted directly to the child's home Local Authority no later than 31 October.***

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 as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

### **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** 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 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. Where a linked address is not available the overseas address will be used to determine the home to school distance.

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 as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

### *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 100 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 grades 4+, including maths or English language, for extended diplomas.
- 5 GCSE grades 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 2024 must be received by **19 April 2024** at the latest if these are to be heard by the Independent Appeal Panel by **24 June 2024**. Appeals received after **19 April 2024**, where possible, will be heard by **24 June 2024**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents wishing to appeal must send a written request for an Appeals Pack to:

- [admissionappeals@greenshawlearningtrust.co.uk](mailto:admissionappeals@greenshawlearningtrust.co.uk) or;
- Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.



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 along with supporting written evidence from a professional by the given closing date to: [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or by post to: Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

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

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

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

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

Child's Name:	Date of birth:
Address:	

Please set out the particular reasons why Brakenhale School is the only suitable school and the difficulties that would be caused if the child had to attend another school.

Please list any supporting evidence that is being submitted to support this application under this criterion (include total number of attachments):

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.

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.

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.

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.

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.

have read and understood the social and medical criterion for Brakenhale School as published.

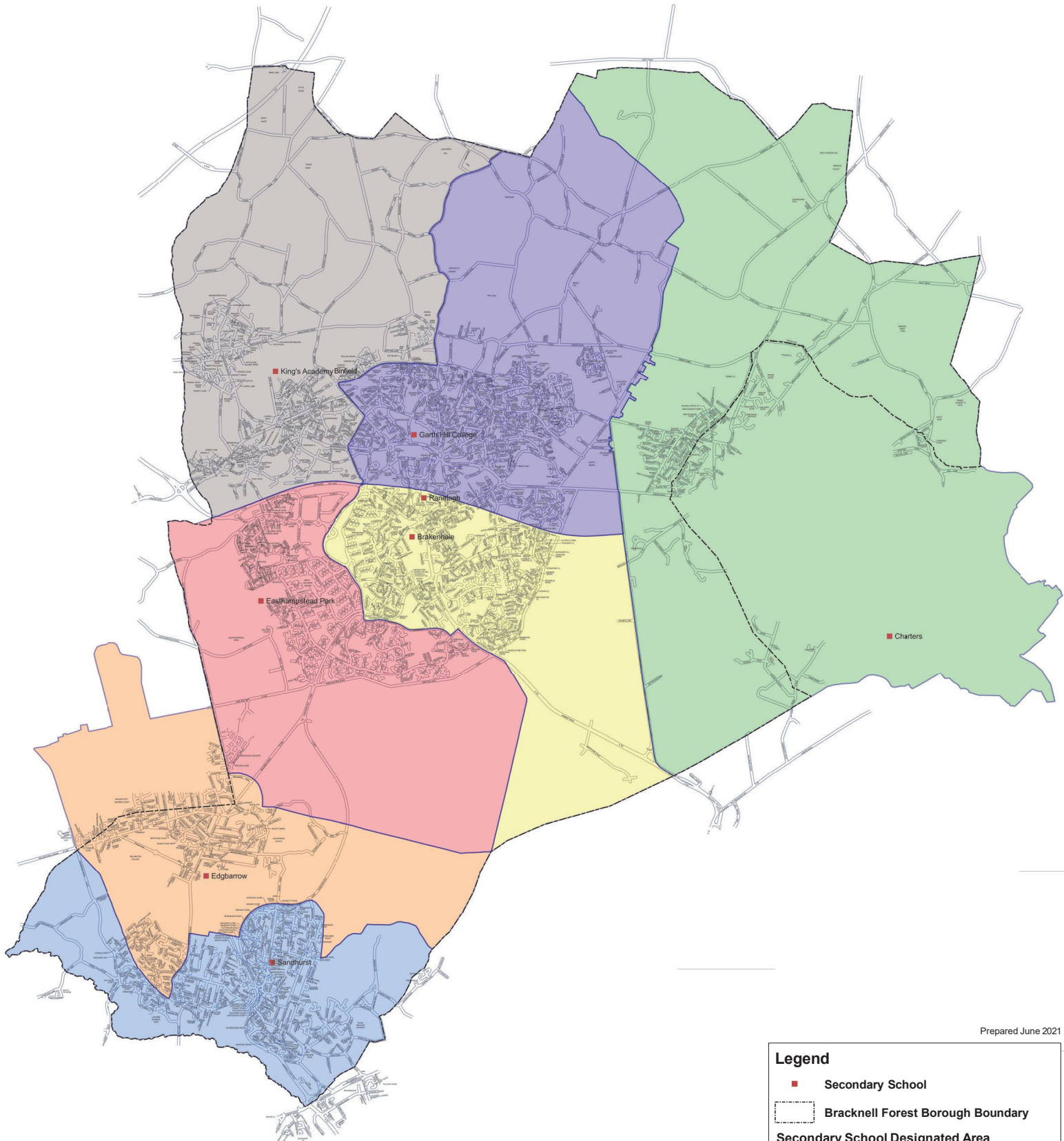
Signature of Parent/Carer: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Once completed scan and return this form with any relevant documentation to: [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or by post to: Head of Admissions, Greenshaw Learning Trust, Giremell Road, Sutton, SM1 3DY.

# 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



# Allocation History

The following tables show many preferences were expressed for Bracknell Forest schools last year (2023/24) and which criteria places were allocated to for these schools within Bracknell Forest. (If this has not been provided, then it is likely that the school is their own admissions authority or, the school is not a Bracknell Forest school. You should contact the relevant admission authority directly for this information.)

## *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 predict or guarantee what will happen this academic year - 2024/25.

# Allocation breakdown for admission to secondary school, September 2023 **Bracknell Forest Community Schools**

The following information is based on the initial allocation on 1 March 2023 of applications received by the deadline of 31 October 2022. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been allocated using an equal preference scheme. This is where the criteria are applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference.

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, [Guide to Secondary Education 2023 to 2024 \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/guide-to-secondary-education-2023-to-2024)

The admission arrangements for the school can also be found within The Guide.

*National Offer Day: 01 March 2023*

**GARTH HILL COLLEGE**

Preferences Received	478
Number of Places Available	270
<b>Criteria</b>	
Education Health Care Plan (EHCP)	9
(A) Looked After Children	0
(B) Social and Medical Grounds	0
(C) Staff	1
(D) Designated Area and Sibling	44
(E) Designated Area	97
(F) Sibling	11
(G) All other children	42
Alternative Allocation ( <i>no preferences met</i> )	<b>48</b>
<b>Total Number of Places Allocated</b>	<b>252</b>

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.

# Allocation History for Academy Schools within Bracknell Forest 2023/24



# Allocation breakdown for admission to secondary school, September 2023 **Edgbarrow School**

The following information is based on the initial allocation on 1 March 2023 of applications received by the deadline of 31 October 2022. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been allocated using an equal preference scheme. This is where the criteria are applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference.

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, [Guide to Secondary Education 2023 to 2024 \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/guide-to-secondary-education-2023-to-2024)

The admission arrangements for the school can also be found within The Guide.

*National Offer Day: 01 March 2023*

**EDGBARROW SCHOOL**

Preferences Received	530
Number of Places Available	210
<b>Criteria</b>	
Education Health Care Plan (EHCP)	8
(A) Looked After Children	5
(B) Social and Medical Grounds	1
(C) Staff	10
(D) Designated Area and Sibling	85
(E) Designated Area	102
(F) Sibling	0
(G) All other children	0
<b>Total Number of Places Allocated</b>	<b>211*</b>

The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (E) Children who live in the designated area of the school to a distance of 1.093 miles from the school according to the radial distance policy. There were insufficient places for the remaining applicants ranked below this. These applicants have been placed on a waiting list.

\*Multiple birth allocation





# Allocation breakdown for admission to secondary school, September 2023 **King's Academy Binfield**

The following information is based on the initial allocation on 1 March 2023 of applications received by the deadline of 31 October 2022. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been allocated using an equal preference scheme. This is where the criteria are applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference.

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, [Guide to Secondary Education 2023 to 2024 \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/guide-to-secondary-education-2023-to-2024)

The admission arrangements for the school can also be found within The Guide.

*National Offer Day: 01 March 2023*

**KINGS ACADEMY BINFIELD**

Preferences Received	533
Number of Places Available	210
<b>Criteria</b>	
Education Health Care Plan (EHCP)	4
(1) Looked After Children	1
(2) Social and Medical Grounds	0
(3) Sibling	82
(4) Staff	1
(5) Designated Area	101
(6) All other children	21
<b>Total Number of Places Allocated</b>	<b>210</b>

The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (6), All other children to a distance of 1.117 miles from the school according to the radial distance policy. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.





King's Group  
Academies



King's Academy  
Easthampstead Park

# Allocation breakdown for admission to secondary school, September 2023 Kings Academy Easthampstead Park

The following information is based on the initial allocation on 1 March 2023 of applications received by the deadline of 31 October 2022. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been allocated using an equal preference scheme. This is where the criteria are applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference.

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, [Guide to Secondary Education 2023 to 2024 \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/guide-to-secondary-education-2023-to-2024)

The admission arrangements for the school can also be found within The Guide.

National Offer Day: 01 March 2023

**Kings Academy Easthampstead Park**

Preferences Received	303
Number of Places Available	210
<b>Criteria</b>	
Education Health Care Plan (EHCP)	4
(A) Looked After Children	0
(B) Social and Medical Grounds	0
(C) Staff	2
(D) Designated Area and Sibling	39
(E) Designated Area	117
(F) Sibling	1
(G) All other children	23
Alternative Allocation ( <i>no preferences met</i> )	<b>24</b>
<b>Total Number of Places Allocated</b>	<b>210</b>

All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 24 places allocated to applicants as an alternative school where none of their preferences could be met.

# Allocation breakdown for admission to secondary school, September 2023

## Sandhurst School



The following information is based on the initial allocation on 1 March 2023 of applications received by the deadline of 31 October 2022. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been allocated using an equal preference scheme. This is where the criteria are applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference.

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, [Guide to Secondary Education 2023 to 2024 \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/guide-to-secondary-education-2023-to-2024)

The admission arrangements for the school can also be found within The Guide.

*National Offer Day: 01 March 2023*

**SANDHURST SCHOOL**

Preferences Received	405
Number of Places Available	210
<b>Criteria</b>	
Education Health Care Plan (EHCP)	6
(A) Looked After Children	1
(B) Social and Medical Grounds	0
(C) Staff	1
(D) Designated Area and Sibling	54
(E) Designated Area	131
(F) Sibling	16
(G) All other children	1
<b>Total Number of Places Allocated</b>	<b>210</b>

The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G), All other children to a distance of 1.734 miles from the school according to the radial distance policy. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.

# Other Admissions Relating to Secondary Education

**The following processes relate to admission within the secondary phase of education but do not apply to applications for the Year 6 – 7 secondary school transfer from September 2024.**

## ADMISSION TO MIDDLE OR UPPER SCHOOLS 2024.25

There are no middle or upper schools within Bracknell Forest. If you are a Bracknell Forest resident and your child currently attends a lower or middle school outside of Bracknell Forest and you wish to apply for a middle or upper school place for September 2024, then you should refer to the information below.

### *When do I apply?*

You will need to contact the relevant admission authority for the school in which you are applying for to find out when their admission process for middle or upper school transfers begins. However, you must still apply to your home local authority.

The closing date for this process is national and will close on the National Closing Date as detailed within the key dates on page 7.

### *How do I apply?*

You must read all of the information provided by the relevant admission authority before making your application.

You can apply for a middle or upper school place by requesting a paper application form from the Bracknell Forest School Admissions Team.

You can contact us to request this form using the details on page 6.

### *What happens after I apply?*

Before submitting your application, you should've read all the information published by the relevant admissions authority for the school in which you are applying for. By submitting your application, you will confirm you have read and understood all the information provided by the admissions authority including the Admissions Arrangements for the school.

When submitting your application, you must submit all the relevant documentation required to the School Admissions Team. You should refer to the admission arrangements for your preferred school for further information. School Admissions will not confirm what documents you need to submit as this varies with each application, preference, and the criteria you are applying under.

Applicants who applied on time will receive their outcome by email on National Offer Day, 01 March 2024. It is important that you use a valid, accessible email address. Please avoid using work email addresses.

Once you receive your offer you will need to finalise your application by accepting or refusing the school place offered. This must be done by 15 March 2024.

Failure to do so may result in the school place being withdrawn.

Further details will be provided with your outcome.

### *What if I am not offered my preferred school?*

If you are unable to be offered any of your preferences the information available will explain why, and your child will not be offered an alternative school place within Bracknell Forest. This is because the borough does not have any middle/ upper Schools (schools that take a Year 5 or Year 9 intake) details will be provided in your outcome letter on how to apply for an in-year school place within Bracknell Forest.

You will also be required to contact the relevant admissions authority for the schools you are applying for to see if your child's name is on or can be added to the schools waiting list.

All of the Key Dates, Key Terms and definitions (such as home address) within this booklet also apply to middle or upper School Admissions. If you have any queries regarding your application or the process, please do not hesitate to contact School Admissions. Our contact details are noted on page 6.

## 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.

## IN-YEAR ADMISSIONS

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 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.

### UNIVERSITY TECHNICAL COLLEGES (UTCS)

If you wish to apply to send your child to a University Technical College, you must apply to the college directly.

Admissions for Year 10 at UTC Reading are open from late August. Contact them directly for any more information.

