



Bracknell Forest Council

Admission Arrangements

**Community and Voluntary
Controlled Secondary and Primary
Schools**

**For entry to schools
in
2027-2028**

SECONDARY SCHOOL ADMISSIONS to Year 7 2027-2028

Applications for secondary schools will be processed according to the published secondary school co-ordinated admissions scheme for 2027-2028. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled The Guide to Secondary Education 2027/28. This guide will be available from 12th September 2026.

PRIMARY SCHOOL ADMISSION to Year Reception 2027-2028

Applications for primary schools will be processed according to the published primary school co-ordinated admissions scheme for 2027-2028. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled The Guide to Primary Education 2027/28. This guide will be available from 12th September 2026.

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

OVERSUBSCRIPTION CRITERIA

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 2027/28', on the Bracknell Forest Council's website or from the school.

Bracknell Forest is the admission authority for the community and voluntary controlled primary schools within the borough and sets the admission criteria for these schools. The criteria for all of these schools can be found below, in the 'Guide to Primary Education 2027/28', on the Bracknell Forest Council's website or from the schools.

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 and voluntary controlled schools listed in the tables below:

Community Secondary Schools
Garth Hill College

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

Voluntary Controlled Primary Schools	
Winkfield St. Mary's Primary	Warfield CE Primary

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

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

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁵
- (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.
- This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions.
- (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.

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

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

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

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

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

(G) All other children

Children must be living in the designated area at the relevant closing date to be considered under this criterion.

*For secondary admissions sibling does not include those in the 6th form of the school.

Tie Break

If there are still insufficient places, and no distinction can be made between the applicants within each 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 community and voluntary controlled 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.

The following criteria apply to the voluntary controlled school listed in the table below:

Crowthorne CE Primary

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

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

- (A) Looked After Children⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁷ (or became subject to a child arrangements order⁸ or special guardianship order⁹) 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 adopted¹⁰
- (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.
- This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions.
- (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.

⁶ 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.

⁷ 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).

⁸ 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.

⁹ 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).

¹⁰ 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.

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

Children must be living in the designated area at the relevant closing date to be considered under this criterion

Tie Break

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

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 community and voluntary controlled schools and apply the admissions arrangements as published.

- **Voluntary controlled schools – Denominational Criterion**

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

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

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

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

- **Protected Sibling Status**

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

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

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

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

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

- **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.

- **Home address**

The address where the child lives at the closing date for applications will be used to process on time applications. All addresses will be checked via the Revenue Services department. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been

obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

If a parent/carer owns a property which they do not occupy and/or rent out and then move into another property nearer or within 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 which is in the process of being sold, Bracknell Forest is able to consider the address of the new property on submission of:

- a solicitor's letter showing completion has taken place of sale for the old property and,
- a solicitor's letter showing completion has taken place on the new property. Or,
- Current rental agreement, signed by yourself and the Landlord for the new property.

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.

Child arrangements orders - It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called shared residence orders) under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding these arrangement orders, 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 each 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.

- **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.

Applicants are responsible for ensuring their child has the right of abode and the right to access a state-funded school before an application can be submitted.

The address where the child resides as of the closing date for applications will be the address used to process the application.

Once the family have moved to the UK, and provided proof of their address within the borough, their application can be updated in line with section 'Moving into Bracknell Forest' above.

Should a child fail to start at the allocated school at the beginning of the autumn term, the offer of a place may be withdrawn.

- **Service Families**

Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official letter from the relevant service declaring a relocation date.

The address used for the application can be an address where the child will live, providing proof of the intended address is supplied. A unit postal address or quartering address can be used in circumstances where an address is not yet available, or the parent requests to do so.

For those service families who already live in Bracknell Forest or are moving to live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted if applying under the designated area criteria.

- **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. 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.

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.

The procedure

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

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

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

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

- **Staff**

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

- **Sibling**

Refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. For a secondary school place this does not include those siblings in the school 6th form.

- **Appeals**

If parents have been refused a **primary school place** at one or more of their preferences, they will be informed of their right of appeal. All appeals for Bracknell Forest schools must be submitted by 19 May 2027. Admissions authorities will then endeavour to hear all appeals submitted by this date within 40 school days.

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 13 April 2027. 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 community and voluntary controlled 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 waiting lists are held in oversubscription criteria order and 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.

- **The admission of children outside of their chronological year group**

Children are normally admitted to their chronological year group. Requests from parents for school places outside a normal age group will be considered in line with current legislation and the process outlined below.

- **Deferred and delayed entry**

For admission to school for the 2027/2028 school year, all schools will offer all children a full time school place from the September following their fourth birthday. Parents can choose for their child to attend part-time until the child reaches compulsory school age.

Parents of a child whose fifth birthday falls between 1 September 2027 and 31 March 2028 may make the decision that their child is not admitted until later in the school year 2027/2028 (no later than the term [using three term year] after the child's fifth birthday, when they reach compulsory school age). All schools will hold any deferred place for the child until they become compulsory school age.

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

For children whose fifth birthday falls between 1 April 2028 and 31 August 2028 (summer-born children), parents who do not wish them to start school in the school year 2027-28, but to be admitted to the Reception Year in September 2027, should apply at the usual time for a place in September 2027 by the published closing date, and include a cover letter/email with their request to delay entry ensuring they include all the information and evidence they would like to be considered. All information and evidence will be shared with the headteacher of the relevant school(s) for their views, as required to do so by law.

If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2028) for a Reception place in September 2028. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2027 (N.B. it will still be subject to the oversubscription criteria below) or to withdraw their application and apply in the second half of the summer term 2028 for a Year 1 place in September 2028. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2027-28 Reception Year group.

- **Admission of children outside their normal age group – Secondary Transfer**

Where a child has had a delayed entry start to school and has not escalated into the age appropriate year group or wishes to repeat a year within their primary school, they will need to submit a request to be admitted to secondary school outside of their chronological year group. In order that such requests (supported by evidence*) can be fully considered, the parent will be asked to submit their request together **with an application for the normal age group by the application deadline**. This ensures that if the request is refused, the child's application for preferred schools will not be disadvantaged and the request can be

considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

- If the request is agreed, their application for the normal age group may be withdrawn before a place is offered and required to apply again the following year group.
- If their request is refused, the parent must decide whether to continue to move the child from year 5 to year 7, apply to a different admission authority or apply for a year 8 place.

***Evidence Required for admission of children outside of their chronological year group**

Consideration of these requests will include taking account of the parents' views; information about the child's academic, social and emotional development; whether they have previously been educated out of their normal age group; where relevant, the child's medical history and the views of a medical professional. The views of the headteacher of the school concerned will also be taken into account.

When informing a parent of the decision on the year group to which the child will be admitted, the parent will be notified of the reasons for the decision.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- **Designated areas/catchment areas**

Maps showing the designated area of a school are available to view on the Bracknell Forest Council's website [Designated area maps | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/designated-area-maps)

Parents can also find their designated area school on the Bracknell Forest website: [Bracknell Forest School Admissions \(arcgis.com\)](https://www.bracknell-forest.gov.uk/bracknell-forest-school-admissions)

DEFINITIONS

- **Parent**

'Parent' is defined under S576 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

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.

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

School	2027/28 PAN
Ascot Heath Primary	60
College Town Primary	60
Cranbourne Primary	30
Crowthorne CE Primary	30
Fox Hill Primary	30
Harmans Water Primary	60
Holly Spring Primary	90
New Scotland Hill Primary	30
Pines Primary	30
Warfield CE Primary	60
Whitegrove Primary	60
Wildridings Primary	60
Winkfield St Mary's CE Primary	30
Wooden Hill Primary	60

PUBLISHED ADMISSIONS NUMBERS (PAN) FOR COMMUNITY SECONDARY SCHOOLS

School	2027/28 PAN
Garth Hill College	270

PRIMARY AND SECONDARY IN YEAR APPLICATIONS 2027/28

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

If an application is received for any of the community or voluntary controlled primary and secondary schools within Bracknell Forest, the following will apply:

In circumstances where more applications than places are received for Bracknell Forest community or voluntary controlled schools, or if a year group has already reached its admission number, then the application will be refused and ranked on the appropriate waiting list in the following criteria order:

OVERSUBSCRIPTION CRITERIA

The following criteria apply to the community and voluntary controlled schools listed in the tables below:

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

Voluntary Controlled Primary Schools	
Winkfield St. Mary's Primary	Warfield CE Primary

Community Secondary Schools
Garth Hill College

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

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

- (A) Looked After Children¹¹ and all previously looked after children. Previously looked after children are children who were looked after but ceased to be so because they were adopted¹² (or became subject to a child arrangements order¹³ or special guardianship

¹¹ 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.

¹² 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).

¹³ 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.

order¹⁴) 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 adopted¹⁵

(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.

This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions.

(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

*For secondary admissions sibling does not include those in the 6th form of the school.

Tie Break

If there are still insufficient places, and no distinction can be made between the applicants within each 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 at the time of application 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

¹⁴ 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).

¹⁵ 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.

which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

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

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

The following criteria apply to the voluntary controlled school listed in the table below:

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 Children¹⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁷ (or became subject to a child arrangements order¹⁸ or special guardianship order¹⁹) 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 adopted²⁰
- (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

¹⁶ 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.

¹⁷ 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).

¹⁸ 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.

¹⁹ 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).

²⁰ 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.

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.

This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions.

(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 at the time of application will be used.

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

0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

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

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

- **Denominational Grounds for Voluntary Controlled Schools**

Where an application is submitted on the basis of denominational grounds for **Crowthorne VC Primary 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.

- **Protected Sibling Status**

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

It is the parent's responsibility to inform the School Admissions Team on their application that that they fulfil this criterion. This information will then be verified by the School Admissions Team..

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

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

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

- **Home address**

The address where the child lives at the time of application will be used to process applications. All addresses will be checked via the Revenue Services department. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

If a parent/carer owns a property which they do not occupy and/or rent out and then move into another property nearer or within 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 which is in the process of being sold, Bracknell Forest is able to consider the address of the new property on submission of:

- a solicitor's letter showing completion has taken place of sale for the old property and,
- a solicitor's letter showing completion has taken place on the new property. Or,
- Current rental agreement, signed by yourself and the Landlord for the new property.

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.

Child arrangements orders - It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called shared residence orders) under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding these arrangement orders, 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 each 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.

- **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 at the same time with your in-year 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.

- **Staff**

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

- **Sibling**

Refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. For a secondary school place this does not include those siblings in the school 6th form.

- **Appeals**

If parents have been refused a place at one or more of their preferences they will be informed of their right of appeal. All Admissions authorities must hear appeals submitted by within 30 school days.

- **Waiting lists**

The LA will maintain waiting lists for all Bracknell Forest community and voluntary controlled 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. It is the responsibility of the parent to update the schools admissions team with any changes that may affect their waiting list criteria or priority. Waiting lists must be maintained in criteria order at all times. 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. No reminders will be sent.

The local authority will maintain waiting lists for own admission authority schools unless otherwise agreed.

- **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.

***Evidence Required for admission of children outside of their chronological year group**

Consideration of these requests will include taking account of the parents' views; information about the child's academic, social and emotional development; whether they have previously been educated out of their normal age group; where relevant, the child's medical history and the views of a medical professional. The views of the headteacher of the school concerned will also be taken into account.

When informing a parent of the decision on the year group to which the child will be admitted, the parent will be notified of the reasons for the decision.

The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

- **Designated areas/catchment areas**

Maps showing the designated area of a school are available to view on the Bracknell Forest Council's website [Designated area maps | Bracknell Forest Council \(bracknell-forest.gov.uk\)](https://www.bracknell-forest.gov.uk/designated-area-maps)

Parents can also find their designated area school on the Bracknell Forest website: [Bracknell Forest School Admissions \(arcgis.com\)](https://www.bracknell-forest.gov.uk/bracknell-forest-school-admissions)

DEFINITIONS

- **Parent**

'Parent' is defined under S576 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

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.