

# Binfield C.E. Primary School (VA)



## School Admissions Arrangements 2027/2028

**Date Produced / Signed off:** February 2026

**Next Review Date:** February 2027

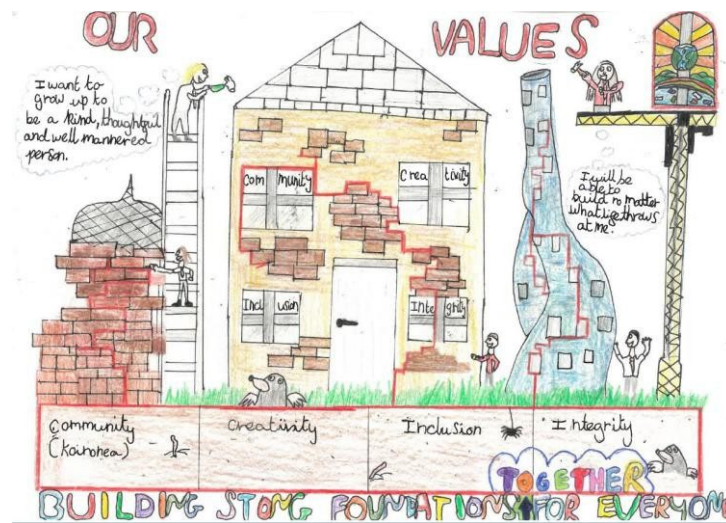
Binfield C of E Primary School (VA) is a voluntary aided school. As such, the Governing Body is the admissions authority for the school. The school is a partner in the coordinated admissions arrangements for primary admissions in Bracknell Forest LA. All the dates and processes of application and consideration will conform to

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the Bracknell Forest LA's Coordinated Admissions Scheme, which will be published when finalised and will then be common to all schools within the LA.

### Our Vision:

Building strong foundations together, for everyone.....



...to work together as a school community to build strong foundations needed for our children to become well-rounded, responsible global citizens and lifelong learners. We focus on the development of the 'whole person' and provide a safe, caring community, underpinned by Christian values in order to achieve this.

The governing board have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. There are 60 places (the published admission number or PAN) available.

### Admissions Process:

In line with the Planned Admission Number (PAN) of sixty, the Governing Body of Binfield C of E Primary School (VA) will admit up to sixty children in the school year 2027/2028.

Children who become five years of age on or between 1st September 2027 and 31st August 2028 will be eligible to be considered for admission. It is intended that places will be offered for entry in September 2027. Parents of a child born between 1 September 2022 and 31 March 2023 may request that their child is not admitted until later in the school year 2027/28 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children born between 1 April 2023 and 31 August 2023 (summer-born children), parents who do not wish them to start school in school year 2027/28, but to be admitted to the Reception Year in September 2028, should proceed as follows:

- Parents should refer to DfE Guidance on requesting a delayed school start for children born in the summer: [Summer born children: advice for parents](#).

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- They should apply at the usual time for a place in September 2027, together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2028. *NB: parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible.*
- 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 2027) 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 (NB it will still be subject to the over-subscription 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.**

It is the governors' policy not to reconsider applications within the same academic year unless there is a major change in circumstances.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

Applications for a place at the school should be made on the Common Application Form (CAF) provided by the Bracknell Forest LA. If applying from outside Bracknell Forest applications should be made using the CAF of the home LA. The CAF must be completed and returned to the LA by **15th January 2027**.

**The Bracknell Forest LA's address is: School Admissions Team, Time Square, Market Street, Bracknell RG12 1JD**

As an alternative to completing the paper Common Application Form (CAF), parents will be able to apply for a primary place online via their home LA's website. The application process opens early November 2026 in the morning until 24.59pm on 15<sup>th</sup> January 2027. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be given to parents on 16 April 2027.

The Governing Body of Binfield C of E Primary School (VA) will consider first those applications that are received by the published admission deadline. All applications will be considered equally, irrespective of ability or stated preference.

### Over subscription criteria

Children with an Education, Health and Care (EHC) Plan naming the school will always be admitted.

If the number of applications exceeds the number of places (PAN = 60), the following criteria will then apply, in order of priority:

- 1) Looked-after children and children who were previously looked after, but ceased to be so because, **immediately after being looked after**, they became subject to an adoption, child arrangements or special guardianship order. This includes those children who appear (to the admission authority) to

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have been in state care outside of England and ceased to be in state care as a result of adoption. Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order) (See Note 1).

- 2) Families who have exceptional medical or social needs (see Note 2) that make it essential that their child attends Binfield Church of England Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- 3) Children whose parents are members of staff (see Note 3).
- 4) Children with a sibling (see Note 4) on the roll at the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- 5) Children with a normal home address (see Note 5) in the designated area detailed on the map held by Bracknell Forest LA, Binfield C of E Primary School (VA) School Office and Bracknell Public Library (this is the designated area, as in previous years). [Appendix 1].
- 6) All other children whose parents (see Note 6) have chosen this school.

If the school does not have places for all the children in one of the above categories, priority will be given to children who fulfil more than one of the admission criteria in the same priority order as above.

This means that those that satisfy criteria 2, 3 and 4, for example, will be considered before those that satisfy criteria 2 and 3, who will be considered before those that satisfy criteria 2 and 4, who will be considered before those who satisfy criterion 2 only. Another example is that those who satisfy criteria 3 and 4 will be considered before those who satisfy criterion 3 only, who will be considered before those who satisfy criterion 4 only.

After this, if there are still insufficient places and no distinction can be made between the applicants, a final decision will be made on the radial distance between the home and the school.

The straight line distance used to determine proximity of the home to the school will be measured by [ABC LA]'s Geographical Information System. This is how distance from HA to school is explained in the ODBE policy notes.

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 – known as the 'C' point, as defined in the Local Land and property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. 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 distance measured.

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When two or more children applying are equally placed according to the criteria and radial distance from the school as measured by the LA, then lots will be drawn, and the first name drawn will be placed highest in order of priority and so on.

### Drawing of Lots

The names of the applicants will be written on equal size and shape pieces of paper that will be folded into four and placed in a paper bag. A person independent of the school will draw one paper at a time from the bag.

If the demand for places exceeds the PAN, the school will admit up to the Planned Admission Number and no places will be reserved for pupils moving into the designated area.

The Governing Body will make its decision about the allocation of places based on the above order of criteria, and will submit (a) a ranked list of all applications to the LA by March 2026 and (b) an explanation of how places have been allocated so that this may be sent out to unsuccessful applicants.

The Bracknell Forest LA and the Governing Body will construct a waiting list (from the above information) and agree on who should be contacted if a place becomes available.

Notes:

#### **Note 1:**

*A 'looked-after child' is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (eg a copy of the adoption, child arrangements or special guardianship order). A 'looked-after child' includes any child who appears to have been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*

#### **Note 2:**

- *Families who have exceptional medical or social needs:*

*When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Binfield Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary. (Taken directly from ODBE Admission Guidance 2027/28)*

#### **Note 3:**

- *Members of staff are those staff who:*
  - *a) are employed permanently and directly by the Governing Body and have been for at least two years at the time the application is made, or*
  - *b) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment method.*

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### **Note 4:**

*'Sibling' means a natural brother or sister, half-brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.*

**Note 5:**  
*The home address is where the child normally lives. This will be where the parent or legal carer of the child lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP. Evidence of the normal home address may be requested in the form of a recent bill, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or intentionally misleading information (eg a false claim to living in the catchment/designated area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can be withdrawn even after the child has started at the school. 10 If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required. If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed. An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made. An address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement will not be accepted. There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.*

**Note 6:**  
*"Parent" is defined in law (The Education Act 1996) as either:*

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

*If you are in any doubt, please contact the school for advice.*

### **Exceptional Circumstances – Multiple Births**

In cases where there is one place available, and the next child on the list is a twin, triplet etc., would admit both twins (and all children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for the Reception Classes 2027-28 or the number of places in other year groups.

### **Admission Outside Normal Age group**

Requests for places outside a normal age group will be considered carefully e.g. for those previously educated abroad or who have missed education due to ill health. A parent of a summer-born child who wishes their child to start in the autumn term following their 5<sup>th</sup> birthday (ie in the Reception Year rather than Year 1) should refer to: DfE Guidance: [Making a request for admission out of the normal age group](#) Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

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## **Late Applications**

Applications in the main entry round for places in Reception received after the specified closing date will be dealt with in line with the Bracknell Forest Primary Co-ordinated Admissions Timetable.

## **Fair Access**

Local authorities must make sure that all children and young people who need a school place are offered one. However, some children and young people are deemed as vulnerable or difficult to place.

The council has a Fair Access Protocol to make sure that such children are secured a school place, and that no school is asked to admit a disproportionate number of them.

## **Fair Access Protocol**

## **In Year Applications**

Applications from children moving into the area or wishing to transfer between schools will be assessed against all criteria in this policy, in the same way as with applications for initial admission. If the parent or carer is moving into the area, they should ask for an application form from Binfield CE Primary School. The forms should be returned to Binfield CE Primary School. In KS2 classes only, the governing board have agreed to exceed the PAN of 60, up to a maximum of 64 per year group i.e. 32 per class. This is to support the demand for places in KS2 and to support the school's financial situation in mitigating lower birth rates/excess of school places in the borough in infant classes. If the year group is fully subscribed the applicant, who cannot be offered a place, will be placed on the waiting list in the position that their application warrants. (The criteria above will be used and the radial distance as measured by the Bracknell Forest LA will be used to distinguish between otherwise equal applications).

In-year admissions or admissions at the beginning of school years other than [Reception/Year 3/Year 7] may be made at any time. The Governing Board will only consider applications up to half a term (using the three term year) in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

*The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.*

## **Waiting List**

A waiting list is constructed for each year group in the school that is oversubscribed. The order on each waiting list will be constructed in accordance with the above criteria with radial distance and/or lots used to decide between otherwise equal applications.

The school maintains waiting lists for those children who are not offered a place. Parents who wish for their child's name to be added to the waiting list need to request the waiting list option if completing an In-Year application form from Binfield CE Primary School. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list, however, parents must reapply at the beginning of July if they wish to remain on the wait list for the next academic year.

(Adapted from page 12 of ODBE Admissions Guidance)

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Further information on the school's admissions arrangements may be obtained by contacting the Headteacher at the school:

Binfield C of E Primary School (VA)  
Benetfeld Road  
Binfield  
Bracknell  
Berkshire RG42 4EW

Tel: 01344 860106

Email: [secretary@binfieldschool.com](mailto:secretary@binfieldschool.com)

**Further information about the Co-ordinated admissions scheme is available from the LA at**

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

In the year **2023/24**, 136 applications were received for children to enter Reception and they were placed in the following categories:

| Category        | Number of Applicants | Ranking Number |
|-----------------|----------------------|----------------|
| 1               | 0                    | 0              |
| 2               | 1                    | 1              |
| 3               | 0                    | 0              |
| 4&5             | 24                   | 2 - 25         |
| 4 only          | 5                    | 26 - 30        |
| 5 only          | 46                   | 31 - 77        |
| 6 only          | 58                   | 78 - 136       |
| Late Applicants | 0                    |                |

There were no appeals.

Note: The categories above relate to:

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- 1) Looked after child, 2) Medical Needs, 3) Staff Children, 4) Siblings, 5) Designated area, 6) all other children whose parents have chosen this school.

In the year **2024/25**, 115 applications were received for children to enter Reception and they were placed in the following categories:

| Category | Number of Applicants | Ranking Number |
|----------|----------------------|----------------|
| 1        | 1                    | 1              |
| 2        | 1                    | 2              |
| 3        | 3                    | 3 - 5          |
| 4&5      | 18                   | 6 - 24         |
| 4 only   | 9                    | 25 - 33        |
| 5 only   | 31                   | 34 - 65        |

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|                 |    |          |
|-----------------|----|----------|
| 6 only          | 49 | 66 - 115 |
| Late Applicants | 0  |          |

In the year **2025/26**, 115 applications were received for children to enter Reception and they were placed in the following categories:

| Category        | Number of Applicants | Ranking Number |
|-----------------|----------------------|----------------|
| 1               | 0                    | 0              |
| 2               | 0                    | 0              |
| 3               | 0                    | 0              |
| 4&5             | 17                   | 1 - 17         |
| 4 only          | 12                   | 18 - 29        |
| 5 only          | 35                   | 35 - 65        |
| 6 only          | 51                   | 66 - 117       |
| Late Applicants | 5                    | Wait list      |
| Appeals         | 1                    |                |

Note: The categories above relate to:

- 1) Looked after child, 2) Medical Needs, 3) Staff Children, 4) Siblings, 5) Designated area, 6) all other children whose parents have chosen this school.

### Right of Appeal

In accordance with the 1998 School Standards and Framework Act, parents whose children are refused admission have the right of appeal. The appeal will be heard by an independent panel.

Appeals should be made in writing on the appropriate form, which can be obtained from the school secretary, and returned within the timescale in the letter from the home LA or Governing Body refusing admission.

Completed forms should be sent (in an envelope marked 'Appeal') to:

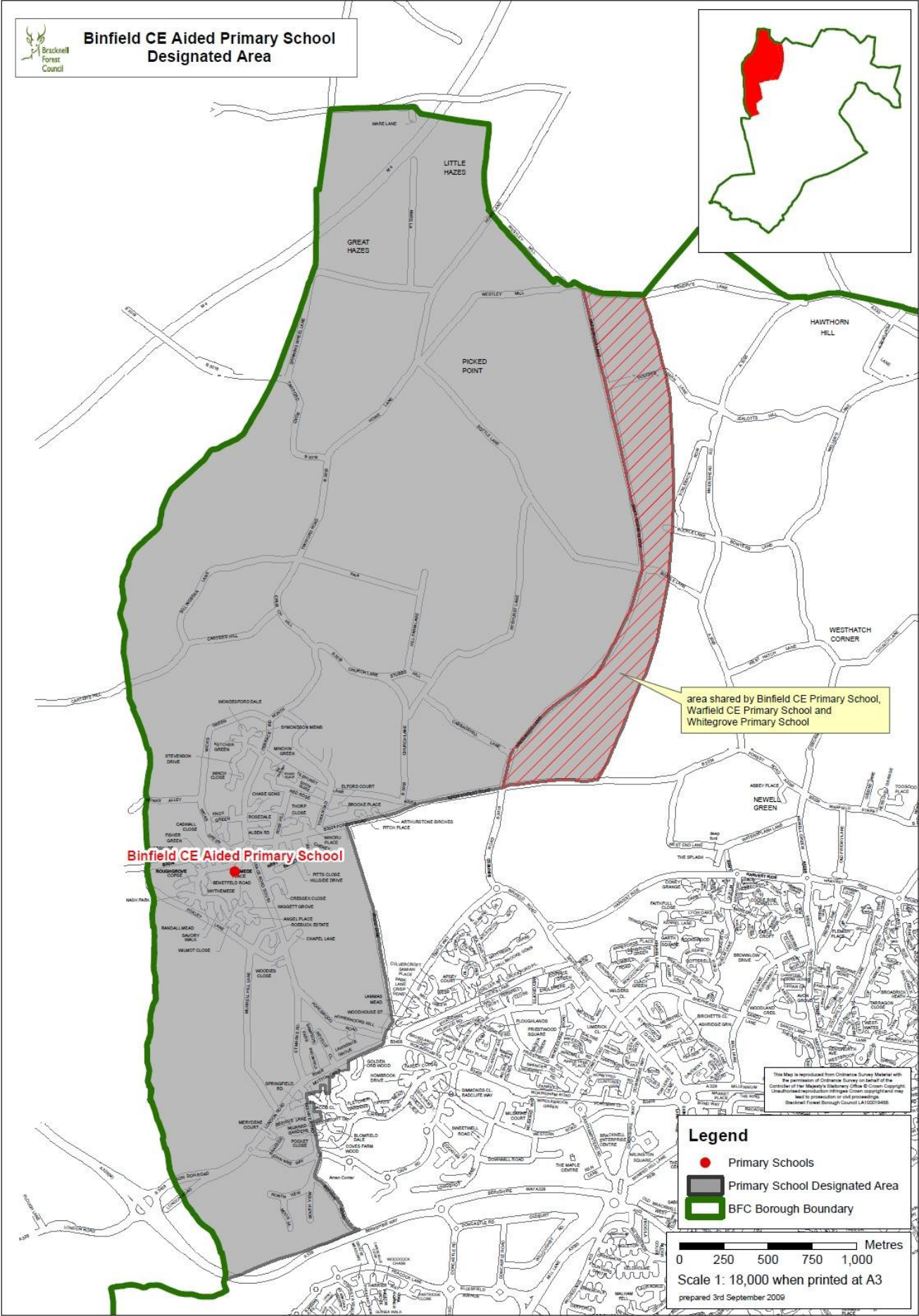
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The Chair of Governors.  
Binfield C of E Primary School (VA)  
Benetfeld Road  
Binfield  
Bracknell  
Berkshire RG42 4EW

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Appendix 1 – Catchment Map (a larger resolution map is available on request – [secretary@binfieldschool.com](mailto:secretary@binfieldschool.com))

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**Appendix 2 – Link to In-Year Application Form**

**[In-Year Application Form](#)**