The Guide to Secondary Education

2027/28

Bracknell Forest Council

The Guide to Secondary Education 2027–28

About this guide

This guide has been prepared to help parents and carers understand the admissions process for entry to secondary school (Year 7) for September 2027.

It explains how applications will be processed, how school places are allocated, and the roles of the Council and schools that are their own admission authority.

There is important information throughout this guide about the admissions process, including what you need to do and what you should consider before submitting your application.

By submitting an application, you are confirming that you have read and understood the information in this guide.

The information in this guide is correct at the time of publication. Admission arrangements, forms, policies and online information may be updated before or during the 2027/28 academic year.

Parents and carers should check the Bracknell Forest Council website and the relevant school or admission authority website for the latest published information.

A summary of this publication can be made available in large print and Braille. Copies in other languages may also be available. Please contact the School Admissions Team for further assistance.

Moving from Primary to Secondary School

There are sufficient school places within Bracknell Forest to accommodate all resident children, as well as some from neighbouring authorities. However, some schools are more popular than others, and many are oversubscribed each year.

It is important to remember that when applying for a secondary school place, you are expressing a preference, and not all preferences can be met. The School Admissions Team cannot guarantee a place at any particular school.

This guide is for parents/carers of children born on or between 01 September 2015 – 31 August 2016 who will be starting secondary school (Year 7) from September 2027.

Contact Details

Before contacting the team, please read this guide and the information available on the Bracknell Forest Council website, as many common queries are answered within this guidance.

Email school.admissions@bracknell-forest.gov.uk

Phone 01344 354023

Phone Opening Hours 8.30am to midday, Monday to Friday

Contents

Contact Details

Key Dates

Key Terms

School Types Within Bracknell Forest

School Types Outside of Bracknell Forest

Understanding The Application Process

When To Apply

Who To Apply To

How Applications Are Processed

Deciding Your Preferences

Making Your Application

Late Applications

The Guide to Secondary Education 2027.28
For admission Year 7, September 2027

Information That May Affect Your Application

Your Home Address

Moving House

Service Families and Crown Servants

Children With Additional Needs

Applications Outside Normal Age Group

Multiple Births

Fraud

After Receiving Your Offer

Reasons For Refusal

Waiting Lists

School Admission Appeals

School Information

Brakenhale School

Edgbarrow School

Garth Hill College

King’s Academy Binfield

King’s Academy Easthampstead Park

Ranelagh CE School

Sandhurst School

Frequently Asked Questions

Other Admissions Relating to Secondary Education

Key Dates

September 2026

The Guide to Secondary Education 2027.28 is published on the Bracknell Forest website.

12 September 2026

The online admissions system (Citizens Portal) goes live allowing parents to apply. Paper forms can be requested from the School Admissions Team.

National Closing Date: 31 October 2026

The latest date that you can submit or amend your online application, the Citizens Portal will then close.

Completed paper application forms must be returned by this date. Forms received after the deadline will be treated as late, which will affect when your application is processed and may affect the outcome of your application.

The latest date to submit all relevant supporting documentation.

18 November 2026

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

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

National Offer Day: 1 March 2027

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

Bracknell Forest residents who applied online and on time will also be sent an email from 8am on National Offer Day, confirming which secondary school their child has been offered. This will be sent to the email address used to make the application.

Bracknell Forest residents who submitted an on-time paper application form will be sent their offer by email from 8am on National Offer Day, where an email address has been provided.

Where no email address is available, offer letters will be posted to on-time applicants on National Offer Day.

15 March 2027

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

22 March 2027

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

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

13 April 2027

The closing date for lodging school admissions appeals (in order to be heard before the beginning of Autumn Term – September 2027)

Key Terms

Academies

Academies are state-funded schools that are independent of the local authority. For admissions purposes, the academy trust is usually the admission authority and is responsible for setting and applying the school's admission arrangements. Academies must follow the School Admissions Code and their published admission arrangements.

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

Admission Authority

The body that determines the admissions arrangements for a particular school. In the case of community and voluntary controlled schools it is the LA; in the case of voluntary aided schools this is the governing body and academies it is the academy trust.

Admission Number

This is the maximum number of pupils that a school is required to admit up to for the intake year. The number is agreed and determined as part of a school's admission arrangements. Places must be offered up to the Admission Number if there is sufficient demand.

Admission Arrangements

Admission arrangements are the set of rules and procedures an admission authority must follow to determine how places are considered/ allocated when applications are received.

Oversubscription Criteria

The published rules used by an admission authority to prioritise applications when a school receives more applications than places available. Applications are assessed and ranked against these criteria, which are set out in the school's admission arrangements.

Borough

A geographical area or district.

For admissions purposes, "borough" usually refers to the local council area where you live. Your borough is responsible for handling your child's school application and co-ordinating with relevant schools and admissions authorities to allocate a school place.

CE

Church of England

Co-Ordinated Admissions Scheme

A co-ordinated admissions scheme is the process local authorities use to manage school applications together, so parents only need to apply through their home local authority, even if they are applying for schools in other areas. The scheme allows applications to be shared with the relevant admission authorities and ensures each child receives one school offer.

Community School

A school which the LA maintains from public funds. It is managed locally by the headteacher and governors in collaboration with the LA.

Council

The local government authority that governs a borough.

Curriculum

A programme of education and other educational activities.

Chronological Year Group

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

Denominational

Relating to a particular religious sector or group.

Designated / Catchment Area

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

DFE

Department for Education. This is a government department.

Education, Health and Care Plan

A child will have an Education, Health and Care Plan if their needs have been formally recognised as being beyond those that can be met within the school's existing resources, and so the child needs specific extra help.

Equal Preference Scheme

The equal preference scheme means each school you name on your application is considered separately against that school's admission arrangements, regardless of whether you listed it as your first, second or third preference. Your preference order is only used if more than one school can offer your child a place.

Habitually Resident

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

Home Address

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

Please see 'Your Home Address' for full information regarding home address.

Initial Round of Admissions

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

Key Stage

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

LA

Local Authority. A local authority is an organisation that is officially responsible for all the public services and facilities in a particular area. Bracknell Forest Council is the LA for Bracknell Forest. When reference is made to a home local authority, this is the local authority for the address in which the child is habitually resident.

LAC (Looked After Children)

A Looked After Child is a child who is in the care of the local authority in England or being provided with accommodation by the local authority in the exercise of their social services functions at the time of making an application to school.

This also includes all previously Looked After Children. A previously Looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or

special guardianship order) *immediately following having been looked after.*

This further includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Further information on how the Looked After Child criterion is considered can be found in individual schools' admission arrangements.

Linked School

A term used by some schools in their admission arrangements to describe primary schools that are given priority for admission to a particular secondary school. This is sometimes also referred to as a "feeder school."

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

National Curriculum

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

NOR (Number on Roll)

The total number of pupils on a school's register.

Ofsted

Office for Standards in Education.

Oversubscribed School

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

Offer

The email or letter that will be sent to parents / carers advising them which school their child has been offered a school place at.

Parent

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

All biological parents, whether they are married or not.

Any person who, although not a biological parent, has parental responsibility for a child or young person this could be an adoptive parent, a stepparent, 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.

Preferred Order

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

Second Round of Admissions

The processing period for late applications and amendments received.

Sibling

Children are considered siblings if they have a brother or sister, half brother or sister,

adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling attending the school and who will still be attending the school at the time of the child's admission.

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

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

SEN

Special Educational Needs.

STATUTORY

Required by law.

TIE BREAKER

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

School Types Within Bracknell Forest

Mainstream Schools

Community School

- Garth Hill College

Academy Schools

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

All Through Academy School

- King's Academy Binfield

All mainstream secondary schools in Bracknell Forest are comprehensive schools, admitting pupils of all abilities without entrance tests. Whether a school is a community school or an academy, it must be named as a preference on your application to be considered for a place.

Special Schools

- Kennel Lane School

Admissions to special schools are arranged through the Special Educational Needs (SEN) Team and cannot be named as preferences on your application.

Independent Schools

- Heathfield School
- Lambrook School
- LVS Ascot
- Wellington College
- Wellington College Prep

Independent schools manage their own admissions and are not included in the local authority admissions process.

Parents interested in an independent school should contact the school directly for information about admission procedures.

Independent schools cannot be named as preferences on your application.

Schools Types Outside of Bracknell Forest

You may apply for mainstream schools, grammar schools and state boarding schools outside Bracknell Forest.

If you live in Bracknell Forest, you must apply through Bracknell Forest Council, even if the school you wish to apply for is outside Bracknell Forest. Any state-funded school you want your child to be considered for must be named as a preference on your application. Bracknell Forest will then share the relevant application details with the appropriate local authority as part of the co-ordinated admissions scheme.

The admission arrangements for schools outside Bracknell Forest are set by the relevant admission authority. You should contact the relevant admission authority directly to obtain and read the school's admission arrangements, including any oversubscription criteria, supplementary forms, tests, evidence requirements or deadlines, before submitting your application.

Some schools outside Bracknell Forest may require you to complete additional forms or provide supporting information. It is your responsibility to check the school's admission arrangements and ensure all required information is submitted by the relevant deadlines.

Selective / Grammar Schools

There are no selective or grammar schools in Bracknell Forest. Parents wishing to apply for a selective/grammar school in another local authority should speak to their child's current headteacher and contact the school directly for information about entrance tests and registration deadlines. Entrance exams are usually held before the school application process opens, and results are often received before the national closing date.

Any grammar school you wish to apply for must be named on your school application. Bracknell Forest applicants can list up to three preferences only, and applying for a grammar school does not provide additional preferences. Parents are strongly advised to include at least one local non-selective school among their preferences.

Please note:

- Free home-to-school transport is not provided for grammar schools.
- It is the parent/carer's responsibility to register for any required entrance exams and meet all deadlines.
- Changes to preferences after the national closing date will only be considered in exceptional circumstances and may not be possible within the admissions process.
- Taking an entrance exam is not an application. Any grammar/selective school you wish to be considered for must be listed as a preference on your school application.

State Boarding Schools

State boarding schools provide free education, but boarding fees apply. There are no state boarding schools in Bracknell Forest; however, parents may apply for schools in other areas.

If applying for a boarding place, this must be clearly indicated on your school application. Parents should also contact the school directly to obtain information about admissions, boarding arrangements, and any additional requirements before applying.

Understanding The Application Process

You do not have the right to 'choose' which school your child will attend but you do have the right to express a preference. The ability to meet your preference will depend not only on the demand for places at an individual school but also on the total number of places available. If a school is over-subscribed, by that we mean that there are more applicants than places, the admissions criteria will be used to determine which pupils will be offered a place.

When to Apply

If your child is currently in Year 6 and due to start secondary school in September 2027, the key dates below apply to you.

Open for applications	National Closing Date	National Offer Day	Deadline to respond to offer
12 September 2026	**31 October 2026**	**01 March 2027**	**15 March 2027**

Who to Apply To

You must apply to your home LA, which is the council responsible for the area where your child lives. For Bracknell Forest residents, this means applying to Bracknell Forest Council. You can apply either online or by using a paper application form.

As previously mentioned, you can only name state-funded schools as preferences on your school admissions application. This includes state-funded schools within Bracknell Forest and state-funded schools in other local authority areas. Any state-funded school you want your child to be considered for must be listed on your application to your home LA.

You cannot apply directly to other local authorities or schools for a place through the normal admissions round, and other LA residents cannot apply directly to Bracknell Forest for schools within the borough. If an application is made to the wrong local authority, it will be disregarded and you will be advised to apply through your home LA.

How Applications Are Processed

Admission Arrangements

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

It is your responsibility to ensure you have appropriately researched your preferred schools. You should check the school's admission arrangements to identify the oversubscription criterion under which your child should be considered and ensure you select the appropriate criterion on your application. You should also check whether any additional information or supplementary forms are required and ensure these are submitted by the relevant deadline.

Links to admission arrangements for Bracknell Forest schools can be found on each school's individual page within the School Information section of this guide.

Co-Ordinated Admission Scheme

Bracknell Forest operates a co-ordinated admissions scheme for children starting secondary school in Year 7 in September 2027. This means that your application is managed by your home local authority, even if you name schools in other local authority areas.

Bracknell Forest parents and carers can list up to three school preferences and give reasons for each preference. Information from your application may be shared with other local authorities, admission authorities, schools and government agencies where this is needed to process your application.

The scheme helps local authorities and admission authorities work together so that each child receives one school offer. It does not change the admission arrangements for individual schools. Schools that are their own admission authority will still apply their own oversubscription criteria when deciding which children can be offered a place.

Bracknell Forest's co-ordinated admissions scheme can be found online; *School admissions arrangements | Bracknell Forest Council.*

Equal Preference Scheme

The equal preference scheme means that each school you name is considered separately against that school's admission arrangements, regardless of whether you list it as your first, second or third preference.

Listing a school as your first preference does not give your child priority for a place at that school. Admission authorities do not use your preference order when deciding whether your child can be offered a place; they apply the school's oversubscription criteria only.

Your preference order is only used if more than one school can offer your child a place. In that situation, the local authority will offer the school you ranked highest on your application.

Example Flow Chart

Parent submits application

- 1st Preference – Not Yet Processed
- 2nd Preference – Not Yet Processed
- 3rd Preference – Not Yet Processed

Admission Team/ Authority verifies application

- Criteria are applied to each school preference.

- Preferences are treated equally at this stage.
- Criteria outcomes identified
- Home address is verified

  - 1st Preference – Meets No Criterion
  - 2nd Preference – Meets Sibling Criterion
  - 3rd Preference – Meets Designated Area Criterion

Applications are ranked

- Each admission authority ranks applications using its oversubscription criteria.
- Places are allocated up to PAN (Published Admissions Number)
- School Admissions gathers rankings and allocates available places
- Possible offers are reviewed

  - 1st Preference – No Offer
  - 2nd Preference – Place can be offered
  - 3rd Preference – Place can be offered

Final Allocation

- Because more than one place could be offered, the highest preference is selected.
- Highest available preference is offered. This is the final offer outcome.

  - 1st Preference – No Offer
  - 2nd Preference – Place Offered
  - 3rd Preference – No Longer Required

National Offer Day

- Parent is notified of the offered school place.
- Waiting list, refusal reasons, and appeal information are provided.

If You Are Not Offered Any of Your Preferences

If none of your preferred schools can offer a place because your application does not rank highly enough under their oversubscription criteria, the local authority will seek to offer an alternative school place, where possible.

This will be the nearest school to your home address with places available.

Deciding Your Preferences

It is important that you understand how places are allocated at the schools you are considering and have realistic expectations about the likelihood of obtaining a place. To help you make informed decisions about your preferences, you should use the checklist below to research how places are allocated and what factors may affect your child's application.

Your decision should not be based solely on a school's prospectus, website, performance information, Ofsted reports, school visits or hearsay. It is equally important to understand the school's admission arrangements, oversubscription criteria and previous allocation history before deciding which schools to name as preferences.

Preference Checklist

- Read the admission arrangements and oversubscription criteria for each school you are considering.
- Obtain and complete any supplementary forms required by your preferred schools.
- Check your designated area school using the Bracknell Forest designated area checker. *Bracknell Forest School Admissions (arcgis.com)*
- Attend school open days, open evenings or other school visits where available. We recommend visiting your designated area school.
- Review school websites, prospectuses and other information published by the schools.
- Check the allocation history for your preferred schools.
- Check the PAN (Published Admission Number) for each preferred school.
- Consider how your child will travel to and from school.

Things to Consider When Choosing Preferences

- List schools in your genuine order of preference. If more than one school can offer your child a place, the local authority will offer the highest-ranked preference for which an offer can be made.
- You cannot change the order of your preferences after the National Closing Date.
- A place cannot be guaranteed at any school, regardless of the oversubscription criterion you believe your child meets.
- Consider the likelihood of obtaining a place at your preferred schools by reviewing the oversubscription criteria, allocation history and PAN.
- If your child lives in Bracknell Forest, you should carefully consider naming your designated area school as one of your preferences.
- If you do not name a school as a preference, your child will not be considered for a place at that school.
- Being offered a place at a school does not guarantee that future siblings will also be offered a place there. Applications are considered against the admission arrangements in place at the time of application.

Oversubscription Criteria

If a school receives more applications than places available, applications will be prioritised using the school's published oversubscription criteria.

It is important that you read the admission arrangements for each school you are considering before submitting your application. The admission arrangements explain how places are allocated, define each oversubscription criterion, and set out any supporting evidence or supplementary forms that may be required. Failure to provide the required information by the relevant deadline may result in a criterion not being applied to your application.

Oversubscription criteria vary between admission authorities and schools. For example, the definition of a sibling may differ from one school to another. As admissions arrangements can change and differ between schools, you should not make assumptions about eligibility or how criteria will be applied and should always refer to the school's published admissions arrangements.

It is your responsibility to:

- check which oversubscription criterion or criteria may apply to your child;
- select the appropriate criterion on your application
- submit any supporting evidence or supplementary forms required by the admission authority; and
- ensure all information is received by the relevant deadline.

Links to admission arrangements for Bracknell Forest schools can be found on each school's individual page within the School Information section of this guide.

Designated Areas

Every home in Bracknell Forest has a designated secondary school. Most schools (except Ranelagh CE School, which has different arrangements) have a designated area, sometimes called a catchment area. A designated school is not always the nearest school to your home.

You can check your designated area school using the interactive map or; by viewing copies of the designated area maps online.

Interactive Map: Bracknell Forest School Admissions

Designated Area Maps: Designated area maps | Bracknell Forest Council

We strongly recommend checking your designated area school using the Bracknell Forest website rather than relying on information from estate agents, developers, hearsay or other resources.

Living within a school's designated area gives your child a higher priority for a place if the school is oversubscribed, but it does not guarantee admission.

Protected Sibling Status

Parents of children attending a school that was their designated area school at the time of processing the application, but where the designated area has changed will have a protection for any younger siblings for the next six years.

The younger sibling's application will be processed as living in the designated area of the same school as the older sibling is attending even though the designated area has changed.

In order for this status to apply to your application:

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

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

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

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

School Specific Information

School Prospectuses

Every school publishes a prospectus containing information about the school, its curriculum and wider opportunities for pupils. Prospectuses are available on school websites.

Performance Tables

Schools publish information about pupil outcomes and performance. This information can be useful when researching schools but should be considered alongside other factors, including admissions arrangements, school visits and the needs of your child.

Pupil performance tables should not be seen in isolation.

School Inspection Reports

While Ofsted reports can provide useful information, they represent a snapshot in time and should not be the sole basis for your decision. Wherever possible, we recommend visiting schools to help you gain a fuller understanding of what they can offer your child.

Ofsted inspects state-funded schools and publishes inspection reports on its website *www.ofsted.gov.uk*

Allocation History

To see how school places were allocated for Bracknell Forest schools in 2026. Please visit our website using the link below.

How school places are allocated | Bracknell Forest Council

This information provides an indication of demand for schools and the admission criteria met by applicants who were offered places in September 2026.

If allocation information is not available for a school, it may be because the school is its own admission authority or is located outside Bracknell Forest. In these cases, please contact the relevant admission authority directly.

Oversubscribed Schools

From the allocation breakdowns you should be aware that there were a number of schools that were oversubscribed. This means that there were more applicants than available places so the admission criteria were used to decide who would be offered.

The tables will therefore give you an indication of those schools that were oversubscribed and what criteria applicants who were offered places fulfilled.

This information is important to consider when deciding your preferences but cannot predict or guarantee what will happen this academic year - 2027/28.

Sustainable Transport

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.

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
- arrive at school more relaxed and ready to learn.

Driving your child to school costs money: this can add up to a significant amount per year.

Walking, cycling or using public transport offers children greater independence and flexibility – with pupils staying late at school for extra-curricular activities and sport, this flexibility (especially for older children) can be important.

For more information, and help in planning a sustainable journey to a school, visit: School travel advice | Bracknell Forest Council (bracknell-forest.gov.uk)

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

Education Transport

Bracknell Forest Council provides transport assistance for eligible pupils in accordance with its statutory duties and transport policy. Entitlement to assistance is based on a range of factors, including the pupil's age, the distance between home and the nearest suitable school, and any special educational needs, disabilities, or mobility difficulties.

Parents and carers are responsible for ensuring that their child attends school regularly and should not assume that transport will be provided. Eligibility should be checked carefully before making school preferences, as admission to a school does not automatically qualify a child for free school transport.

Further information about eligibility criteria, transport arrangements, and how to apply can be found on the Bracknell Forest Council website or by contacting the School Transport Team.

School transport support | Bracknell Forest Council

Making Your Application

The application process is open from 12 September 2026 – 31 October 2026

There are two ways of applying for a school place.

Apply Online

Applying online is the quickest and easiest way to apply for a school place.

If you have not applied before, you will need to create an account on the Citizens Portal. Please use an email address that you can continue to access, as it will be used for all correspondence about your application, including your school place offer.

Once you have submitted your application, you will receive a confirmation email. Please keep this as proof of submission.

Amending your ONLINE application

You can amend your application at any time before the National Closing Date by logging back into the Citizens Portal. After logging back into your application, you must re-submit your application.

Technical difficulties

If you are using an iPhone or iPad and the page is not displaying correctly, select one of the three "A" icons in the top-right corner of the page.

If you are struggling with an area of the online application, you are welcome to contact the School Admissions Team for guidance.

If you are unable to log into your account or experience technical difficulties, please contact application.support@bracknell-forest.gov.uk

Changes to email addresses

We cannot change the email address linked to your Citizens Portal account. Your account will remain linked to the email address used when it was created. You should still be able to log into the Citizens Portal using your existing account details, even if you no longer have access to that email inbox.

If your email address changes, you must contact the School Admissions Team. We can use this for admissions correspondence, including sending your school place offer on National Offer Day.

Paper Application Forms

If you are unable to apply online, you can request a paper application form from the School Admissions Team. Correspondence will still be sent by email where possible, so please provide a valid email address.

Completed forms can be emailed or posted to school admissions using our contact details.

Amending your PAPER application

You can amend your application at any time before the National Closing Date by submitting a new paper application form.

Important information

Paper applicants will not be able to view their offer through the Citizens Portal. School Admissions will send offer notifications by email from 8am on National Offer Day. Where email delivery is not possible, offers will be posted on National Offer Day.

You will not receive an automatic acknowledgement when submitting a paper application. We strongly recommend contacting School Admissions before the National Closing Date to confirm that your application has been received.

Applications must be received by the National Closing Date. Applications received after this date will be treated as late, unless there are exceptional circumstances that prevented the application from being submitted on time.

SUPPORTING DOCUMENTS

Where possible, documents should be scanned and emailed to School Admissions. Original documents should not be sent, as the council cannot guarantee their safe return.

Any supporting documents relating to your application must be submitted directly to the relevant admission authority.

For schools within Bracknell Forest, School Admissions will only forward supplementary forms that form part of the school's admission arrangements.

Supplementary forms for Bracknell Forest Schools can be found online; www.bracknell-forest.gov.uk/applyforsecondary

For schools outside Bracknell Forest, School Admissions will not forward any supplementary information. It is your responsibility to read the school's admission arrangements and submit any required forms or evidence directly to the relevant admission authority.

Birth Certificates

The School Admissions Team must verify your child's date of birth and ensure their name is recorded correctly for education records. You will therefore be required to provide a copy of your child's birth certificate (this is the only proof of date of birth that will be accepted). This can be submitted with your application or after a school place has been offered.

Birth certificates should be sent to Bracknell Forest School Admissions only and must not be sent to schools or other local authorities.

If your child's name has changed, you must also provide the relevant name change documentation. Further information can be found on the Bracknell Forest website.

Changing a pupil's name on education records | Bracknell Forest Council (bracknell-forest.gov.uk)

Amending Your Application, After the National Closing Date

You cannot amend your application after the National Closing Date.

If you wish to change your application, you must complete a Change of Preference Form, available on the Bracknell Forest website from National Offer Day. Forms received by 15 March 2027 will be considered in the second round of admissions, which begins on 22 March 2027.

Changes received after 15 March 2027 will not be included in the second round but will be considered as soon as possible afterwards.

If you add a preference for a school outside Bracknell Forest, your application will be considered in accordance with the relevant local authority's admissions processes and timescales. However, where LA processes or deadlines differ from those operating in Bracknell Forest, it may not always be possible for your preference to be included within the relevant schools allocation round.

You can name up to three preferences on your application. Before making any changes, carefully consider the impact on your application. Removing a preference will withdraw your application for that school and result in your child being removed from a waiting list or an offer being withdrawn.

If you are unsure how a change may affect your application, please contact School Admissions before submitting a Change of Preference Form.

Late Applications

The following dates apply to Bracknell Forest schools only. Other LAs may operate different deadlines and arrangements. It is your responsibility to check the relevant local authority's admissions information.

Applications received after the National Closing Date will be treated as late applications. Late applications received between 01 November 2026 – 15 March 2027 will be considered in the second round of admissions, which begins on 22 March 2027.

Applications received after 15 March 2027 will not be included in the second round of admissions and will be processed as soon as possible afterwards.

What is the second round of admissions?

The second round of admissions is where applications received between 01 November 2026 – 15 March 2027 are considered. These applications are considered after all on-time applications have been processed and school places have been allocated on National Offer Day.

Exceptional Circumstances

In some cases, an application submitted after the National Closing Date may be accepted as on time if there are exceptional circumstances which prevented the application from being made by the closing date. Supporting evidence will be required, and the local authority's decision is final.

Applicants Moving House

There are extended deadlines for applicants who move within or into Bracknell Forest during the application process. For full details of the deadlines, evidence requirements and how address changes are considered during the admissions process, please refer the information provided: Moving House.

Service Families

There are extended deadlines for applicants who move into Bracknell Forest during the application process. For full details of the deadlines, evidence requirements and how address changes are considered for service families, please refer the information provided: Service Families.

Preferences for Schools Outside Bracknell Forest

If you include preferences for schools outside Bracknell Forest on your late application, the relevant local authority may operate different deadlines. It is your responsibility to you research these dates before you apply.

Information That May Affect Your Application

Your Home Address

The address at which your child lives is important when admission authorities decide how applications are ranked and which children can be offered places.

The address used on your application should be the home address of the parent or carer with whom your child is habitually resident. Childcare arrangements cannot be used as a home address for school admissions purposes.

For on-time applications, the address where your child is living on the National Closing Date will be used to process the application.

All addresses are checked by the School Admissions Team. If there is any discrepancy or further clarification is required, you may be asked to provide proof of address.

Proof of address

If you are asked to provide further documentation. The following documents are accepted as proof of address:

- a copy of your current council tax bill.
- a copy of your solicitor's confirmation that completion has taken place; or
- a copy of your rental or tenancy agreement - signed by yourself and your landlord alongside a letter from your letting agent or landlord confirming the tenancy is still current.

Where possible, documents should be uploaded through the Citizens Portal when completing your online application. Alternatively, clear scanned copies or photographs can be emailed to the School Admissions Team.

Please do not send original documents. The Council cannot accept responsibility for their safe return.

Different arrangements apply for Service families.

If Your Circumstances are Different

If you are unable to provide the documents listed above, have alternative living arrangements, or your child lives between more than one address, you should contact the School Admissions Team for advice as soon as possible.

Each case will be considered individually, and you may be asked to provide additional evidence or complete supplementary forms so that the address used for admission purposes can be verified.

The School Admissions Team or the relevant admission authority may request further evidence at any time and may carry out address checks, including home visits where appropriate. Random checks are also undertaken to help prevent fraudulent applications.

Split Residency

Where a child lives between two addresses, only one application can be processed and only one address can be used for admissions purposes.

The address used will be the address where the child spends the majority of school nights. The application should be submitted by the parent or carer living at that address.

It is the responsibility of the parent or carer making the application to provide details of the child's living arrangements at the time of application.

Correspondence relating to the application will only be sent to the applicant.

Multiple Applications Submitted

You must submit one application only and use one application method for each child.

If multiple applications are submitted, the most recent application received by the National Closing Date will be treated as the final application.

Multiple applications can cause technical difficulties when importing your application. This may therefore affect how you receive your offer.

Parental Disputes

School Admissions will not become involved in family disputes. Where multiple applications are submitted by different parties. Both parents may be contacted and asked to reach a mutual agreement. Further information may also be requested.

Where parents cannot agree, they will be expected to seek legal advice. School Admissions and admission authorities may also seek legal advice where necessary.

Depending on the circumstances, School Admissions may:

- process the application submitted by the parent with whom the child appears to spend most school nights;
- delay processing the application until a mutual agreement has been reached; or
- delay processing until a decision has been made through solicitors or by a court.

This does not remove the responsibility on parents to resolve any dispute regarding the application.

Temporary addresses

The address used on an application must be a permanent address; temporary addresses will only be considered in exceptional circumstances and supporting evidence of the reasons for the temporary arrangement will be required. Each case will be considered individually.

Multiple properties

Where a family owns or has access to more than one property, the address used for admissions purposes must be the property where the child is habitually resident.

If a family moves to another property within a school's designated area or closer to a preferred school, sufficient evidence must be provided to satisfy the School Admissions Team and/or the admission authority that the new address is the family's habitual residence.

Where a family is moving from one owned property to another, the new address may be considered once evidence of the move has been provided, such as:

- confirmation that the sale of the previous property has completed; and
- confirmation that the purchase of the new property has completed; or
- a signed tenancy agreement for the new property.

It is the applicant's responsibility to provide sufficient evidence that the child is habitually resident at the address being used for the application.

Verification of Address and Final Decisions

The School Admissions Team verifies all addresses for Bracknell Forest residents and carries out checks on applications from outside the borough where Bracknell Forest schools have been named as preferences.

Further evidence may be requested at any stage of the admissions process.

Where the School Admissions Team is unable to verify an address, all available information will be passed to the relevant admission authority. The admission authority will decide which address should be used for admissions purposes, or how the application will be processed if no address can be verified.

The admission authority's decision on these matters is final and cannot be appealed.

MOVING HOUSE

If you are moving into or within Bracknell Forest, you are responsible for contacting the School Admissions Team and providing proof of address, as outlined in the 'Your Home Address' section above.

For those moving INTO Bracknell Forest

If you are moving before 18 November 2026 your application will be considered as on time provided all the conditions below are met.

- You and your child have physically moved to a Bracknell Forest address before 18 November;
- You have provided acceptable proof of the Bracknell Forest address by 18 November 2026; and
- You submit an application to Bracknell Forest before 18 November 2026.

If you submitted an on-time application to your previous home local authority, Bracknell Forest would also take over the on-time application submitted; provided the first two conditions above are met.

If you move into Bracknell Forest AFTER 18 November 2026

Your application will not be considered until the second round of admissions, which begins on 22 March 2027.

Your application will therefore not be considered as part of the initial allocation process for National Offer Day.

If you applied on time to your previous home local authority and included a preference for a Bracknell Forest school, we will not update your address or take over responsibility for your application until the second round of admissions. However, your application will still be included in the initial allocation process on National Offer Day. For this allocation, the address used will remain that of your previous home local authority. Your new Bracknell Forest address will not be taken into account until the second round of admissions, which begins on 22 March 2027.

Please Note:

Applications must be submitted by 15 March 2027 to be considered within the second round of admissions.

Amendments must be submitted between National Offer Day and 15 March 2027 for the changes to be considered in the second round of admissions. Bracknell Forest's Amendment Form will be available from National Offer Day.

For those moving WITHIN Bracknell Forest

If you are moving before 18 November 2026 your address update will be considered as on time provided all the conditions below are met.

- You submitted an on-time application to Bracknell Forest before the National Closing Date;
- You and your child have physically moved into the new property within Bracknell Forest by 18 November 2026; and
- You have provided acceptable proof of the new Bracknell Forest address by 18 November 2026

If you move within Bracknell Forest AFTER 18 November 2026

Your new address will not be considered as part of the initial allocation process for National Offer Day. However, your application will still be included in the initial allocation process on National Offer Day. For this allocation, the address used will remain that of your previous address.

Your new Bracknell Forest address will not be taken into account until the second round of admissions, which begins on 22 March 2027.

Please Note:

Amendments must be submitted between National Offer Day and 15 March 2027 for the changes to be considered in the second round of admissions. Bracknell Forests Amendment Form will be available from National Offer Day.

Moving Out of Bracknell Forest

Each local authority has its own arrangements for moving applicants with varied deadlines and requirements for proof of address.

If you are moving out of Bracknell Forest, you should contact the local authority responsible for your new address as soon as possible.

Moving to Bracknell Forest from Abroad

Families moving or returning to the UK and intending to live in Bracknell Forest may submit an application before they arrive.

However, applications will be processed using the address where the child is living on the closing date for applications. A UK address cannot be used unless the child and family are habitually residing there.

Once the child and their family have moved to Bracknell Forest and acceptable proof of address has been provided, the application can be updated in accordance with the arrangements for applicants moving into Bracknell Forest outlined above.

Right to Abode - It is the parent/carers responsibility to ensure that they have the right to abode and that the conditions of their visa permit them to access a state funded school. By submitting your application form to the LA, you are agreeing that you as the responsible parent/ carer for the child have checked that your child's visa complies with the above.

Service Families and Crown Servants

Applications from UK service personnel and Crown Servants who are relocating to or from the Bracknell Forest area are considered under specific arrangements relating to a family's planned move. The information below explains how these applications are managed and what supporting evidence is required.

Moving Into Bracknell Forest

Families of UK service personnel with a confirmed posting to the Bracknell Forest area, and Crown Servants returning from overseas to live in Bracknell Forest, may apply for a school place before they have moved.

Applications must be supported by an official letter from the relevant service confirming:

- the relocation date; and
- the unit postal address or quartering address.

For applications to be considered during the initial allocation process, the required documentation must be received by 18 November 2026.

If you submitted an on-time application to your previous home local authority, Bracknell Forest would also take over the on-time application submitted; provided the required documentation is received by 18 November 2026.

If you apply AFTER 18 November 2026

Your application will not be considered until the second round of admissions, which begins on 22 March 2027.

Your application will therefore not be considered as part of the initial allocation process for National Offer Day.

If you applied on time to your previous home local authority and included a preference for a Bracknell Forest school, we will not update your address or take over responsibility for your application until the second round of admissions. However, your application will still be included in the initial allocation process on National Offer Day. For this allocation, the address used will remain that of your previous home local authority. Your new Bracknell Forest address will not be taken into account until the second round of admissions, which begins on 22 March 2027.

Please Note:

Applications must be submitted by 15 March 2027 to be considered within the second round of admissions.

Amendments must be submitted between National Offer Day and 15 March 2027 for the changes to be considered in the second round of admissions. Bracknell Forests Amendment Form will be available from National Offer Day.

Moving Out of Bracknell Forest

Service families who are being posted or relocating out of Bracknell Forest should submit their application through Bracknell Forest in the first instance.

You should also contact the local authority responsible for the area you are moving to for advice about their requirements for moving applicants, including what evidence is required and any deadlines that may apply.

Once the receiving local authority has the information it requires, it may liaise with Bracknell Forest regarding the transfer of responsibility for your application.

Oversubscription Criterion - Service Pupil Premium

Sandhurst School includes a service pupil premium criterion within its admission arrangements. If you are considering Sandhurst School, you should read the school's admission arrangements to understand how this criterion operates, whether it may apply to your child, and what supporting documentation is required.

As with all applicants, you should carefully read the admission arrangements for each school you wish to apply for and ensure that any required evidence is provided by the relevant deadlines.

Key Considerations for Service Families

- The deadline of **18 November 2026** for moving applicants applies to service families.
- If you apply for schools in other local authority areas, different deadlines and requirements may apply.
- While the School Admissions Code allows schools to give priority to children from service families as part of their oversubscription criteria, this is not a requirement, and not all schools choose to do so. Parents should check the admission arrangements for each school they are considering. A place can never be guaranteed at any school, regardless of military or Crown Service status.
- Any supplementary forms or supporting evidence required by a school must be submitted by the relevant deadline.

Children With Additional Needs

If your child has additional needs, the way their secondary school place is arranged may differ from the standard admissions process. The sections below explain what you need to do depending on whether your child has an EHCP, is currently being assessed for an EHCP, or has SEN without an EHCP.

EHCP (Education Health and Care Plan)

If your child has an Education, Health and Care (EHC) plan then their future placement must be considered as part of the statutory assessment process or as part of the annual review of their plan.

The SEN Team is responsible for coordinating your school preference and arranging school placement in these circumstances and would have already been in contact with you about this.

You do not need to complete the admission form that is provided via the School Admissions Team.

If you have not received any information regarding from the SEN Team, then please contact them using the details below.

Phone: 01344 354039

Email: sen.education@bracknell-forest.gov.uk

Children Without An EHCP, Currently Under Assessment

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

If an EHCP is obtained throughout the admissions process, then the SEN (Special Educational Needs) department; of your home LA, will take over the responsibility of coordinating your school preference and arranging school placement.

If an EHCP is not obtained throughout the admissions process, then the School Admissions Team will process your application under the criterion the application fulfils and offer a school place in accordance with the school's admission arrangements.

Children With (SEN) Special Educational Needs

If your child has SEN needs without an EHCP then you must still apply through the School Admissions Team for a school place. Places will be allocated in line with each school's admission arrangements.

Once a school place has been offered, parents can contact the schools SENCO to discuss their child's individual needs.

Applications Outside Normal Age Group

Admission to secondary school a year earlier or later than a child's chronological age is only agreed in exceptional circumstances and where it is considered to be in the child's best interests. Requests are considered on an individual basis by the relevant admission authorities.

If your child is already being educated outside their chronological year group

If your child has previously been admitted outside their chronological year group, this arrangement does not automatically continue when transferring to secondary school.

You must submit a new request for admission outside the normal age group as part of your child's transition to secondary school. Further information about this process is available on our website.

Admission outside of chronological year group | Bracknell Forest Council

Considering a request for admission outside the normal age group

If your child is currently being educated within their chronological year group and you wish to explore the possibility of them moving to secondary school a year early or a year late, you should discuss this with your child's current Headteacher and contact the School Admissions Team for advice as early as possible. Requests are only agreed in exceptional circumstances and where it is considered to be in the child's best interests.

Multiple Births

Where applications are received for twins or other multiple birth siblings, and one child is the last child offered a place through the school's published oversubscription criteria, the admission authority may offer a place to the other sibling(s) as an exception.

This exception only applies where one of the multiple birth siblings is the last child admitted under the oversubscription criteria. It does not apply where a sibling has been admitted for another reason, such as through an Education, Health and Care Plan (EHCP) or another admission route.

It is therefore important that you indicate on your application if your child is part of a multiple birth.

FRAUD

Regrettably it has been necessary for the School Admissions Team to withdraw offers of school places in the past where it is evident that a false address or information has been used. In the interests of all applicants, we reserve the right to reject or withdraw applications that we discover to be fraudulent.

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

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

After Receiving Your Offer

In accordance with the timetable set by the Department for Education (DfE), the outcome of your application will be communicated in writing by your home local authority.

- **Online applications:** You can view your outcome by logging into your Citizens Portal account. An email will also be sent to the email address used to register your account on National Offer Day (from 8:00am).
- **Paper applications:** The School Admissions Team will email your outcome on National Offer Day (from 8:00am) using the email address provided on your application. If no email address has been provided, an outcome letter will be posted to your home address on National Offer Day.

The School Admissions Team is unable to discuss school allocations before outcomes have been issued. A range of information will be available online which may answer your questions, so please take the time to review the information provided before contacting the School Admissions Team.

What to do after receiving your offer

Applicants will be required to respond (accept or refuse) the school place offered by 15 March 2027.

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

Late applicants will be required to follow the instructions provided within their outcome letter.

Your Offer Response

What happens if I accept the school place offered?

Accepting the school place offered will **not**:

- affect your child's position on any waiting list for a higher-preference school
- affect any appeal you may wish to submit
- change your chances of being offered a higher-preference school

If we are unable to offer a place at a preferred school from a waiting list, or if any appeal is unsuccessful, accepting the school place offered will ensure that your child has a school place secured for September 2027.

What happens if I refuse the school place offered?

Refusing the school place offered will **not**:

- change your child's position on any waiting list
- change your chances of being offered a higher-preference school
- give you any advantage in an appeal

- result in your application for a preferred school being reconsidered

If you refuse the school place offered, the offer will be withdrawn and the place may be offered to another child. If you later change your mind, there is no guarantee that the place will still be available.

If you refuse the school place offered, you must inform the School Admissions Team of the alternative educational arrangements you have made for your child.

If we are unable to offer a place at a preferred school from a waiting list, or if any appeal is unsuccessful, refusing the school place offered will result in your child having no school place secured for September 2027. You will be responsible for ensuring your child receives education.

Where no confirmed arrangements are in place by September 2027, your details will be referred to the Education Welfare Service.

WHAT TO DO AFTER YOU HAVE RESPONDED TO YOUR OFFER

If you did not provide your child's birth certificate during the application process, you will need to submit a copy once you have accepted the school place offered. If you are unable to locate the birth certificate, please do not delay responding to your offer. You should order a replacement certificate and notify the School Admissions Team that you have done so. A copy should be forwarded to the School Admissions Team as soon as it is received.

Once all offer responses have been received and the second round of allocations has been completed, the School Admissions Team will finalise pupil information with schools. Schools will then contact parents directly with details of their induction arrangements.

WITHDRAWING A SCHOOL PLACE

An admissions authority may withdraw a school place if:

- The offer has been made in error
- a parent has not responded within a reasonable period of time
- It is established that the school place was obtained through a fraudulent or intentionally misleading application
- An offer may be withdrawn if your child is unable to start at the school by the beginning of the Autumn Term – September 2027.

REASON FOR REFUSAL

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

Ordinary Prejudice Grounds

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

In simple terms, this means the school is full and admitting another child would affect the school's ability to provide education efficiently.

Waiting Lists

Your child's name will automatically be added to the waiting lists for any Bracknell Forest schools that were ranked higher than the school place offered.

For schools outside Bracknell Forest, you will need to contact the relevant admission authority for information about their waiting list arrangements. Some admission authorities automatically add unsuccessful applicants to their waiting lists, while others require parents to make a separate request.

Waiting lists are made up of children who applied for a school through the admissions process but were not offered a place. They are ranked in accordance with the school's published oversubscription criteria, not by the date an application was made.

If your child is at the top of the waiting list and a place becomes available, the School Admissions Team will contact you using the details provided on your application.

As schools are increasingly oversubscribed, parents are expected to respond promptly to any waiting list offer. A short deadline may be given and, if no response is received, the offer will be withdrawn.

Please ensure you inform the School Admissions Team if you no longer wish your child to remain on a waiting list.

Finding out your child's waiting list position

You can contact the School Admissions Team to find out your child's position on any Bracknell Forest school waiting list.

Please note that waiting list positions are not fixed and may move up or down. This is because waiting lists are ranked in accordance with the school's oversubscription criteria and can change when new applications are received or circumstances change.

For schools outside Bracknell Forest, you should contact the relevant local authority or admission authority directly.

Offers from waiting lists

Waiting list offers will not be made until after 22 March 2027, once the second round of admissions has been processed.

If your child is offered and you accept the school place offered.

- your original school offer will be withdrawn
- your child's name will be removed from the waiting lists for any schools ranked lower than the new offer

Waiting list offers are made on the basis that the information provided on your application remains accurate. You must inform the School Admissions Team of any changes to your circumstances, as these may affect your child's waiting list position.

If a place is offered based on inaccurate or misleading information, the offer may be withdrawn.

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

For Bracknell Forest community schools, your child's name will remain on any relevant waiting lists until the end of the summer term of the academic year (July 2028), when the waiting lists will close.

The local authority will maintain waiting lists for all schools until 31 August 2027. From this date, own admission authority schools that do not coordinate in-year admissions with Bracknell Forest will manage their own waiting lists. You should refer to the individual school's admission arrangements or contact the school directly for further information.

The local authority will continue to maintain waiting lists for own admission authority schools that coordinate their in-year admissions with Bracknell Forest.

If you wish your child's name to be placed on a waiting list for the next academic year (Year 8), an in-year application can be submitted no sooner than 20 school days before the place is required. Further details will be published on the Bracknell Forest Council website at that time.

Important information

- The length of time a child's name has been on a waiting list does not affect their priority for a place.
- Waiting list positions are not fixed and may move up or down as applications are received and circumstances change.
- It is your responsibility to tell the School Admissions Team if you no longer wish your child to remain on a waiting list for any higher-preference school. This can be indicated when responding to your offer. After 15 March 2027, you should notify the School Admissions Team in writing as soon as possible.
- It is your responsibility to inform the School Admissions Team of any change in circumstances that may affect your child's admission criteria or waiting list position at any point during the academic year.

Once a child has started at a school and begun to build relationships with staff and other pupils, we would generally encourage parents not to seek a move to another school except in exceptional circumstances.

School Admission Appeals

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

Lodging an appeal

To Lodge and appeal you should either complete an online form via the website.

School admission appeals | Bracknell Forest Council (bracknell-forest.gov.uk)

or alternatively contact Customer Services: 01344 352000

Formal appeals will be considered by an independent panel convened by the Clerk in accordance with the School Standards and Framework Act 1998 (SSFA 1998) and the School Admissions Appeals Code.

If you have been refused a place at any of the following schools, you should contact the school directly who will advise on their processes for appeals.

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

Appeals received by the published closing date, 30 March 2027 will usually be heard during May and June 2027.

An appeal can only be heard after an application has been made on the correct form(s) and if you have not been offered a place at your preferred school(s). The application must have been submitted and processed by the School Admissions Team before an appeal can be lodged.

You cannot appeal for a school that was a lower preference school on your application form to that of the offer you have received.

Further information regarding the appeals process can be found online, School admission appeals | Bracknell Forest Council (bracknell-forest.gov.uk)

Appeals for schools outside of Bracknell Forest

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

Sharing of information

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

School Information

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

For Secondary provision within Bracknell Forest, we have 1 community school and 6 academy schools.

The following pages provide information about the secondary schools for which Bracknell Forest co-ordinates admissions, including contact details, Published Admission Numbers (PANs), previous admissions data, and links to each school's admission arrangements.

BRAKENHALE SCHOOL

'Aim High | Be Kind | Take Responsibility'

General Information

School Type: Co-Education, Academy Secondary School

School Number: 4000

LA Number: 867

Age Range: 11-18

Sixth Form: Yes

PAN (Published Admissions Number): 210

School Hours: 8:35am | 15:05pm

HeadTeacher: Mrs C Douglas

Visits/ Open Days

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

https://www.brakenhale.co.uk/

Previous Admissions Data 2026

Number of preferences: 276

Number of appeals received: 0

Contact Information

01344 423041

Mainreception@brakenhale.co.uk

https://www.brakenhale.co.uk/

Brakenhale School, Rectory Lane, Bracknell, RG12 7BA

2027/28 Admission Arrangements

Brakenhale School | Bracknell Forest Council

Supplementary Information Forms can be found online

EDGBARROW SCHOOL

'Enjoy, Grow, Achieve'

General Information

School Type: Co-Education, Academy Secondary School

School Number: 4032

LA Number: 867

Age Range: 11-18

Sixth Form: Yes

PAN (Published Admissions Number): 210

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

HeadTeacher: Mr Stuart Matthews

Visits/ Open Days

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

www.edgbarrowschool.co.uk

Previous Admissions Data 2026

Number of preferences: 520

Number of appeals received: 13

Number of appeals allowed: 3

Contact Information

01344 772658

secretary@edgbarrowschool.co.uk

www.edgbarrowschool.co.uk

Edgbarrow School, Grant Road, Crowthorne, Berkshire, RG45 7HZ

2027/28 Admission Arrangements

Edgbarrow School | Bracknell Forest Council

Supplementary Information Forms can be found online

GARTH HILL COLLEGE

'Achieving Success by working Together'

General Information

School Type: Co-Education, Community Secondary School

School Number: 4059

LA Number: 867

Age Range: 11-19

Sixth Form: Yes

PAN (Published Admissions Number): 270

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

HeadTeacher: Mr Keith Grainger

Visits/ Open Days

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

www.garthhillcollege.com

Previous Admissions Data 2026

Number of preferences: 443

Number of appeals received: 0

Contact Information

01344 421122

reception@garthhillcollege.com

www.garthhillcollege.com

Garth Hill College, Bull Lane, Bracknell, RG42 2AD

2027/28 Admission Arrangements

School admissions arrangements | Bracknell Forest Council

Supplementary Information Forms can be found online

KING'S ACADEMY BINFIELD

'Dare to be remarkable'

General Information

School Type: Co-Education, Academy Through School

School Number: 4001

LA Number: 867

Age Range: 3-18

Sixth Form: Yes

Secondary Phase PAN (Published Admissions Number): 180

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

Executive Principal: Miss Kerri-Anne Leavy

Visits/ Open Days

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

www.kgabinfield.co.uk

Previous Admissions Data 2026

Number of preferences: 483

Number of appeals received: 6

Number of appeals allowed: 1

Contact Information

01344 306983

admin.bi@kingsacademies.uk

www.kgabinfield.co.uk

King's Academy Binfield, St Georges Park, Binfield, Bracknell, RG42 4FS

2027/28 Admission Arrangements

King's Academy Binfield, secondary phase | Bracknell Forest Council

Supplementary Information Forms can be found online

Important Information

King's Academy Binfield is an all-through school, catering for children aged 3 to 18. Pupils who are attending Year 6 in the primary phase of the school will automatically transfer to Year 7 in September 2027.

Children in Year 6 at the school do not need to apply for a secondary school place if they wish to continue their education at King's Academy Binfield.

If a child leaves King's Academy Binfield at any point before transferring to Year 7, they will lose their right to automatically transfer. In these circumstances, a secondary school application must be made through the normal admissions process, even if a place at King's Academy Binfield is still desired.

If parents wish to apply for a place at a different secondary school, they must submit an application through their home local authority. Applications will be processed in line with the published admissions procedures.

KING'S ACADEMY EASTHAMPSTEAD PARK

'It takes a whole village to raise a child'

General Information

School Type: Co-Education, Academy Secondary School

School Number: 4061

LA Number: 867

Age Range: 11-18

Sixth Form: Yes

PAN (Published Admissions Number): 210

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

HeadTeacher: Mr M Hall

Visits/ Open Days

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

Home - King's Academy Easthampstead Park

Previous Admissions Data 2026

Number of preferences: 309

Number of appeals received: 4

Number of appeals allowed: 1

Contact Information

01344 304567

samantha.higgs@kgaeasthampstead.uk

Home - King's Academy Easthampstead Park

King's Academy Easthampstead Park, Ringmead, Bracknell, RG12 8FS

2027/28 Admission Arrangements

King's Academy Easthampstead Park | Bracknell Forest Council

Supplementary Information Forms can be found online

RANELAGH CE SCHOOL

'Though we are many, we are one body' [Eucharistic Prayer, Common Worship]

General Information

School Type: Co-Education, Academy Secondary School

School Number: 4603

LA Number: 867

Age Range: 11-18

Sixth Form: Yes

PAN (Published Admissions Number): 180

School Hours: 8:45am | 15:35pm

HeadTeacher: Mr T Griffith

Visits/ Open Days

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

Ranelagh School – Home

Previous Admissions Data 2026

Number of preferences: 464

Number of appeals received: 23

Number of appeals allowed: 0

Contact Information

01344 421233

enquiries@ranelagh.bonitas.org.uk

http://www.ranelagh.bonitas.org.uk

Ranelagh CE School, Ranelagh Drive, Bracknell, RG12 9DA

2027/28 Admission Arrangements

Ranelagh CE School | Bracknell Forest Council

Supplementary Information Forms can be found online

SANDHURST SCHOOL

'The opportunity to succeed'

General Information

School Type: Co-Education, Academy Secondary School

School Number: 4058

LA Number: 867

Age Range: 11-18

Sixth Form: N/A

PAN (Published Admissions Number): 210

School Hours: 8:30am | 15:00pm

HeadTeacher: Mr Gareth Croxon

Visits/ Open Days

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

www.sandhurstschool.org.uk

Previous Admissions Data 2025

Number of preferences: 357

Number of appeals received: 0

Contact Information

01344 775678

contactus@sandhurstschool.org.uk

www.sandhurstschool.org.uk

Sandhurst School, 28 Owlsmoor Road, Owlsmoor, Sandhurst, GU47 0SD

2027/28 Admission Arrangements

Sandhurst School | Bracknell Forest Council

Supplementary Information Forms can be found online

FREQUENTLY ASKED QUESTIONS

What are the main things I need to do?

- Check your designated area school.
- Research schools and read admission arrangements.
- Attend open events.
- Apply online or request a paper form.
- Submit up to three preferences by 31 October 2026.
- Provide any supporting documents/forms alongside your application.
- Check your offer on 1 March 2027.
- Respond by 15 March 2027.

Key Links

Key Dates
Making Your Application
After Receiving Your Offer
Deciding Your Preferences
Supporting Documents

Does putting a school first improve my chances?

Putting a school first does not make your child more likely to get a place at that school. Your order only matters if more than one school can offer a place.

Key Links

Understanding The Application Process
How Applications Are Processed
Equal Preference Scheme
Deciding Your Preferences

Should I use all three preferences?

- Parents are strongly advised to use all three preferences.
- Naming only one school does not improve the chance of being offered that school.
- If that school cannot be offered, the child may be allocated the nearest school with places available.

Key Links

Deciding Your Preferences
Equal Preference Scheme
Things To Consider When Choosing Preferences
If You Are Not Offered Any of Your Preferences

What happens if I do not name my designated area school?

If you only name three oversubscribed schools and none can offer your child a place, your child will not automatically be offered your designated area school.

Key Links

Designated Areas
If You Are Not Offered Any of Your Preferences
Deciding Your Preferences

How do I know whether my child is likely to get a place?

Previous allocation data does not guarantee what will happen this year, but it can help you understand whether a school has usually been oversubscribed and which criteria were successful in previous years.

Key Links

Oversubscription Criteria

School Information

Allocation History

What if I want a school outside Bracknell Forest?

If you live in Bracknell Forest, you still apply to Bracknell Forest Council even if every school preference is outside Bracknell Forest.

Key Links

School Types Outside of Bracknell Forest

Who to Apply To

What documents do I need, and who do I send them to?

Document	Send to School Admissions	Send to school/ admission authority
Birth certificate	Yes	No
Proof of address	Yes, if requested by School Admissions. Further evidence may also be requested at any time.	Usually no, however the admission authority may request proof of address or further evidence at any time.
Supplementary information form	Yes, however, School Admissions will only forward documents to own admission authority schools within Bracknell Forest – where they are part of the school's admission arrangements.	Yes, especially for out-of-borough schools.

Key Links

Supporting Documents

Birth Certificates

Your Home Address

Proof of address

Service Families and Crown Servants

School Information

What happens if I accept a place but still want a higher preference?

Accept the place offered unless you have made alternative education arrangements. Accepting does not remove your child from waiting lists for higher-preference Bracknell Forest schools and does not affect your right of appeal.

Key Links

After Receiving Your Offer

Waiting Lists

Your Offer Response

School Admissions Appeals

What if you are not offered any of your preferences?

If you are unable to be offered any of your preferences the information available online (on National Offer Day) will explain why, and your child will be offered a place at the next nearest school to the home address with available places. This will not necessarily be your designated area school. Your child's name may then be placed on the waiting list(s) for your preferred schools.

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

Key Links

If You Are Not Offered Any of Your Preferences

After Receiving Your Offer

Waiting Lists

Reason For Refusal

School Admissions Appeals

What if you are offered a second or third preference?

If you are not offered your first preference but are offered a second or third preference, your child's name will be placed on the waiting lists for any Bracknell Forest school(s) listed as a higher preference than the one offered.

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

Key Links

After Receiving Your Offer

Your Offer Response

Waiting Lists

Will my child automatically go on waiting lists?

- Higher-preference Bracknell Forest schools: automatic waiting list.
- Out-of-borough schools: check directly with the relevant admission authority.

- Lower-preference schools: no waiting list unless a new application/change is made.

Key Links

Waiting Lists; Finding out your child's waiting list position

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

Offers from waiting lists

Can I appeal and stay on a waiting list at the same time?

You can remain on a waiting list and submit an appeal at the same time. These are separate processes.

Key Links

Waiting Lists

School Admissions Appeals

Lodging an appeal

Other Admissions Relating to Secondary Education

The following information relates to admissions processes within the secondary phase of education but does not apply to the normal Year 6 to Year 7 secondary transfer process for entry in September 2027. It is included for information only and is published to meet statutory admissions information requirements.

Admission to Middle or Upper Schools 2027–28

There are no middle or upper schools within Bracknell Forest. If you are a Bracknell Forest resident and your child currently attends a lower or middle school outside of Bracknell Forest and you wish to apply for a middle or upper school place for September 2027, then you should refer to the information below.

Bracknell Forest residents with a child attending a lower or middle school outside of Bracknell Forest will be required to make an application for a middle or upper school, there is no automatic transfer.

When do I apply?

Bracknell Forest residents can begin to apply for admission to middle or upper schools from 12 September 2026. You must apply to your home local authority.

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

How do I apply?

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

Forms are available online using the link below.

Applying for a school outside of Bracknell Forest | Bracknell Forest Council (bracknell-forest.gov.uk)

You can also request a paper application form from the School Admissions Team: Contact Details

What happens after I apply?

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

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

Applicants who applied on time will receive their outcome by email on National Offer Day, 01 March 2027. It is important that you use a valid, accessible email address. Please avoid using work email addresses.

Once you receive your offer, your school place will automatically be marked as accepted by Bracknell Forest School Admissions. If the school place is no longer required after 15 March 2027 but before 1 September 2027, you must notify Bracknell Forest School Admissions as soon as possible so that we can liaise with the relevant local authority to release the allocated school place.

What if I am not offered my preferred school?

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

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

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

Admission to a Sixth Form in Bracknell Forest

If your child would like to apply for a place at a school Sixth Form within Bracknell Forest, then you should refer to the schools Sixth Form admission arrangements which will be published on the school's website.

Applications must be made to the school directly.

In-Year Admissions

If you are applying for a place outside of the normal admission round you will need to use the in year application process. To do this you need to complete an in year application form which is available from the Bracknell Forest website, In-year school application | Bracknell Forest Council (bracknell-forest.gov.uk) along with a Guide to In Year Admissions booklet, or from the School Admissions Team. The information in this booklet is not relevant to those applicants making an in year application and the relevant booklet must be obtained before completing an in year application form.

Fair Access Protocol

The School Admissions Code states that each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places- is asked to take a disproportionate number of children who have been

excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

The operation of Fair Access Protocols is outside the arrangements of coordination and is triggered when a parent of an eligible child has not secured a school place under the in-year application process.

University Technical Colleges (UTCs)

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