



Bracknell Forest Council

**Co-ordinated Admission
Scheme**

**For admission to primary and
secondary school**

**For entry to schools
in
2026-2027**

Introduction

Legislation requires Local Authorities (LA) to draw up a statutory scheme for co-ordinating admission for all publicly funded schools in its area (excluding special schools).

The scheme ensures that every parent of a child living in the Bracknell Forest Council's area who has applied for a place in the normal admissions round, receives a single offer of a school place on the same day (national offer day).

Any scheme should aim to ensure that parents are treated fairly and consistently regardless of the status of the school for which they make an application.

Bracknell Forest operates an equal preference system where parents can list up to three preferred schools within and/or outside of Bracknell Forest. These preferences are initially processed as three separate preferences to obtain offers at the relevant schools. If multiple offers are achieved, Bracknell Forest Council will only offer a place at the highest possible ranked school in line with the parents application.

The scheme will not affect the duty of the governors / academy trusts of voluntary aided schools or academies to set and apply their own admissions arrangements.

Information for parents

Parents wishing to apply for a school place from September 2026 will be able to access information on the process and admissions arrangements from the website www.bracknell-forest.gov.uk/schools-and-learning/schools/school-admissions

Bracknell Forest Council will also publish on its website composite prospectus' with detailed information for parents applying. These will be entitled The Guide to Secondary Education 2026/27 and The Guide to Primary Education 2026/27.

The guides will be available on the Bracknell Forest Council's website from 12th September prior to the admissions year and hard copies will be available for those who do not have access to the internet.

Making an application

Bracknell Forest residents can apply for a place for any school either online or using a paper Common Application Form. It must also be used if residents wish to apply for a school outside the borough. All applications will be recorded by the home local authority and then sent to the maintaining local authority for each of the preference schools, in accordance with the co-ordinated scheme's timetable.

If non Bracknell Forest residents wish to apply for a Bracknell Forest school they should use their home local authority form to apply. The request for places will then be transferred electronically by that local authority to Bracknell Forest Council to be processed.

Parents will be able to name up to three schools and will be asked to rank their preferences in their preferred order. They will be invited to give reasons for each preference, relating to the admissions criteria for the schools they are applying for.

All applications will be checked for residency via the Revenue Services department, and where there are discrepancies, it will become the applicant's responsibility to satisfy the local authority of that residency.

Applications will be accepted from those living abroad that plan to move to live in Bracknell Forest, including families of UK service personnel with a confirmed posting to the borough.

Online Applications - Parents are encouraged to apply using the online application site via the council's website. Information on how to do this will be available in the composite prospectus and on the Bracknell Forest Council's website. The site will be open for applications from 12 September 2025 to 31 October 2025 for secondary applications, and from 5 November 2025 to 15 January 2026 for primary applications.

Paper Common Application Form - Parents will also be able to apply using the paper form available on the Bracknell Forest website from 12 September 2025 for secondary applications, and 5 November 2025 for primary applications. Those that require a physical copy can request one from The School Admissions Team.

Supplementary Forms - Own admission authority schools such as voluntary aided schools or academies can prepare a Supplementary Information Form (SIF) to be completed, alongside the local authorities application form, if they require further information to rank applications for their school against their admissions criteria. Governing bodies of voluntary aided schools and academies and the local authority will make the SIFs available to parents both in hard copy, where requested, and as a document on their website. The forms will be available from and can be returned to either the individual schools or the Local Authority.

Applications made after the closing date (Late applications)

Late Application - Where it can reasonably be assumed that an application could have been made by the closing date (on time), applications will be processed by the School Admissions Team in the second round beginning in line with the schemes relevant timetable below.

Late due to moving into Bracknell Forest - Where it can reasonably be assumed that an application could *not* have been made by the closing date for applications because they have since moved into Bracknell Forest and the application form is submitted by 18 November 2025 for secondary applications and 3 February 2026 for primary applications, the application will be considered on time and the relevant criteria will be applied to the application. Any move that takes place or application that is received after these dates, will be processed in the second round beginning in line with the schemes relevant timetable below.

Late due to moving within Bracknell Forest - If parents move house within Bracknell Forest after the closing date for applications and by 18 November 2025 for secondary applications and 3 February 2026 for primary applications, they must contact the Local Authority to discuss any changes they wish to make to their preferences. They will be accommodated and the relevant criteria applied if at all possible. If parents move house after these dates the request will be processed in the second round beginning in line with the schemes relevant timetable below.

Changes of preferences

Parents who wish to amend their paper application before the closing date for applications will be able to do so as long as they put their request in writing to the School Admissions Team by the closing date. Online applications can be amended up until the closing date by logging into the application online.

Changes of preference after the closing date for applications will only be accepted after national offer day in writing to the School Admissions Team and will be processed in the second round.

Processing of applications

All applications will be checked for residency via the Revenue Services department. The address where the child lives at the closing date for applications will be used to process on time applications. Where split residency applies, information regarding the child's living arrangements must be submitted at the time of application.

Those applying under the looked after criterion for any school will be verified by the local authority.

All applications received on time by the local authority for community and voluntary controlled schools will be verified by The School Admissions Team against the relevant criteria.

All requests for places outside of the Local Authority will be sent electronically to those authorities.

Bracknell Forest will receive and process requests for places from other local authorities.

Requests for places in Bracknell Forests voluntary aided and academy schools, will be sent to the relevant admission authority electronically. The governing bodies of voluntary aided schools and academies will need to meet within the timescales defined in the scheme to verify and rank the applications against their school's admission criteria. The ranked list must then be returned to the local authority by the given deadline.

The LA will require own admission authorities to produce a brief statement which will explain to applicants (and future appellants) how places have been ranked. The local authority will make this statement available on their website and hard copies will be available on request.

Offers

Once all ranked lists have been received back from own admission authority schools, The School Admissions Team will coordinate offers with other local authorities to achieve a single offer of a school place for each child.

Offer lists will be made available to each school on 2 March 2026 for secondary applications and 16 April 2026 for primary applications.

Schools will not write to any parents until after the deadline for parents to accept their offers, and the local authority has advised they can do so.

Offers will be sent to parents by their home local authority on 2 March 2026 for secondary applications and 16 April 2026 for primary applications. The home local authority will provide all Bracknell Forest parents with the result of their application including:

- those made for Bracknell Forest community or voluntary controlled schools,
- those made for aided or academy schools in its area,
- those made for schools outside of its area.

If a place cannot be offered at any of the preferred schools, then an offer will be made to the parent for a place for their child at the next nearest school to the home address of the family.

Parents will be required to accept their offer of a place by 16 March 2026 for secondary applications and 30 April 2026 for primary applications. Failure to do this, or to respond to a further request to respond, could result in the offer of a school place being withdrawn.

If parents have been refused a place at any higher preference school, the local authority will inform them of the reasons for refusal and give details of how to appeal, ensuring they are given at least 20 school days from the date of notification that their application was unsuccessful to lodge their appeal. Admissions authorities must hear all appeals submitted by this date within 40 school days.

Waiting lists

The LA will maintain waiting lists for all community and voluntary controlled Bracknell Forest over subscribed 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 Bracknell Forest school.

Waiting lists must be maintained in criteria order and therefore 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.

The LA will maintain the waiting lists for all Bracknell Forest community and voluntary controlled 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 using the In-year application process. No reminders will be sent.

Parents will be advised that if they want to go on the waiting list for a school named that was a non Bracknell Forest preference, they should contact the school or the maintaining local authority of the school to establish their policy on waiting lists.

Details of how waiting lists for each own admission authority school will be managed will be set out in the admission arrangements that apply to each school.

**TIMETABLE FOR THE SECONDARY CO-ORDINATED ADMISSIONS SCHEME
2026/27**

Date	Action
By 12 th September 2025	Composite prospectus for Bracknell Forest secondary transfers to be published on the council's website
12 Sept 2025	Online application site open
31 October 2025	Closing date for applications
18 November 2025	Latest date for accepting on time applications for those moving into the area
Jan / Feb 2026 (will be given at least two weeks)	Own admission authority schools to rank applications and advise the local authority of their ranked list
By 15 February 2026	SEN Team to inform parents of statemented pupils of their allocated school
2 March 2026	Offer emails sent to those that applied online Offer letters sent to those applying by paper form
16 March 2026	Deadline for parents to accept offers.
From 23 March 2026	Second round begins Begin processing of late applications, changes of preferences and waiting list offers
31 March 2026	Appeals should be submitted by this date to be heard together.
Summer Term 2026	Local authority to advise schools of final allocation details Appeals to be heard

**TIMETABLE FOR THE PRIMARY CO-ORDINATED ADMISSIONS SCHEME
2026/27**

Date	Action
By 12 th September 2025	Composite prospectus for Bracknell Forest primary transfers to be published on the council's website
5 November 2025	Online application site open
15 January 2026	Closing date for applications
By 3 February 2026	Latest date for accepting on time applications for those moving into the area
By 15 February 2026	SEN Team to inform parents of statemented pupils of their allocated school
28 February 2026	Closing date for receipt of on time Supplementary Information Forms by own admission authority schools where applicable
Feb / March 2026 (will be given at least 2 weeks)	Own admission authority schools to rank applications and advise the local authority of their ranked list
28 February 2026	Appeal timetable to be published on council's website. Own admission authorities to publish their own
16 April 2026	Offer emails sent to those that applied online Offer letters sent to those applying by paper form
By 30 April 2026	Deadline for parents to accept offers.
From 7 May 2026	Second round begins Begin processing of late applications, changes of preferences and waiting list offers
By 19 May 2026	Appeals should be submitted by this date to be heard together.
Summer Term 2026	Local authority to advise schools of final allocation details Schools to send out registration forms. Appeals to be heard