

# School Admissions

## ***The Guide to In-Year Admissions 2024/25***



## In-Year Admissions

In-Year admissions refers to admissions into an already established year group i.e years 1 - 6 and 8 – 11. This would also include Reception and Year 7 for people who are moving into the Bracknell Forest area or want to change schools once the academic year has started.

Local authorities are not required to co-ordinate in-year applications for schools for which they are not the admission authority however, Bracknell Forest will continue to co-ordinate all in-year applications for own admission authority schools that agree to be part of the local authority in-year co-ordinated scheme.

This booklet explains how you can apply for primary or secondary schools that are part of the Bracknell Forest in-year co-ordinated scheme.

If you wish to apply for a Bracknell Forest school that is not part of the co-ordinated scheme you must contact the admission authority for the school to obtain information about applying.

Details about which schools are part of the co-ordinated scheme and contact details for those that are not part of the scheme can be found from page 20 onwards.

If the school you would like to apply for is not a Bracknell Forest school, you must contact the maintaining local authority for the school to obtain details about applying.

The School Admissions team is available all school holidays however, we are not available during weekends and bank holidays.

There are a number of ways to contact us should you require further information or have any queries regarding our admissions processes.

By phone: 01344 354023

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

Please note that we can only speak to the parent or carer of the child as named on the application. A number of security questions will also be asked when you call, this is to ensure that your child's data is protected.

By post:

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

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

We aim to respond to all email and written enquiries within 5 school days. This may take longer during busy periods.

If your enquiry will take us longer than our normal course of business, it will be sent through Freedom of Information.

The Freedom of Information allows 20 days from receipt to respond to the enquiry. You will be informed if your enquiry is being dealt with in this way.

If you believe you have a Freedom of Information request, please follow the link below:

[Freedom of information | Bracknell Forest Council](#)

Summaries or extracts of this document can be made available in large print, in Braille or on audio cassette. Copies in other languages may also be obtained.

Please note that the information contained in this booklet was current in July 2024. Admission arrangements could be subject to amendment or modification before the start of, or during the school year 2024/25.

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## **Useful Contacts**

### **Bracknell Forest Contacts**

#### **Education Welfare Service**

Phone: 01344 464721

Email: [Education.Welfare-Services@bracknell-forest.gov.uk](mailto:Education.Welfare-Services@bracknell-forest.gov.uk)

#### **Early Years Team**

Phone: 01344 351555

Email: [Early.Years@bracknell-forest.gov.uk](mailto:Early.Years@bracknell-forest.gov.uk)

#### **Democratic Services** (for information on school appeals)

Phone: 01344 352000

Email: [appeals@bracknell-forest.gov.uk](mailto:appeals@bracknell-forest.gov.uk)

#### **Special Educational Needs Team**

Phone: 01344 354039

Email: [Sen.Education@bracknell-forest.gov.uk](mailto:Sen.Education@bracknell-forest.gov.uk)

#### **Education Transport**

Phone: 01344 352002

Email: [Education.Transport@bracknell-forest.gov.uk](mailto:Education.Transport@bracknell-forest.gov.uk)

#### **Ofsted**

Phone: 0300 1231231

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)

Website: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

## **Neighbouring Local Authorities Contacts**

### **Royal Borough of Windsor & Maidenhead**

School Admissions, Town Hall, St Ives Road, Maidenhead, SL6 1RF

01628 683870

[www.rbwm.gov.uk](http://www.rbwm.gov.uk)

### **Wokingham Borough Council**

School Admissions Team, Wokingham Borough Council, Shute End, Wokingham, RG40 1BN

0118 974 6000

[www.wokingham.gov.uk](http://www.wokingham.gov.uk)

### **Reading Borough Council**

Admissions Team, Reading Borough Council, Civic Centre, Reading, RG1 2LU

01189373777

[www.reading.gov.uk](http://www.reading.gov.uk)

### **Slough Borough Council**

Admissions Team, Observatory House, 25 Windsor Road, Slough, SL1 2EL

01753 475111

[www.slough.gov.uk](http://www.slough.gov.uk)

### **Hampshire County Council**

County Admissions Team, Children's Services Department, Elizabeth II Court North, Winchester, SO23 8UG

0300 5551377

[www.hants.gov.uk](http://www.hants.gov.uk)

### **Surrey County Council**

Admissions & Transport Team, Quadrant Court, 35 Guilford Road, Woking, Surrey GU22 7QQ

0300 2001004

[www.surreycc.gov.uk](http://www.surreycc.gov.uk)

## **Key terms used in this booklet**

### **Academies**

Academies receive funding directly from the government and are run by an academy trust. Academies have more control over how they do things, for example they do not have to follow the national curriculum and can set their own term times. However, they have to follow the same rules on admissions, special educational needs and exclusions as other state schools and students sit the same exams. Academies are inspected by Ofsted.

The trust is the admission authority for these schools which means they sets the criteria that determines how school places are allocated.

### **Admissions Authority**

The body responsible for setting and applying a school's admissions arrangements. In the case of community and voluntary controlled schools the body is the local authority; in the case of voluntary aided schools the body is it is the governing body; in the case of the academies it is the Trust.

### **Admissions Number**

This is the maximum number of pupils that a school can admit into each year group without causing prejudice to the provision of efficient education and use of resources.

### **Admissions / Oversubscription Criteria**

This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.

### **Council**

Tier/s of local government providing statutory local services.

### **CE**

Church of England

### **Community School**

Community schools are maintained and run by the local authority, which owns the land and buildings and employs school staff. The LA is the admission authority for these schools which means they sets the criteria that determines how school places are allocated.

### **Curriculum**

A programme of education and other educational activities.

### **Denominational**

Relating to a particular religious/faith sect or group.

### **Designated/ Catchment area**

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

## **DfE**

Department for Education. This is a government department.

## **Home address**

For the purpose of admissions, this is a child's usual permanent address, where he or she lives with his or her parent/s or carer/s. Please see page 10 for full information regarding home address.

## **LA**

Local Authority. Bracknell Forest Council is the LA for the purpose of this booklet.

## **LAC**

This refers to Looked After Children or Previously Looked After Children. All admissions authorities must use LAC as an admission criterion. Please refer to the relevant admission policy for each school for definitions.

## **NOR**

Number on roll. The total number of pupils on the school register.

## **Ofsted**

Office for Standards in Education.

## **Oversubscribed school**

A school where the number of applications for places is more than the number of places that the school has available in a specific year group.

## **Parent**

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

All natural parents, whether they are married or not or

Any person who, although not a natural parent, has parental responsibility for a child or young person or

Any person who, although not a natural parent, has care of a child or young person (a person typically has care of a child or a young person if the child lives with them either full or part time and they look after them, irrespective of what their biological or legal relationship is with the child).

## **Preferred order**

This is the ranked order of the schools that you would prefer your child to attend.

## **Radial Distance**

Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

## **RC**

Roman Catholic.



## **Sibling**

Children are considered siblings if they have brothers or sisters, half brothers or sisters, adopted brothers or sisters, step brothers or sisters, or the child of the parent/carer's partner where the child for whom the school is sought is living in the same family unit and at the same address.

## **SEN**

Special Educational Needs.

## **Education Health and Care Plan (EHCP)**

An education, health and care plan (EHCP) is for children and young people aged up to 25 who need more support than is available through special educational needs support. EHCPs identify educational, health and social needs and set out the additional support to meet those needs. EHCPs are being issued by the LA.

## **Statutory**

Required by law.

## **Tie-breaker**

Used when no distinction can be made between applicants when the admissions criteria are applied.

## **VA – Voluntary Aided**

Voluntary-aided schools are schools maintained by the LA however, the school buildings and land are usually owned by a charity, often a church. The governing body employs the staff and they are the admission authority for these schools which means they sets the criteria that determines how school places are allocated.

## **VC - Voluntary Controlled**

Voluntary controlled schools are schools maintained by the LA which also employs the staff, but the school land and buildings are owned by a charity, often a church, which also appoints some members of the governing body. The LA is the admission authority for these schools which means they sets the criteria that determines how school places are allocated.

## **Things to consider before making an application**

Schools are different and so are children.

You probably already have an idea of some of the things that are important to you and your child when it comes to choosing a school. You may have talked to other parents or to children who are already at particular schools. Their ideas may be helpful, but do not rely only on these alone. Any decision as important as selecting your child's school should always be based on your own judgement.

Do not base your decision on other people's opinions - they are deciding for their child, you will want to make the decision for your child.

- Ensure you have researched and understood the admissions criteria for the schools you are interested in
- Obtain any Supplementary Information Forms you may need for schools for which you wish to apply
- Make appointments to visit the schools you are interested in; their contact information is available on their websites
- Discuss with the headteacher what the school has to offer and how it can meet your child needs
- Obtain copies of school prospectus'

- Read the school Ofsted report; these are available on the internet or from the school
- Check your designated/ catchment area school by using the interactive map on our website
- Visit your designated area school
- Check the admission numbers of schools; contact us for up to date availability information
- If your application is successful for a school outside of your designated area, it is important to be aware of the consequences this may have for any younger siblings as for most schools, children living in the designated area will be admitted ahead of them.

## School Brochures

Every school produces a school prospectus. This prospectus will contain basic information about the school and the way in which it seeks to provide for its pupils. Prospectuses are available on request from individual schools without charge. They may also be available on the school's website.

Schools produce their own prospectus. The Local Authority is not responsible for the content of these although always aims to check them. Parents should always refer back to this guide or contact School Admissions regarding anything to do with the admissions process.

## 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 in national and local newspapers. Copies are not available from the People Directorate or from individual schools but can be obtained from the Department for Education (DfE). They are also available online at [www.education.gov.uk](http://www.education.gov.uk)

## Visits to Schools

You may have already formed some impression of the schools you are planning to visit from the school brochures and perhaps from other information that you have obtained. The visit gives you the opportunity to see schools for yourself and to check what you have read. Before you go, think of some questions that you can ask during your visit. Try to take the opportunity to speak with pupils who show you around and staff at the school as well as the Headteacher.

## School Inspection Reports

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

## Designated / Catchment Areas

Wherever you live in Bracknell Forest there is a 'designated' primary and secondary school for your home address, sometimes referred to as a catchment school. Most Bracknell Forest schools have a 'designated area'. The 'designated' school will not necessarily be your nearest school so please check. Details about the designated area of any Bracknell Forest school or a map showing a schools designated area can be viewed on the school's website or online at:

[Designated area maps | Bracknell Forest Council](#)

Alternatively, use our [interactive map](#).

If you need help with this, please contact our Customer Services team on 01344 352000.

**Non Bracknell Forest residents** – There are a very small amount of non Bracknell Forest properties which fall in the designated area for Bracknell Forest schools. To find out which is the designated school for

your address you will need to contact your home local authority (who you pay your council tax to) who will be able to advise you.

The admissions arrangements for most schools in Bracknell Forest give preference to children living within a designated area. The designated area of any school is a clearly defined geographical area surrounding the school. The link between the school and the community is very important to us in Bracknell Forest and our admissions arrangements reflect this.

You are strongly advised to check with the LA which school's designated area your house is in rather than relying on estate agents, developers, hearsay or where neighbours' children attend school. You are also advised to be particularly cautious about information on schools given when considering purchasing a property on a new development site. Please note that designated area boundaries do not always match Parish boundaries or Borough boundaries.

Although we cannot guarantee a place at any school within Bracknell Forest, even your designated area school, it is important to consider naming your designated area school as one of your three preferred schools.

Please note, St Michael's CE Easthampstead, St Margaret Clitherow RC, St Joseph's RC and Ranelagh CE do not have a designated area.

## **Home Address**

This is the address where the child lives at the time of application.

All addresses for Bracknell Forest residents will be checked via the Revenue Services department. Non Bracknell Forest residents will be required to provide a copy of their current council tax notice. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn, and the application considered afresh.

If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, then it is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property in which they reside in, to allow that address to be used to determine any relevant criteria.

If an applicant already owns and resides in a property within the borough which is in the process of being sold, Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support of the move eg. a solicitor's letter showing completion. It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

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

The LA can ask at any time for further proof as they feel necessary and may visit you.

It is the parent/carer responsibility to update School Admissions with any change of address.

For details about what documents we accept as proof of address, please see page 13.

## **Child arrangements Order - Previously shared residence orders**

It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously known as) shared residence orders under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding shared residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The School Admissions Team may

take legal advice on these matters as they relate to a specific case. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters.

## **Looked After Child Grounds**

In order for this criterion to be given you must provide us with documentation that shows your child fulfils the following:

*This refers to a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. As well as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after.*

*Or*

*This refers to 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*

Written proof is required. This can be a letter/ email from your social worker or the Local Authority your child was or is looked after by. The proof submitted must confirm that your child fulfils the above criterion; court orders, adoption orders or child arrangement orders do not always confirm this.

## **Denominational Grounds (faith grounds)**

If an application is received, a faith-based school (with a religious character) is required to offer every child of any faith or no faith, a place at the school if there is a place available. However, faith-based schools are popular and often oversubscribed. Such schools are permitted to use faith-based oversubscription criteria and allocate places by reference to faith where the school is oversubscribed.

If you are applying for a school *on denominational grounds* you might have to complete a supplementary information form for this criterion to be considered.

Please note that anyone can apply for a place at one of these schools, however if you can not get the relevant form completed, where required, the denominational criterion can not be applied to your application and this will be processed under any remaining criteria it might fulfil.

Please check the admissions arrangements for each school for further details.

## **Social and Medical Grounds**

Many schools have this as part of their criteria and a Supplementary Information Form (SIF) would have to be submitted if you wish to be considered under this criterion.

Please check the admissions arrangements for each school for further details and their SIFs.

## **Sustainable transport to school**

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

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

- Children who walk or cycle to school can be fitter, have better developed social skills, be more familiar with their surroundings, have better road safety awareness and arrive at school more relaxed and ready to learn.
- Walking, cycling or using public transport offers children greater independence and flexibility – with pupils staying late at school for extracurricular activities and sport, this flexibility (especially for older children) can be important. It is also important for primary aged children soon transitioning to secondary school.
- Driving your child to school costs money. Over the year, this can add up to a significant amount.

- 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?
- 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](#) or/ and [Active ways to school | Bracknell Forest Council](#)

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

## **Availability of places**

We are committed to meeting your preference for a school place for your child, wherever possible. There may, however, be circumstances where this is not possible. As you are making an In-Year application, your child will be joining an already formed year group. This means that there is a possibility the year group will be full. If you are making applications for more than one child, you may find that some schools may be unable to take all your children. We are unable to hold a place for one child until a place becomes available for the other.

The number of places available at a particular school is indicated by its admission number. We are unable to allocate over a school's admissions 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. Since 2001, legal limits have been imposed on the size of infant classes i.e. Reception, Year 1 and Year 2. For these children, the maximum class size is 30.

Please contact us for up to date information on which Bracknell Forest schools have available places. You can also contact other local authorities should you wish to enquire about available places at any of their schools. Contact details can be found on page 5.

You should be aware that the availability of places changes frequently according to applications received therefore a school may have availability one day but be full the next.

## **Important if your child is Year 10 or Year 11**

If you are looking to move your child in Year 10 or Year 11, please consider carefully if this is in the best interest of your child and if it is avoidable in these crucial years. It is not recommended to move school once your child has started a two-year GCSE course, but if this is unavoidable then the following should be carefully considered before making an application.

Even if the future school has availability, it is not likely it will be able to offer all of the same options that your child has already chosen at their current school, nor will the school be following all the same exam boards across all subjects. Schools also cover different topics at different times within a GCSE course.

If after considering these factors, you still feel it is in your child's best interest to move schools at this time in their education, then you may wish to consider a school that can match most of their options. As you might expect, the risk of a school move disrupting the continuity of GCSE study increases as key stage 4 progresses. Moving schools in year 11 is particularly difficult because there is little or no time to mitigate against the impact of disruption, such as adjusting to new syllabi or catching up on course content. Ultimately, this may impact on your child's outcomes at GCSE – the standard exam taken at the end of year 11 in the UK – that are crucial to successful progression to the next stage.

You may find that visiting schools prior to making your application would be a great benefit in helping you to choose a school that best meets their current education path, as it will give you and your child an opportunity to understand what is on offer before making a final decision.

In addition to this, some schools start their GCSE option in year 9. Please make sure you check this with your preferred school before applying.



## How to apply and how the process works

### In-Year Applications

The application form that must be used when following this process can be found on our website:  
[In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk)

An application has to be submitted for each child and this can be done via the online form. Alternatively, you can contact the School Admissions Team to be sent an application form. Only use this form if the school you wish to apply for is part of the Bracknell Forest in-year co-ordinated scheme. If you wish to apply for another school, including a school in another borough, then you should contact the relevant admissions authority for information on how to apply for a school place.

Before making an application, parents should ensure that their child is able to start at the school within 20 school days from the date of application; a minimum of 5 school days from the date of offer will be given.

Any subsequent applications for the same academic year will supersede the previous one/s made.

In year applications are accepted only up to 2 weeks before the end of the school year you are applying for. This is because at this time, there isn't sufficient time left to process the application and have the child started before the academic year ends.

### Applications to transfer between Bracknell Forest Schools

If your child is currently attending a Bracknell Forest school and you wish to transfer them to another Bracknell Forest school, your child's current school will be notified of the transfer. If there are reasons why you do not wish this process to be followed, please make a note of this on your application or email us.

### Moving from abroad

Overseas nationals entering the UK must confirm that they have the [right of abode](#) and that the conditions of their visa permit them to access a state funded school. The process within this guide applies to applications made from abroad as well.

### Service Families

Families **must** indicate on the application form if they are a service family and wish to be considered under this category. Where a child of a UK service personnel family is of Reception, Year 1 or Year 2 age, moves into the area and is unable to secure a place at a local school, they may be admitted to that school as an excepted pupil. It is for the admission authority to decide if this exception can be accommodated. If the decision is made not to admit the child as an excepted pupil, the application will be refused but will not be bound by the Infant Class Size regulations for the purpose of any appeal.

### Documents required in support of your application

All addresses for Bracknell Forest residents will be checked via the Revenue Services department. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state.

Non Bracknell Forest residents will be required to provide proof of address at the time of application.

The documents we accept as proof of address are:

- Current Council Tax Bill
- Current Tenancy Agreement signed by yourself and the landlord
- Solicitor's confirmation that the purchase of a property has been completed

It is important to note that, depending on circumstances, additional or/and different proof may be required; should this apply to your application we will contact you.

For families of service personnel with a confirmed posting order, or crown servants returning from overseas, an official letter declaring a relocation date and a Unit postal address or quartering address will be accepted as proof of address. For those who already live in the area, a formal letter from your chain of command verifying your address would be accepted.

Birth Certificates must be provided after receiving an offer to ensure that your child education file reflects the correct legal information.

Other documents that may be required depending on the schools you apply for or details provided on your application:

- Supplementary Information Forms- please check the admissions arrangements for your preferred school/s for details.
- Court orders –Sometimes a court order will be required to prove a Looked After Childs status for applying oversubscription criteria, however, if court orders are in place for any other reason, we will not interfere with family disputes unless required by law. Further details will be provided at the time of application if required.

### **How long does the process take**

Due to the high volume of applications received when the process for the new academic year opens on 1 July 2024, applications for school places from September 2024 received between 1 July 2024 and 7 July 2024 will be processed from 17 July 2024.

**All other applications** will normally be processed up to 15 school days of receipt.

Please note, if you are applying for academies and/or voluntary aided schools, these applications have to be approved by the relevant admission authority therefore places may not be offered over the summer and the applications may be processed when the admission authority meets in the new year. Waiting list positions for these schools will be unavailable until the admission authority meets in the new academic year to rank the lists.

Additionally, if an application is incomplete, it will not be processed further until it is complete which will delay your application.

### **Outcome of your application**

The outcome of your application will be sent to the email address provided on your application form. If no email address is provided this will be posted 2<sup>nd</sup> class to your home address.

The outcome letter will advise if a school place has been offered or if you have been added to a waiting list.

Except for applications received over the summer which are for a start at the beginning of the academic year, if you have been offered a school place your child will be required to start within 20 school days from the date the application has been submitted. A minimum of 5 school days will be given.

If your child does not start by the 20<sup>th</sup> school day from the date of application, the Admission Authority has the right to withdraw the offer.

All children names will be added to the waiting list for any higher preferences than the one we offered a place at.

If you are a Bracknell Forest resident and your child is not already attending a Bracknell Forest school, we will allocate an alternative school which will be the next closest school to your home address with availability. However, if you confirmed on the form that your child will continue to attend his current non Bracknell Forest school, an alternative school will not be offered.

If you are not a Bracknell Forest resident, an alternative school will not be offered, and your home LA will be notified that we have been unable to offer a school place as your home LA will become responsible for ensuring that a school place is sought.

Reason for refusal and your right to appeal will be included within your outcome.

## **Waiting Lists**

These are constructed using the names of those children whose parents have formally applied for admission to the school using this application process and have been unsuccessful in their application. The published admissions criteria are used to assess priority order on the lists and therefore positions on a waiting list can go up or down. In other words, a child who is at the top of a waiting list one day may not be the next. This can happen, for example, if a child with a higher priority within the published admissions criteria applies for the school. The length of time a child's name has been on a waiting list is not the deciding factor when a space becomes vacant.

If your child's name is at the top of a waiting list and a place becomes available, before an offer is made, the details of the application will be checked again to ensure that the application is still ranked accurately at the time of an offer being processed. If we can offer your child a place, you should be prepared to accept or refuse the offer at the time this offer is being made. Your child will be expected to start at the new school within 5 school days from the offer being accepted.

As waiting list information changes frequently, this can not be published. Therefore, for updates on waiting list positions you are required to contact us by email or phone.

The waiting list for the academic year you apply for, will close 2 weeks before the end of the school year. If you require your child's name to be placed on the waiting list for the following academic year you will need to complete the In-Year admissions process again. You will not be reminded to do this.

If you no longer require your child's name to be held on a waiting list, please let us know.

## **School Admissions Appeals**

If you are not allocated a place at a school that you have named on your application form as a higher preferred school than the one your child has been offered, you can appeal against this decision. For details see: [School admission appeals | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/school-admission-appeals)

Reason for refusal and your right to appeal will also be included within your outcome. If you would like more information or advice on the appeals process, please contact Democratic Services.

## **School uniform**

Bracknell Forest Council has no scheme to assist you with the purchase of school clothing. However, most schools have a very good second-hand uniform shop.

## **Home-to-School Transport**

For information on whether your child will be eligible for help with transport, please contact the education transport team or visit the website: [School transport | Bracknell Forest Council](https://www.bracknell-forest.gov.uk/school-transport)

## **Fair Access Protocol (FAP)**

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 unplaced in-year applicants, 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, who have challenging behaviour or who are placed via the Protocol.

When your application is received by the school, they may wish to request a referral for consideration under Fair Access. You will be notified of this request and the outcome of this request. If consequently it is agreed that your application does meet the Fair Access criteria, the Inclusion Support Officer will contact you to discuss options with you.

For more information on the Fair Access Protocol please check our website [Fair Access Protocol | Bracknell Forest Council](#)

## **Special Education Needs**

Information about arrangements for children with special educational needs in Bracknell Forest, is available from the Special Educational Needs team. Please refer to page 4 for contact details.

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

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health.

For information regarding this process, please visit our website: [Admission of children outside their chronological year group | Bracknell Forest Council](#)

Please note, as the views of the head teacher at the school/s concerned must be taken into account, any out of normal year group requests can not be considered during the summer holidays.

## **Primary Education in Bracknell Forest**

Primary schools are for pupils aged four to eleven, Reception through to Year 6.

### **Types of Bracknell Forest primary schools**

- **Community Schools-** are maintained and run by the local authority and have to follow the national curriculum. The LA is the admission authority for these schools which means they sets the criteria that determines how school places are allocated.
- **Voluntary Controlled Schools-** these schools are maintained by the LA which also employs the staff, but the school land and buildings are owned by a charity, often a church, which also appoints some members of the governing body. The LA is the admission authority for these schools which means they sets the criteria that determines how school places are allocated.
- **Voluntary Aided Schools-** these schools are maintained by the LA however, the school buildings and land are usually owned by a charity, often a church. The governing body employs the staff and they are the admission authority for these schools which means they sets the criteria that determines how school places are allocated.
- **Academies-** are schools that receive funding directly from the government and are run by an academy trust who is also the admission authority which means they sets the criteria that determines how school places are allocated.

Primary education is also provided at the borough's special school, Kennel Lane School for which applications are processed separately and only via the SEN team: [Special educational needs and disability \(SEND\) | Bracknell Forest Council](#)

## Community Primary Schools- Admission Arrangements

Bracknell Forest is the admission authority for community schools and voluntary controlled school and sets the admissions arrangements (or oversubscription criteria) for these schools.

The following criteria apply to these community schools:

Ascot Heath Primary	New Scotland Hill Primary
College Town Primary	Owlsmoor Primary
Cranbourne Primary	The Pines Primary
Fox Hill Primary	Whitegrove Primary
Harmans Water Primary	Wildridings Primary
Holly Spring Primary	

The following criteria also applies to these voluntary controlled primary schools:

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

- (A) Looked After Children<sup>1</sup> and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted<sup>5</sup>
- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA's decision in these matters is final.
- (C) Children of staff at a particular school:
1. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
  2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (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

<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.



(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

### **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.

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

### **Social and Medical grounds (criterion B)**

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 at the time of application. The form can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/in-year-school-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:

- 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.

## **Voluntary Controlled Bracknell Forest Primary Schools- Admission Arrangements**

The following admissions arrangements (criteria) apply to the this voluntary controlled school:

Crowthorne CE Primary

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

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

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

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

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

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

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

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

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

### **Tie Break**

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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

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

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

### **Social Grounds or Medical Grounds (category B)**

See page 18 for more information on this criterion.

## Denominational Grounds

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

At least one of the parents/carers, who live at the same address as the child, must attend worship on at least two occasions in each calendar month for at least 8 months of the year in the 12 months prior to the date of application. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

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

Applicants will need to complete the relevant form in order to confirm that they are applying to the school on denominational grounds. In addition, it will then be necessary for the form to be passed onto their local clergy for verification before it is sent to the School Admissions Team. The form can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](#)

## Voluntary Aided Primary Schools – Admissions Arrangements or Contact Details

The admissions criteria for Voluntary Aided schools are set by the Governing Body of each school. For some of these schools an additional form may need to be completed as part of the application process.

Please contact the relevant school or check their website for any supplementary forms that might need to be submitted with your application.

### The following Bracknell Forest schools are Voluntary Aided

Binfield CE Primary	St Michael's CE Easthampstead
St Joseph RC Primary	

### Binfield CE Primary School

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website: [Home | Binfield Church of England Primary School \(binfieldschool.co.uk\)](#)

### St Joseph's RC Primary School

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The admissions arrangements (criteria) for this school are set by the school governing body and can be found on the school's website: [Admissions – St Joseph's Catholic Primary School \(stjosephsbracknell.co.uk\)](#)

### St Michaels CE Primary School (Easthampstead)

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website: [Home | St Michael's Easthampstead Primary School \(stmichaelsesthampstead.com\)](#)

## Academy Schools – Admission Arrangements or Contact Details

The admissions criteria for academies are set by each school's trust. For some of these schools an additional form may need to be completed as part of the application process. Please contact the relevant school or check their website for any supplementary forms that might need to be submitted with your application.

### The following Bracknell Forest schools are Academies

Birch Hill Primary	Sandy Lane Primary
Crown Wood Primary	St Margaret Clitherow RC Primary
Great Hollands Primary	St Michael's CE Primary Sandhurst
Jennett's Park CE Primary	Uplands Primary
King's Academy Binfield	Wildmoor Heath Primary
King's Academy Meadow Vale	Wooden Hill Primary
King's Academy Oakwood	

### Birch Hill Primary School

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The school converted into an academy on 1 December 2023 and for the academic year 2024/2025 Maiden Erlegh Trust adopted the admissions arrangements set by Bracknell Forest Council. You can find these on page 17.

### Crown Wood Primary School

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website: [Crown Wood Primary School - Home \(crownwoodschool.com\)](https://www.crownwoodschool.com)

### Great Hollands Primary School

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The admissions arrangements (criteria) for this school have been set by Maiden Erlegh Trust can be found on the school's website:

[Great Hollands Primary School - School Admissions](#)

### Jennett's Park CE Primary School

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The admissions arrangements (criteria) for this school have been set by Bonitas Academy Trust can be found on the school's website:

[Admissions | Jennett's Park \(bonitas.org.uk\)](https://bonitas.org.uk)

### King's Academy, Binfield

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk)

The admissions arrangements (criteria) for this school have been set by King's Group Academies Trust and can be found on the school's website:

[Kings Academy Binfield - Admissions \(kgabinfield.uk\)](https://kgabinfield.uk)



### **King's Academy Meadow Vale**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/in-year-school-application)

The school converted into an academy on 1 November 2024 and for the academic year 2024/2025 King's Academies Trust adopted the admissions arrangements set by Bracknell Forest Council. You can find these on page 17.

### **King's Academy Oakwood**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/in-year-school-application)

The admissions arrangements (criteria) for this school have been set by King's Group Academies Trust and can be found on the school's website:

[Kings Academy Binfield - Admissions \(kgabinfield.uk\)](https://kgabinfield.uk)

### **Sandy Lane Primary School**

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website: [Sandy Lane Primary School - Home \(sandylanebracknell.com\)](https://sandylanebracknell.com)

### **St Margaret Clitherow RC Primary School**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The admissions arrangements (criteria) for this school have been set by the Catholic Academy Trust and can be found on the school's website:

[Admissions | St Margaret Clitherow Catholic Primary School \(stmargaretclitherowbracknell.co.uk\)](https://stmargaretclitherowbracknell.co.uk)

### **St Michaels CE Primary School (Sandhurst)**

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website:

[Home | St Michael's CofE Primary School \(st-michaels-school.org\)](https://st-michaels-school.org)

### **Uplands Primary**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/in-year-school-application)

The school converted into an academy on 1 June 2024 and for the academic year 2024/2025 Key Academy Trust adopted the admissions arrangements set by Bracknell Forest Council. You can find these on page 17.

### **Wildmoor Heath Primary School**

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website:

[Wildmoor Heath School - Welcome](https://wildmoorheathschool.co.uk)

## Wooden Hill Primary School

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website: [Wooden Hill Primary and Nursery School - Home](#)

## Secondary Education in Bracknell Forest

Secondary schools cater for pupils aged eleven to sixteen, Year 7 through to Year 11.

If your child is year 10 or 11 it is important for you to discuss available GCSE options with schools before applying. Not all schools will be able to meet your child's chosen options and it is important for you and the school to be aware of this before you apply. See page 12 for details on what things to consider.

### Types of Bracknell Forest secondary schools

- **Community Schools-** are maintained and run by the local authority and have to follow the national curriculum. The LA is the admission authority for these schools.
- **Academy Schools-** are schools that receive funding directly from the government and are run by an academy trust who is also the admission authority.

Secondary education is also provided at the borough's special school, Kennel Lane School for which applications are processed separately and only via the SEN team: [Special educational needs and disability \(SEND\) | Bracknell Forest Council](#)

### Community Schools – Admission Arrangements

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

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

- (A) Looked After Children<sup>11</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>12</sup> (or became subject to a child arrangements order<sup>13</sup> or special guardianship order<sup>14</sup>) immediately following having been

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<sup>11</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>12</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>13</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>14</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).

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>15</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

\*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.

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

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<sup>15</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.

## **Social Grounds and Medical Grounds (category B)**

See page 18 for more information on this criterion.

## **Academy Schools – Admissions Arrangements or Contact Details**

The admissions criteria for academies are set by each school's trust.

For some of these schools an additional form may need to be completed as part of the application process.

Please contact the relevant school or check their website for any supplementary forms that might need to be submitted with your application.

### **The following Bracknell Forest schools are Academies**

Edgbarrow School	Ranelagh School
King's Academy Binfield	Sandhurst School
King's Academy Easthampstead Park	The Brakenhale School

### **Edgbarrow School**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/in-year-school-application)

The admissions arrangements (criteria) for this school have been set by the Corvus Learning Trust and can be found on the school's website:

[Admissions » Edgbarrow School](#)

### **King's Academy Binfield**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/in-year-school-application)

The admissions arrangements (criteria) for this school have been set by King's Group Academies Trust and can be found on the school's website:

[Kings Academy Binfield - Admissions \(kgabinfield.uk\)](https://kgabinfield.uk/Kings-Academy-Binfield-Admissions)

### **King's Academy Easthampstead Park**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies. Any Supplementary Information Form required for this school can be found on our website: [In year school application | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/in-year-school-application)

The admissions arrangements (criteria) for this school have been set by King's Group Academies Trust and can be found on the school's website:

[Admissions - King's Academy Easthampstead Park \(kgaeasthampstead.uk\)](https://kgaeasthampstead.uk/Admissions-King's-Academy-Easthampstead-Park)

### **Ranelagh School**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The admissions arrangements (criteria) for this school have been set by Bonitas Academy Trust and can be found on the school's website:

[Ranelagh School - Admissions \(bonitas.org.uk\)](https://bonitas.org.uk/Ranelagh-School-Admissions)

## **Sandhurst School**

This school is part of Bracknell Forest in-year co-ordinated scheme and therefore the in-year application process detailed within this guide applies.

The admissions arrangements (criteria) for this school have been set by the Corvus Learning Trust and can be found on the school's website:

[Sandhurst School – Admissions](#)

## **The Brakenhale School**

This school is not part of the Bracknell Forest in-year co-ordinated scheme and therefore you are required to contact the school for information about applying. Contact details can be found on the school website:

[Brakenhale School - Home](#)

## **Sixth Form**

All secondary schools in Bracknell Forest have sixth forms and pupils in individual schools are entitled to be considered for entry into another school sixth form provided there are sufficient places and the criteria for individual courses is met.

The responsibility for determining the admissions policy for community sixth forms in secondary schools is that of the local authority. Administration of sixth form admissions is delegated by the local authority to the community secondary schools. Application forms can be obtained from the individual schools.

## **University Technical College (UTC)**

University Technical Colleges, (UTCs) are a type of school that offer industry recognised technical qualifications as well as traditional GCSEs and A Levels.

UTCs are schools for 14–19 year olds. They deliver an innovative, high-quality education that combines technical, practical and academic learning. In doing so, they offer students more than the traditional GCSE and A Level curriculum. UTC students work closely with employers on real-life technical projects. These build students' communication and team working skills - essential for the workplace.

The closest UTC to Bracknell Forest is Reading. You will find details about applying for this UTC on their website: [UTC Reading](#)

## Help Us Understand Your Childcare Needs!

Please share with us your childcare needs for any children aged from birth to 11 years old.

Complete the survey now, have your say, we value your input!

Scan the QR code or visit [Early years and childcare needs survey | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/early-years-and-childcare-needs-survey) to participate and help shape our childcare offering within Bracknell Forest.







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