Guide to Secondary Education in Bracknell Forest

2019/20
This booklet has been prepared to inform parents and carers of the admissions procedure for entry to secondary school in September 2019. It outlines the procedures that will be adopted by the Council and sets out the role of other admissions authorities in the process of allocating school places.

There is lots of information in this booklet and on the Bracknell Forest website explaining exactly what you need to do.

Helpline numbers for particular enquiries are listed throughout the booklet.

If you wish to contact us or send us documents you can email us at:

school.admissions@bracknell-forest.gov.uk

Website: https://www.bracknell-forest.gov.uk/

The Team will be available to answer your calls between 8.30 and midday each working day. If you need help outside of these hours all of the information you should need is available on the website or within this booklet.

Telephone number: 01344 354023

Please note that the information contained in this booklet is current in September 2018. Admission arrangements could be subject to amendment or modification before the start of, or during, the school year 2018/2019.
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KEY DATES

Transfer to Secondary School for September 2019 entry

12 September 2018
The Online admissions system goes live, parents are invited to apply.

If you are unable to apply online a paper application form will be available from your home local authority.

If your child is at a private/independent school you should apply online or contact the School Admissions Team to receive a form.

31 October 2018 (Midday)
The latest date that you can submit your online application, the site will then close.

31 October 2018
The latest date for your completed paper application forms to be returned.
Forms received after this date will be regarded as late and this will affect your application.

1 March 2019
Emails to Bracknell Forest residents who applied online will be sent out to parents/carers informing them at which secondary school their child has been offered a place. These will be sent to the email address used to apply.

Letters to Bracknell Forest residents who returned a paper application form will be sent out to parents/carers informing them at which secondary school their child has been offered a place. These will be sent to the home address.

15 March 2019
Latest date for accepting the offer of a school place. Failure to do this could result in the offer of a place being withdrawn.

Second admissions round begins.

30 April 2019
The closing date for submitting admissions appeals.
KEY TERMS USED IN THIS BOOKLET

Academies
Academies are publicly funded independent schools. All academies established by the Secretary of State enter into a contract – the funding agreement – with a charitable company which is often referred to as the academy trust. The funding agreement provides the framework within which the academy must operate. This funding agreement states that academies must comply with the school admissions code and are included in the Local Authority Co-ordinated scheme.

Admissions 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.

Admissions Number
This is the maximum number of pupils that a school is required to admit into each year group. 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.

Admissions Criteria / Oversubscription Criteria
When a school has more applications than places, applications are matched against a list of criteria and ranked accordingly. These criteria are agreed by the LA for community schools. For voluntary aided schools, academies and foundation schools it is set by the governing body.

Council
Bracknell Forest Council.

CE
Church of England

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.

Community Special School
Schools for pupils with special educational needs that cannot usually be met within the provision made by mainstream schools. It is managed locally by the headteacher and governors in collaboration with the LA.
Curriculum
A programme of education and other educational activities.

Denominational
Relating to a particular religious sect or group.

Designated Area / Catchment Area
A designated area (catchment area) is a distinct geographical area that is served by a school.

Designated school
The school(s) that serves the area in which a pupil lives.

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.

Home address
The address where the child lives at the closing date of 31 October 2018 will be used to process the application. As part of the application process the LA will try to verify all addresses, however if this is not possible, it is for the applicant to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected then proof may be requested. If fraud is established then any offer of a school place will be withdrawn. If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school the address of the property they own will be the address for determining their designated area, unless the owned house has been rented out for 12 months prior to 31 October 2018. If an applicant already own a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg exchange of contracts letter. The address must be a permanent address, temporary addresses are not acceptable. If applicants are in the process of moving house within Bracknell Forest they should contact School Admissions Team for further advice.

If an applicant is purchasing a new build home, plots will not be accepted. In this case the address can only be used once proof of completion has been supplied to the School Admissions Team.

LA
Local Authority. Bracknell Forest Council is the LA.
Looked After Children/ Previously Looked After Children (LAC)
This refers to a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. As well as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).
Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.
See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).

If a parent or carer would like to apply under this criterion they must supply all relevant documentation in support of their application under the LAC criterion to the School Admissions Team by the closing date of 31 October 2018. Failure to do this will mean that it will not be considered under the LAC criterion. If you are unsure on what evidence is required, please contact the School Admissions Team for further information based on your individual circumstance.

National Curriculum
The programme of subjects which the laws says must be taught to all pupils in maintained schools.

NOR
Number on roll. The total number of pupils on the school register.

Ofsted
Office for Standards in Education.

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

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

Parent
Parent is defined under S576 of the Education Act 1996 as: All natural parents, whether they are married or not. Any person who, although not a natural parent, has parental responsibility for a child or young person. Or any person who,
although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

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

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

RC
Roman Catholic.

Sibling
Children are considered siblings if they have 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. Children attending the sixth form of a school will not be considered as a sibling for community schools; academies and aided schools will have their own admission arrangements and 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.

VA
Voluntary Aided. VA schools are schools which are owned by the church and the governing body is the Admissions Authority.
This booklet has been published to help you to find the right secondary school for your child. It has been written for parents and carers of all children in Year 6 at primary school and includes important information about the admissions procedure for entry to secondary school in September 2019. You will find details of local schools, how to make an application and how your application will be dealt with. If you have any questions The School Admissions Team will be pleased to assist you.

We have also provided details of where you can find more information.

Moving to a new school is a big milestone in your son/daughter’s life and it is important that the transition goes well. It is for that reason that I recommend that you and your child see the provision that is available in Bracknell Forest secondary schools. I would urge you to visit our schools and to talk with the headteachers and teaching staff about the work that they do and the opportunities available for your child. I know that they will be pleased to provide you with any detailed information that you may require.

Please read this booklet carefully before you decide on your preferred school. If you need further information, please contact the relevant ‘helpline’ referred to in the booklet, or speak with your child’s primary school headteacher.

Bracknell Forest is known as the Borough of Opportunity. The Local Authority has invested in our schools, many have had building work to improve facilities and we are pleased that standards have risen year on year. They are all exciting places to learn and offer a wide range of opportunities.

We are committed to continuing to improve outcomes for children and young people and we work in partnership with schools and the local community in Bracknell Forest.

Following on from the last few year’s successful online offers process, this year we are continuing with online offers. This means, if you apply online, you will not have to wait for a letter and will receive an offer via email on the morning of 1 March 2019. I would encourage you to use the online process if you can.

Year 6, is an important one for your son or daughter. It marks the end of their primary school career and the next stage of their education. I wish your child every success and a smooth transition to secondary school.

Rachel Morgan

Assistant Director – Education and Learning
SECONDARY EDUCATION IN BRACKNELL FOREST

Transferring to Secondary School

Children in Bracknell Forest change from primary school to secondary school at the age of 11. If your child reaches the age of 11 on or between 1 September 2018 and 31 August 2019, he or she will start secondary school in September 2019.

Moving to secondary school a year early or a year late is only possible in very exceptional circumstances and only when it can clearly be seen to be in the child’s best interest. Each case is considered individually and the Local Authority (LA) will consult all relevant professionals involved in the child’s education and development. It is important, therefore, that if you are considering an early or late transfer you should discuss the situation as soon as possible with your child’s current headteacher and contact The School Admissions Team to discuss the process. The admissions authorities’ decision is final.

There are sufficient places within Bracknell Forest to accommodate all our residents, together with some from the neighbouring authorities. For a variety of reasons, some of our schools are more popular than others and in the years, we have seen oversubscription in many of our schools.

Our admissions arrangements maximise the extent to which parental preference can be met because all preferences will be considered on an equal basis, taking account of the admissions criteria, and where the LA is potentially able to offer a place at more than one school, the single offer will be for the school the parent ranked highest on their application form.

Secondary Schools in Bracknell Forest

All of the secondary schools in Bracknell Forest are comprehensive schools. This means that they cater for children of all abilities. There are 7 schools conveniently located throughout the Borough.

Three of these are maintained schools which are are:

- Easthampstead Park Community School
- Garth Hill College
- Sandhurst School
There are four Academy schools in the Borough which are:

- Brakenhale Academy
- Edgbarrow School
- King’s Academy Binfield
- Ranelagh Church of England Academy School

In addition, Kennel Lane School is a day special school for children aged two to nineteen, who have moderate to severe learning difficulties, which may include an autistic spectrum disorder. Admission to Kennel Lane School is arranged through the Special Educational Needs section in the Children, Young People & Learning Department.

This booklet is not intended to give you more than the basic information about these schools. Its purpose is to point you in the direction of finding out more and explaining the process of application for and allocation of places at secondary schools.

We expect schools in Bracknell Forest to be at the heart of their local communities. The vast majority of local secondary aged children will attend their designated area school.

**Secondary co-ordinated scheme**

Bracknell Forest’s school admissions scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the Government’s Department for Education (DfE)

When drawing up our admissions arrangements we sought to ensure that our admissions criteria are clear, fair and objective, for the benefit of all children including those with special educational needs, disabilities, in public care or previously looked after. Our admissions criteria fully comply with those outlined within the DfE School Admissions Code.
WHO DO I APPLY TO?

You must apply to your home Local Authority, (the council you pay your council tax to). You must apply either online or by using a paper application form. Either way you apply you can name up to three preferences. You must name any school you wish to apply to regardless of which LA it is in. You can only make one application. e.g if you live within Bracknell Forest but want to apply for a school in Windsor & Maidenhead you must name the school on your Bracknell Forest application form.

So if you are a Bracknell Forest resident you will need to apply to Bracknell Forest and must name any school that you wish to apply for even if it is within another Local Authority.

You can not apply direct to other Local Authorities.
It is your responsibility to contact other Admissions Authorities to obtain information about their schools and the criteria that is relevant to admission at that school and to complete any additional forms that may be required.

Please note your child must be habitually resident in the UK before an application can be made.

Grammar Schools

There are no grammar schools within Bracknell Forest and none of the schools within Bracknell Forest require entrance exams as a form of entry to the schools. All of the schools within Bracknell Forest meet the needs of all ability ranges. There are however grammar schools in other authorities. If you wish your child to go to a grammar school, talk to your child’s current headteacher about this in the first instance. If you list a grammar school on your application your child will be required to sit an entrance exam and you should contact the schools direct about information regarding the test.

Please note no free transport is provided to grammar schools. (See page 56 onwards for further details.)

If a grammar school is named on your application we will forward your child’s details to the relevant authorities dealing with admissions to that school. You must also contact the grammar school to ensure that you have all the necessary information about that school and find out the closing date to register your child for the entrance exam. You should receive the results of your child’s entrance exam before 31st October 2018. If you receive these before the closing date and then wish to change your application this must be done by amending your online application before midday on 31st October 2018 or by putting your change request in writing to The School Admissions Team by 5pm 31st October 2018.

An application for a grammar school is incomplete if it is not named on the
Local Authority application. **It is the parent's responsibility to ensure they have researched the closing dates for the entrance exams.**

**Denominational Schools**

As there are no Roman Catholic secondary schools in Bracknell Forest a number of children are educated in schools outside the Borough for denominational reasons. You should contact the relevant Local Authority direct for copies of their booklets and the schools direct for a copy of their prospectus. If you wish to apply to one or more of these schools it must be named on your application.

Denominational Transport is not provided.

**Academies**

Within Bracknell Forest we have four Academy schools, Brakenhale Academy, Edgbarrow School, King’s Academy Binfield and Ranelagh Church of England Academy School. If you are applying for an academy school this must be named as a preference on your application. The over subscription criteria’s for these schools are published in this booklet. If you wish to name any other academy, you should contact the academy direct to obtain a copy of their over subscription criteria.

**Independent Schools**

If you require details of Independent Schools, you should contact the Independent Schools Council (ISC). The School Admissions Team is not able to provide any information on these schools and they cannot be named on the Local Authority application.

[www.isc.co.uk](http://www.isc.co.uk)
Gathering Information

Schools are different and so are children. You will probably already have an idea of some of the things about a school that are going to be important to you and your child. You may have talked to other parents or to children who are already at particular secondary schools. Their ideas may be helpful, but do not rely only on these. Any decision as important as selecting your child’s school should always be based on your own judgement. Do not base your decision on other people’s opinions - they are deciding for their child, you will want to make the decision for your child.

Points to consider

• Find out as much as you can about what each individual school has to offer.

• Read the brochures that schools produce.

• Research the admissions criteria for each school for which you wish to apply.

• Look at the websites of the different schools. These will often give you a different perspective on the school in question.

• Most importantly, take the opportunity to attend the schools during their open days or evenings. (See pages 64 onwards). You should always try and visit your designated area school.

• Discuss with the headteacher what the school has to offer

• Check your designated area school by checking the website: www.bracknell-forest.gov.uk/findmynearest

• Check allocation history of the schools you are applying for; last years information is later in this booklet.

• Check the Admission numbers of schools

Visits to Schools

Secondary schools hold open days and/or open evenings during the first part of the autumn term each year. Details of these start on page 64. You may need to book for some of these so please contact the school direct. The LA do not set these dates or have any control over them, therefore if you have any queries regarding these please contact the school concerned.
You might want to visit more than once to see everything that is going on or to get all of your questions answered. Schools in Bracknell Forest are proud of their achievements and you will find they are more than happy to discuss them with you.

You may have already formed some impression of the schools you are planning to visit from the school brochures and perhaps from other information that you have obtained. The visit gives you the opportunity to see schools for yourself and to check what you have read.

Before you go, think of some questions that you can ask during your visit. Try to take the opportunity to speak with pupils who show you around and staff at the school as well as the headteacher.

**School Brochures**

Every school produces a school prospectus each year. This prospectus will contain certain basic information about the school and the way in which it seeks to provide for its pupils. Prospectuses are available on request from individual schools without charge. They may also be available on the school’s website. Schools produce the prospectus from their own resources. All schools will wish to make them as attractive and distinctive as possible, but there is more to what goes on in a school than just the information contained in the prospectus.

**Performance Tables**

Schools provide information about their own examination results in their individual prospectuses. In addition, the Secretary of State for Education will publish a comparative table of pupils’ examination results in November in national and local newspapers. Copies are not available from the Children, Young People and Learning Department or from individual schools, but can be obtained from the Department for Education (DfE). They are also available on the Internet: www.education.gov.uk.

When comparing results between schools, a number of factors need to be considered. Pupils come from a variety of different starting points - they differ in terms of ability, background and levels of support at home. Results need to be seen over a longer period than one year to enable a clear pattern to emerge. It is also unlikely that overall patterns will be consistent across all subjects.

A school’s examination results should not be seen in isolation from its other strengths.

**School Inspection Reports**

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

www.ofsted.gov.uk
THE APPLICATION PROCESS

Secondary Co-ordinated Admission Scheme

In line with government requirements, Bracknell Forest operates a co-ordinated admissions scheme for secondary admissions. This scheme requires formal cooperation and sharing of information between each local authority (LA) and all the admissions authorities within that LA (eg academies, voluntary aided and foundation schools). Each of these admission authorities will have already agreed the co-ordinated scheme between them. There will also be close liaison between neighbouring LAs and admissions authorities.

The co-ordinated scheme covers all schools and local authorities. Parents/carers can list the names of up to three schools that they are interested in and to give the reasons for each of their preferences. Information that parents/carers give on their application will be shared with other admissions authorities as necessary.

This scheme does not affect the duty of the governors of academies, voluntary aided schools etc to set and apply their own admission arrangements. The scheme is an administrative arrangement to make school admissions easier, more transparent and less stressful for parents. The governors of academies, voluntary aided schools etc will still apply their own criteria to applications that name their school.

Designated Areas

Wherever you live in Bracknell Forest there is a 'designated' secondary school for your home address. Each school (with the exception of Ranelagh School, where different arrangements apply) has a 'designated area', sometimes known as a 'catchment area'. Please note that a 'designated' school will not necessarily be your nearest school so please check. A map showing a schools designated area can be viewed in the back of this booklet, online at www.bracknell-forest.gov.uk or at the school concerned. It is also possible to do a search on the Council’s website using your address: www.bracknell-forest.gov.uk/findmynearest

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

Some properties in Bracknell Forest lie within the ‘designated area’ for Charters School which is within the Royal Borough of Windsor and Maidenhead. Similarly, some properties in Wokingham Borough lie in the designated area for Edgbarrow School. District and Borough boundaries do not affect the allocation of places at particular schools.
Ranelagh School does not have a ‘designated area’ as such, further details are set out later in this booklet and in the prospectus produced by the school.

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

Although we cannot guarantee a place at any school within Bracknell Forest it is important to consider naming your designated area school as one of your three preferred schools. You will not automatically be given a place at your designated area school if you do not name it as a preference and this may result in your child being offered a place at a school some distance from your home address.

If you do not name a school as a preference you will not automatically be considered for it if it is an oversubscribed school. It is therefore advisable to think carefully about which schools you name on your application. If you want to be considered for a school you must name it as a preference.

As part of the admission process the School Admissions Team must be able to verify the home address. We will try and verify your home address via the Revenue Services (Council Tax) department, however if this is not possible or a discrepancy is found, it will become your responsibility to satisfy the admission authority that you live at the address. If the admission authority is not satisfied of the home address, this could adversely affect your application. If you are not a Bracknell Forest resident but are applying to a Bracknell Forest Secondary School and require your application to be considered as designated area you should send the proof of your address direct to the Bracknell Forest School Admissions Team with your child’s details and to which school it relates.

Proof of address that will be accepted are:

- a copy of your current council tax notice 18/19
- a letter from a solicitor confirming exchange of contracts (we are unable to accept an address until you have exchanged contracts. If you are purchasing a new build home, plots will not be accepted. In this case the address can only be used once proof of completion has been supplied to the School Admissions Team.
- or your rental agreement/tenancy agreement, this must be for a minimum of a year.

If you send any original documents these will be sent back by normal 2nd class post, The LA is not responsible for their safe return. Therefore it is advisable to only send a copy. If you are unable to make a copy, you can also bring the originals into Customer Service reception at Time Square who will be able to take a copy for you.
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.

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

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

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

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

Home address

The address at which your child lives may be important when the admissions authority decide who they can offer places to at particular schools. The address on the application must be that of the parent or carer where the child is habitually resident. The School Admissions Team is unable to use the address of an individual’s child care arrangements.

The address where the child lives at the closing date of 31 October 2018 will be used to process the application. As part of the application process all addresses will be verified, however it remains the applicants responsibility, should there be any discrepancies, to satisfy the admission authority that the child lives at the address they state. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn. If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school the address of the property they own will be the address for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date of 31 October 2018.

If an applicant already owns a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg exchange of contracts letter. The address must be a permanent address, temporary addresses are not acceptable. If applicants are in the process of moving house
within Bracknell Forest they should contact School Admissions Team for further advice.

If an applicant is purchasing a new build home, plots will not be accepted. In this case the address can only be used once proof of completion has been supplied to the School Admissions Team.

Ranelagh School does not have a ‘designated area’ as such but ‘home address’ does play a part in the allocation process. Further details are set out later in this booklet and in the prospectus produced by the school.

Please note your child must be habitually resident in the UK before an application will be accepted and processed. This does not apply if you are a family of UK Armed Forces Personnel or a Crown Servant returning from overseas.

Moving House – If you move house after you have submitted your application and before the closing date you must inform The School Admissions Team. If you move house after you have submitted your application and before the offer date, it is your responsibility to inform The School Admissions Team of your child’s new address. Failure to do this could affect the allocation of your child’s place. You will also be required to supply documentary evidence of the new address (e.g solicitor’s letter confirming exchange of contracts).

The School Admissions Team may request additional proof regarding your address at any time and may visit you. This is to try and prevent fraudulent addresses being used. Random checks are also done on applications to verify home addresses.

If you move house between the closing date of 31 October 2018 and 31 December 2018 you should contact The School Admissions Team who will be able to give you further advice regarding your application.

Child arrangements order (previously shared residence orders) - It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called shared residence orders) under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding shared residency, or the child’s living arrangements, must be submitted at the time of application. It is the parents’ responsibility to provide this information. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The School Admissions Team may take legal advice on these matters as they relate to a specific case. A main address will need to be used to process the application. If the second parent/carer’s address is different from the first they will not receive any information/letters.

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 has been used. In the interests of all applicants we reserve the right to reject applications that we discover to be fraudulent.
Applications from abroad – Applications from abroad are not accepted. If you are moving into Bracknell Forest from abroad then the child must be habitually resident before an application for a school place can be made. Proof of residency within Bracknell Forest will be required.

Service Families - Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a school place if it is accompanied by an official letter from the relevant service declaring a relocation date and a Unit postal address or quartering address. For those who already live in Bracknell Forest or are moving to live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted if they wish their application to be considered under the designated area criterion.

Looked After Children/ Previously Looked After Children (LAC)
This refers to a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. As well as children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).

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

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

If a parent or carer would like to apply under this criterion they must supply all relevant documentation in support of their application under the LAC criterion to the School Admissions Team by the closing date of 31 October 2018. Failure to do this will mean that it will not be considered under the LAC criterion.

Deciding on your preferences
We are committed to meeting your school preference wherever possible. However places at secondary schools are limited. Each school has a maximum number of pupils that can be admitted each year, this is known as the Admission Number (AN). Too many children being admitted to a particular school could lead to overcrowding or pressure on facilities and other resources. The limits that are set on numbers are designed to ensure that children receive an ‘efficient and effective’ education.

You do not have a right to choose which school your child will attend but you do have the right to express a preference for a school. Our ability to satisfy 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 (there are more applicants than places), the admissions/oversubscription criteria (see from page 41), will be used to determine which pupils will be offered a place.

Applications for all schools will be considered under the co-ordinated admissions scheme as ‘equal preferences’. This scheme allows each school named as a preference to be considered as if you have made up to three separate applications. However you should rank your most preferred school highest as the LA will always offer to the highest preference where possible. You can not change the order of your preferences after the closing date.

If any of your preferences are for schools that are not Bracknell Forest community schools then it is your responsibility to contact them for their oversubscription criteria.

Although we are not able to guarantee a place at any school within Bracknell Forest it is important to consider naming your designated area school as one of your three preferred schools. If your child lives in Bracknell Forest and it is not possible to offer a place at any of your preferred schools the LA will offer a place at the next nearest school with vacancies (which may not necessarily be your designated area school) and may be some distance from your home.

If one of your preferences is for Ranelagh Church of England Academy then please refer to their admissions criteria on page 50. The Governors require the completion of an additional form known as a Supplementary Information Form as well as naming the school on your application for the LA; this is obtainable from the school direct, The School Admissions Team or from the website. Failure to complete and return this additional form will mean that your application for Ranelagh Church of England Academy will not be considered by the Governors as a complete application and will be ranked by them accordingly.

If any of your preferences are for a Voluntary Aided School, Academy, Grammar or a Community School outside Bracknell Forest, then it still must be listed on your application. Before doing so you should obtain the oversubscription criteria from them. It is your responsibility to ensure that you are aware of the admissions criteria for the schools for which you are applying.

The admissions criteria for each school that is named as a preference is used to determine whether an offer can be made. If an offer can be made to more than one of your preference schools the order in which you list the schools on your application will be taken into account. It is therefore very important that you consider carefully the order that you list the schools on the application, as you will be unable to change them after the closing date.
THINGS TO CONSIDER BEFORE MAKING AN APPLICATION

- Ensure you have read and understood the admissions criteria for all the schools for which you wish to apply.

- Check how many applications the school had last year (please see page 61 for further details) compared to places available and the final criteria used to allocate places.

- When applying for or accepting a place at an out of designated area school within Bracknell Forest you should be aware of the consequences this may have for any younger siblings as children living in the designated area will be admitted ahead of them. There are rising rolls in the borough and a number of siblings living out of the designated area have not been offered places at the same school as their sibling in the past few years. This includes children who have older siblings with an Education, Health & Care Plan.

- Consider naming three different preferences. If you only name one preference and The School Admissions Team are unable to allocate you a place there, they will then have to offer an alternative school which has places once the allocation has been completed. This will not necessarily be your designated area school and could be some distance from your home.

Do you know what your designated area school is?

It is your responsibility to check which school is in your designated area. Details about the designated area of any Bracknell Forest school or a map showing a schools designated area can be viewed on the Bracknell Forest Website.

It is also possible to do a search on the Council’s website using your address. www.bracknell-forest.gov.uk/findmynearest

What if my child attends a private/independent school?

If your child attends a private/independent school and you want to apply to a state school then you are able to visit the Bracknell Forest website to make an application from 12 September 2018.
Requests for delayed entry when transferring from primary to secondary school

Where a child has had a delayed entry start to school and has not escalated into the age appropriate year group or wishes to repeat a year within their primary school they will need to request a delayed entry into secondary school. In order that such request (supported by evidence*) can be fully considered, the parent will be asked to submit their request together with an application for the normal age group by the deadline. This ensures that if the request is refused, the child’s application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

- If the request is agreed, their application for the normal age group may be withdrawn before a place is offered and required to apply again the following year group.

- If their request is refused, the parent must decide whether to continue to move the child from year 5 to year 7 or to apply to a different admission authority or to apply for a year 8 place.

Things to consider as the child get older

When a child transfers from primary to secondary school (or an infant to junior school) the parent must make a new application as part of each main admissions round.

Requests to continue working out of normal age group would need to be made at the chronological age at the transfer process time. If the child is working in year 5 (but the chronological year group would be year 6) the parent must make an application in year 5 at the published time with a request to delay entry to secondary school. This will again be assessed as above.

The admission authority, in consultation with the Headteacher for that school, will make the decision on whether to accept an application for a child to continue out of their chronological year group. This could mean missing a year either in secondary or primary school.

The admission authority and the Headteacher are not required to agree to this request. Many secondary school headteachers indicate their reluctance to accept children out of year as it becomes very obvious when children mature earlier than those in their year group

If this request is refused then a parent may need to secure an age appropriate school place for their child or consider another secondary school place.

If the request is agreed the secondary school at which the child is then offered a place may not be the same admission authority who agreed to the request as
the application may not be ranked high enough against the allocation criteria for that secondary school.

Children will be able to leave school before completing examination courses. Statutory school age ends on the last Friday in June in the school year when they becomes 16. For a delayed entry child this will be in year 10 before the GCSEs have been completed.

*Evidence Required*

Consideration of these requests will include taking account of the parents’ views; information about the child’s academic, social and emotional development; whether they have previously been educated out of their normal age group; where relevant, the child’s medical history and the views of a medical professional; whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The views of the headteacher of the school concerned and the child’s current school will also be taken into account. The Principal Educational Psychologist will make a final decision for Bracknell Forest maintained schools.

If the application is for a school where Bracknell Forest is the admission authority the paperwork will be forwarded to the Principal Educational Psychologist who will advise the admission authority. This advice will then be discussed with the headteacher of the relevant school(s) and a final decision will be made.

If the application is for a school that is their own admission authority (eg voluntary aided school, academies etc) then the request and the supporting documents will be forwarded to the Governors of that school for their decision regarding the request.

When informing a parent of the decision on the year group to which the child will be admitted, the parent will be notified of the reasons for the decision. The decision from all relevant admission authorities will be sent to the parent from the local authority and this decision is final.

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

Before making your application, you must carefully read the relevant admissions criteria published by the admission authority for the school(s) for which you are applying. Those for Bracknell Forest Schools start on page 41 of this booklet.

There are two ways of applying for a school place. You can apply quickly and easily online or by completing a paper application form. You can only use one method of applying, please do not use both. If you submit a paper form and complete an online application, the latest submitted by the closing date will be used as your final application. This could affect how you receive you offer.

You can only make one application and this will be to your home LA. If a school outside of Bracknell Forest is named on the application then this information will be passed on to the relevant LA or admission authority for that school by Bracknell Forest School Admissions Team. The co-ordinated scheme means that all state funded schools must be recorded on the application as a preference even if they are outside Bracknell Forest and this includes grammar schools.

As part of the application process The School Admission Team will verify all addresses via the Revenue Services (council tax) department, and where this has not been possible will contact you for further proof. It is your responsibility to satisfy the admission authority that the address used on your application is that of the habitual residence. Failure to do this or respond if contacted with a discrepancy will adversely affect your application.

The School Admissions Team need to verify your child’s date of birth. In order to do this you will be required to supply a copy of the child's birth certificate (this is the only proof of date of birth that will be accepted). You can either provide a copy when you submit your application or it must be provided once the offer of a place has been made.

You can scan or take a picture of the Birth Certificate and email it to: school.admissions@bracknell-forest.gov.uk

Or send a copy by post to: The School Admissions Team
Children, Young People and Learning
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD

If you send any original documents these will be sent back by normal 2nd class post, The LA is not responsible for their safe return. Therefore it is advisable to only send a copy. If you are unable to make a copy, you can take the original documents into Customer Service reception at Time Square who will be able to take a copy for you.
Online Application

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

https://www.bracknell-forest.gov.uk/starting-secondary-school/how-do-i-apply

Please note if you are using an iPhone or iPad the web page may not display properly. To correct this click on one of the three AAA's in the top right hand corner of the page above the help section.

From 12 September 2018 you will be able to apply for a school place online.

All schools that you wish to list as a preference must be included on your online application even if they are outside Bracknell Forest and this includes grammar schools.

If a school outside of Bracknell Forest is named on the application then this information will be passed on to the relevant LA or Admissions Authority for that school by Bracknell Forest School Admissions Team.

If you apply online:

• You must register on the site before you are able to make your application. Even if you have previously used the online system, you must still re-register.

• You require an e-mail account – the email address you use will be verified by yourself when registering on the online site. Please ensure you use an email address which is not likely to change as you are unable to verify another email address after the closing date and will not receive your offer on 1st March by email. If your email address does change after the closing date, you will need to contact The School Admissions Team and request your outcome to be sent by letter instead.

• Once you have submitted your online application a confirmation e-mail will be sent to you please keep this as a receipt.

• If you have any technical difficulties with the site please use the form on the contact us tab located at the bottom of the online page. The School Admissions Team is unable to help you with technical queries.

• The online site closes at midday on 31 October 2018.

• Please note if you go back into your online application once you have submitted it, you will need to ensure you then re-submit it before leaving the site.
Online applications must be submitted by the closing date of midday on 31 October 2018.

Please note that your offer email will be sent on 1st March 2019 to the email address you have used to register; no other email address can be used to communicate this offer.

Please note: Before submitting your application you will be presented with a question asking if you would like to receive your application outcome by email. You must tick the box if you prefer your outcome by email, failure to do this will mean a letter will be posted a letter on 1st March instead of an email and you will need to wait for this to be received before we can discuss the outcome with you.

### Paper Application

Applying online is the preferred option, however if you are unable to apply online then you should complete a paper application form. **You will not automatically receive an application form. If you wish to apply using a paper application form you must request one from The School Admissions Team.**

However please be aware that by applying in this way your offer letter will be **posted** on 1st March 2019, whilst those who applied online will **receive** their offer emails on 1st March 2019. The School Admissions Team is unable to discuss your child’s allocation over the phone until you have received your offer.

Completed paper applications should be returned by the closing date of **31 October 2018**. These can be returned to your child’s current Bracknell Forest primary school or sent direct to The School Admissions Team at the address detailed on the form.

**It is important that forms are returned by the closing date, as any applications for admission to schools received after 31 October 2018 will be processed as late. Exceptions will be where it can reasonably be assumed that the form could not have been received by the closing date. Please see page 34 for further information on this.**
Common Application Form

Admissions to Secondary School for September 2019

This form MUST be returned to School Admissions by the 31 October 2018

Only complete this form if you are a Bracknell Forest resident

Section 1
Child’s Personal Details

<table>
<thead>
<tr>
<th>Child’s Forename</th>
<th>Child’s Date of Birth</th>
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<tbody>
<tr>
<td>Child’s Surname</td>
<td>Childs Gender</td>
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<tr>
<td>Current School</td>
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</table>

Childs Home Address

<table>
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<tr>
<th>Town</th>
<th>Postcode</th>
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Section 2
Parent/ Carers Personal Details (Living at the same address as the child)

| Parent/Carer Title | |
|--------------------||
| Parent/ Carer Forename | |
| Parent/ Carer Surname | |
Section 2 (Continued)

Parent/Carer Contact Details

<table>
<thead>
<tr>
<th>Parent/Carer Email Address</th>
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</thead>
<tbody>
<tr>
<td>Parent/Carer Contact Number</td>
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</table>

Section 3

Other Relevant Information

Does your child have an Education, Health and Care Plan?  YES / NO

** Is your child a Looked After Child? (in the care of the Local Authority) Or has your child been previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order) immediately following having been looked after?  YES / NO

** If YES please confirm the name of the Local Authority that is/was providing care for your child?

** If YES please note you MUST provide proof that your child is or was a Looked After Child. For example a letter from the Social Worker or Local Authority your child is or was a Looked After child by confirming they fulfil the criterion. (Please refer to the Guide To Primary Education for further information)

Section 4

Preferences

In this section you will be required to state your preferences in your preferred order. Before completing this section of the form ensure you have;

Understood the Admissions Arrangements /Criteria for all the schools you have named
Completed any additional forms where necessary

Go online to find The Guide to Secondary Education
www.bracknell-forest.gov.uk/applyforsecondary
[OFFICIAL-SENSITIVE]

You should ensure that you are aware of the published admissions arrangements for any school(s) you name.

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<tr>
<th>1st Preference School</th>
<th>Criteria</th>
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<tr>
<th>2nd Preference School</th>
<th>Criteria</th>
<th>Reason</th>
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<thead>
<tr>
<th>3rd Preference School</th>
<th>Criteria</th>
<th>Reason</th>
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Does your child currently have a sibling at one of the above schools who is currently and will continue to attend the school at the time of your child’s admission?

If YES please confirm the siblings details below

Sibling’s Forename: ..............................................................................................................................

Sibling’s Surname: .................................................................................................................................

Sibling’s Date of Birth: .........................................................................................................................

School the sibling attends: ....................................................................................................................
Section 5
Declarations

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that any offer of a school place will be based on the information I provide being accurate and correct and that the Local Authority reserve the right to withdraw any school place offered if I give false or misleading information.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood The Parents Guide to Secondary Education, the admissions arrangements for my preferred schools and have completed and submitted any additional forms which may be required.

I understand that School Admissions will verify my address and will contact me should a discrepancy be found and that it is my responsibility to satisfy the Admissions Authority that I live at the address that is stated on the form at the closing date.

Parent/ Carer Signature: ........................................................................................................

Print Name: ........................................................................................................................

Date: .................................................................

This form must be returned to School Admissions by the 31 October 2018.

Email this form to: school.admissions@bracknell-forest.gov.uk

Or post;
School Admissions Team,
Time Square,
Market Street,
Bracknell,
RG12 1JD
WHAT IF I WANT TO CHANGE MY APPLICATION?

Before 31\textsuperscript{st} October

If you want to make changes to your online application once you have submitted it but before midday on the closing date of 31 October 2018, you are able to do this by logging back into your application and making the relevant changes. You must however resubmit the application after doing this or your application will not be submitted for processing by The School Admissions Team.

If you want to make a change after midday on the 31 October 2018, you would need to make this request via email or in writing to The School Admissions Team by the end of the working day on 31 October 2018.

If you change your mind about your preferences after the submission of your paper application form, but before the closing date, you should let The School Admissions Team know of the change in writing or by e-mail by 31\textsuperscript{st} October 2018. Your changed preference will then be taken into account when allocating places.

After 31\textsuperscript{st} October

If you wish to change your preference for a Bracknell Forest school after the closing date, whether you applied online or using a paper form, it will only be considered if there has been a significant change of circumstances of the applicant relevant to the application eg. moving into the designated area for that school. The Admissions Authority’s decision on this will be final. Changing your mind about your application or different child care arrangements are not considered as a major change of circumstances. For further advice please contact The School Admissions Team

A change of preference request after 1 March 2019 should be received in writing by 15 March 2019 to be considered in the second round of allocations, this date relates to Bracknell Forest Schools only and other admission authorities may publish their own dates.
LATE APPLICATIONS

THE FOLLOWING DATES APPLY TO BRACKNELL FOREST SCHOOLS ONLY.

OTHER AUTHORITY OR OWN AUTHORITY SCHOOLS MAY HAVE DIFFERENT DATES. IT IS YOUR RESPONSIBILITY TO RESEARCH THESE DATES.

Non-returned application form

Where it can reasonably be assumed that an application could have been made by the closing date of 31 October 2018, the application will be processed by the School Admissions Team in the second round of allocations from 15 March 2019.

Moving within Bracknell Forest

If you move house within Bracknell Forest after the closing date of 31 October 2018 and before 31 December 2018 you must contact The School Admissions Team to discuss any changes of preferences you may wish to make.

Moving into Bracknell Forest

Where it can reasonably be assumed that your application could not be made by the closing date of the 31 October 2018 (for example that you have just moved into Bracknell Forest) but is submitted before 31 December 2018, the application will be considered on time. However evidence to support the reason for the late application will be required by The School Admissions Team. The LA’s decision is final. However if the application is received on or after 31 December 2018 it will be processed in the second round of allocations from 15 March 2019.

If you move after the closing date you should contact The School Admissions Team with your new address even if you do not wish to change your application. This will not affect your application but it will ensure that the allocated school receive the correct address for your child.
THE ALLOCATION OF PLACES

All preferences named on an application will be treated as equal preferences. This will mean that should the school be oversubscribed then the admissions/oversubscription criteria will be applied to that particular school regardless of its ranked order on the form.

There are tables on page 60 showing how many preferences were expressed for each secondary school in Bracknell Forest and which criteria places were allocated to for all the community schools within Bracknell Forest. With the system of equal preferences these rankings will not give you an accurate indication of how oversubscribed schools may be for this year’s intake. However it will give you an indication of where a school has been oversubscribed in the past.

After the closing date the relevant admissions criteria will be applied to all applications for oversubscribed schools. If a Bracknell Forest community school is named then the admissions criteria on page 41 will be used. When a school is oversubscribed, applications will be put in the order of the admissions criteria.

The admissions criteria will be applied to each preference as if they are stand alone applications to the school.

Any preferences for Bracknell Forest schools that have an admission authority other than the LA will be passed to that admission authority for them to apply their relevant criteria to the application. Once this has been done the admissions authority will pass back to The School Admissions Team a ranked list of all applications.

If a school is named on the form that is not a Bracknell Forest school then the request for a school place is forwarded to the relevant local authority or admissions authority and their criteria applied to the application.

Once all this information has been collected and returned, The School Admissions Team will complete the allocation process.

If, by applying the criteria (or the governors of Aided schools, Academies or grammar schools applying their criteria) the LA is able to offer a place at more than one school, then the order that you list your preferences on your application will be taken into account. Your child will be offered a place at the school that is listed highest on your application and at which an offer can be made. You will only receive one offer of a school place (regardless of which area the school is in or type of school) in line with the School Admissions Code. So please think carefully about the order of your preferences as these cannot be changed after the closing date.
Number of Places

Each year the Local Authority publishes an admission number for each school. This is the number of pupils that the Admissions Authority can admit into the school during the next school year.

Once this number has been set the LA and governors must admit children up to the number if there is sufficient demand for places. The individual school details set out later in this booklet record the admissions number for each school.

OFFER OF A PLACE

In line with the timetable that has been established by the DfE, you will be informed, in writing, of the outcome of your application by your home LA. If you applied online an email will be sent, to the email address you used when registering to use the online system, on the 1 March 2019. If you applied using a paper form, the letter offering your child a secondary school place will be posted by The School Admissions Team on 1 March 2019 to your home address. The School Admissions Team are unable to enter into discussions about your child’s allocation until you have received your offer as there will be a lot of information available that may answer any questions you have. Therefore please take the time to read through all the information available before calling The School Admissions Team.

What to do next

You will be asked to accept or decline the offer of a school place by 15 March 2019. To do this you can:

- Go onto the Bracknell Forest website and accept or decline your place online
- Use the link in your email to access the acceptance form
- Call Customer Services on 01344 352000.

Failure to accept a place could result in the offer of a school place for your child being withdrawn in line with the School Admissions Code.

If you have not submitted your child’s birth certificate within the application process you will be required to send a copy once you have accepted the place. However if you can not find your child’s birth certificate please do not delay in accepting a place. You should order a new one and inform The School Admissions Team that a new one has been ordered. Once the new birth certificate arrives please forward a copy of this to The School Admissions Team.

What if you are not offered any of your preferences

If we are unable to offer you any of your preferences the information available 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 if this is full with those applications that named the school as a preference. Your child’s name will then be placed on waiting lists for your preferred Bracknell Forest schools, please see page 38 for more details on waiting lists.

What if you refuse the offer of a school place

If you refuse the offer of a school place you must inform the School Admissions Team as to where your child will be receiving education. It is the responsibility of your home LA to ensure that every child of statutory school age within their area is receiving a form of education.

However please note that by accepting a school place it will not affect your child’s position on any waiting lists or any appeals that you may make, it does however ensure that your child has a school place. Therefore please think carefully before refusing an offer of a place, because if you do refuse it The School Admissions Team may be unable to give you that place back if you are unsuccessful with any appeals or you do not get offered a place from the waiting list.

Fraudulent applications

It is for the applicant to satisfy the Admissions Authority that they fulfil the criteria they are applying for and that the child lives at the address that is stated on the form at the closing date. If necessary, further proof may be requested and a member of The School Admissions Team may visit you. If fraud is established any offer of a school place may be withdrawn.

Multiple Births

Where the LA has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) may be admitted as an exception. This only applies to the allocation as of the 1st March and not to any offers from waiting lists.
WAITING LISTS

Waiting lists are initially held for all Bracknell Forest schools by The School Admissions Team. They are constructed using the names of those children whose parents have formally applied for admission to the school using the application process and have been unsuccessful in their application. Waiting lists will be constructed according to the published admissions criteria and will follow the same priority order. Please note this only applies to schools which were listed as higher preferences than that which has been offered.

How can I get my child’s name on a waiting list?

Your child’s name will automatically be added to a waiting list of a Bracknell Forest school that is higher in your preference order than the one that has been offered.

If you have applied for another authority school you must contact the relevant authority for further information on waiting lists, as you may need to request your child’s name to be placed on a waiting list.

How can I find out where my child’s name is on the waiting list?

You are able to phone The School Admissions Team who can inform you of your child’s position on any Bracknell Forest waiting lists.

Please be aware that positions on a waiting list can go up or down. In other words a child who is at the top of a waiting list one day may not be the next. This can happen, for example, if a child with a higher priority within the published admissions criteria applies to the school e.g moves into the area or makes a late application.

It is also important to note that the length of time a child’s name has been on a waiting list is not the deciding factor when a space becomes vacant.

Offers from waiting lists

Offers from waiting lists will not begin until 15 March 2019, when the second round of admissions begins. If you are offered a place from the waiting list for a higher preference school any original allocation will be withdrawn. It is your responsibility to ensure that you inform The School Admissions Team if you do not want your child to remain on waiting lists for any higher preferences. You should inform The School Admissions Team as soon as possible.

We would hope that once a child starts at a particular school and begins to build relationships with other children and teachers, you will not consider moving your child to another school except in exceptional circumstances.
How long will my child’s name be held on a waiting list?

For Bracknell Forest community schools your child’s name can be held on any relevant waiting lists until the end of the summer term of the academic year in July 2020. The waiting list will then be closed.

The LA will maintain the waiting list for Ranelagh Church of England Academy School and Brakenhale School until 1 September 2019 when the schools will then maintain their own. The LA will continue to maintain the waiting list for the other Bracknell Forest academy schools and the Bracknell Forest Community Schools.

If you require your child’s name to be placed back on the waiting for the next academic year (year 8) you will need to start the In Year application process after 1 July 2020. You will not be reminded to do this. For more information on the In Year process please refer to the Bracknell Forest website: https://www.bracknell-forest.gov.uk/changing-schools-year-applications/apply-change-schools-middle-school-year
ADMISSION APPEALS

Admission Appeals

If your child is not allocated a place at a school, that you have named as a higher preferred school on your application form than that your child has been offered, you can appeal against the decision.

The reason why the Local Authority may have to turn down your application is if the school has reached its Admission Number for the year group and is full to capacity for that year group.

Lodging an Appeal for a Bracknell Forest School

You should either complete an online form via the website or alternatively contact Customer Services who will assist you and provide further information about the appeal procedure. 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 Ranelagh Church of England Academy School or Brakenhale School you should contact the relevant school direct who will advise on their process for their appeals.

Appeals received by the published closing date will usually be heard during May and June 2019.

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). This must have been received in writing from The School Admissions Team.

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

Customer Services: 01344 352000

Appeals for schools outside of Bracknell Forest

If you have been refused a place at a school that is not in Bracknell Forest, you should contact the relevant admission authority for information on their appeals process.
Admissions Criteria for Community Schools Sept 2019

The following criteria apply to the three Bracknell Forest community schools and Edgbarrow School (see page 48):

<table>
<thead>
<tr>
<th>Easthampstead Park Community School</th>
<th>Sandhurst School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garth Hill College</td>
<td></td>
</tr>
</tbody>
</table>

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

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

(A) **Looked After Children**¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after.

(B) Children who have either **medical or social grounds** for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. The LA’s decision in these matters is final.

(C) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child’s admission.

(D) Children who live in the **designated area** of the school.

(E) Children who do not live in the designated area of the school but who have a **sibling** at the school, and who will still be attending school at the time of the child’s admission.

(F) All other children.

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

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

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

⁴ See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Children must be living in the designated area at the closing date of 31 October 2018 to be considered under this criterion.

Sibling does not include those in the 6th form of the school.

**Tie Break**

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

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras’ Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

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

As soon as all applications have been received, including those submitted on line and from outside Bracknell Forest, the LA will consider all applications equally for its maintained schools and apply the admissions arrangements as published.

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

**Social Grounds and Medical Grounds**

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicants responsibility to obtain a Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical
grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child’s current situation.

This evidence must prove why the school in question is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school in question.

It is the applicants responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.
Supplementary Social and Medical Information Form

In order for your application to be considered on social and medical grounds you must complete this form and return it back to the School Admissions Team along with your supporting evidence by the given closing date. For In-Year applications the evidence must be submitted at the time of application.

Please make sure you have read the attached guidance before completing this Supplementary Social and Medical Information Form.

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Date of birth:</th>
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</table>

Address:

<table>
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<tr>
<th>Home Local Authority</th>
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</thead>
<tbody>
<tr>
<td>(the local authority that is responsible for your council tax)</td>
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</tbody>
</table>

Email Address:

<table>
<thead>
<tr>
<th>Current School / Nursery:</th>
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</table>

Preferred School this application relates to:

<table>
<thead>
<tr>
<th>School Name:</th>
</tr>
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<td></td>
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</tbody>
</table>
Please set out the particular reasons why the school in question is the only suitable school.
Please list the supporting evidence that is being submitted to support this application under this criterion:

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority reserve the right to collect this information in order to fulfil their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I certify that the information I have provided is accurate and correct and that if any information changes it is my responsibility to inform the local authority. I have read and understood the social and medical criterion, the relevant admissions guide and the admissions arrangements for my preferred school.

I certify that I have parental responsibility for the child named on this form.

I understand that if the social and medical criterion is applied, and I am applying for a school outside my designated area I may not be eligible for support with transport. This also does not guarantee a school place at the school for any siblings.

Signature of parent/carer: .................................................................

Print Name: ...................................................................................

Date: .................................................................
Brakenhale School

Admissions Policy for September 2019

Brakenhale School is an academy school. The Academy is its own admission authority and determines and applies its own admission criteria. Their policy is detailed in the following pages.
Policy Title

Admissions Arrangements for entry in September 2019

<table>
<thead>
<tr>
<th>Version No</th>
<th>Approved</th>
<th>Headteacher</th>
<th>Status</th>
<th>Statutory</th>
</tr>
</thead>
</table>

Summary

The Brakenhale School is an academy within The Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admissions Policy of the Greenshaw Learning Trust.

The arrangements can be seen online at the following address:

http://www.bracknell-forest.gov.uk/secondaryschooladmissions

<table>
<thead>
<tr>
<th>Staff responsible</th>
<th>Headteacher</th>
<th>Implementation by</th>
<th>Headteacher</th>
</tr>
</thead>
</table>

| Review Date | September 2019 |
The Brakenhale School is part of the Bracknell Forest co-ordinated admissions scheme for secondary admissions. Bracknell Forest residents can apply for a place either on line or using a Common Application Form (CAF). You must use this form even if the school to which you wish to apply is outside of the Borough.

Residents not living within the Borough of Bracknell Forest should use their home Local Authority form or apply via the internet site of their home Borough.

Further information regarding secondary school admissions can be found on www.bracknell-forest.gov.uk

1.1. Oversubscription

The school has 210 places available in Year 7, which includes Statemented students.

Places for Year 7 September entry will be allocated so that the total number allocated under priorities 1, 2, 3, 4 and 5 including any Statemented children, offered places is no more than 210.

Children with a Statement of Special Educational Needs that name the school will be allocated a place before other applicants are considered. In this way, the number of places offered, as set out below will be reduced by the number of children with a Statement that has named the school.

In the event of oversubscription, the following admissions criteria will be applied in the following order:

Priority 1: Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of the Children Act 1989).
**Priority 2:** Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school. Applications must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by a committee of the Board of Trustees established for this purpose against the criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.) Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Admission Authority may apply discretion to consider evidence submitted after the closing date. It is therefore important that all relevant evidence is submitted at the time of application. But in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

**Priority 3:** Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 31st October 2018 to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

**Priority 4:** Children of permanent staff where:

- The member of staff has been employed at Brakenhale School for two or more consecutive years; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Brakenhale School, with the closest having the highest priority, measured using direct distance calculations within a computer system. The measurement of each distance is calculated using Pythagoras’ Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

**Priority 5:** Students who have a sibling at the school, up to and including Year 13, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer’s partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Year 11 or Year 12 at the time of application, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year.

**Priority 6:** The remaining places will be offered on the basis of proximity to the Brakenhale, measured using direct distance calculations within a computer system. The measurement of each distance is calculated using Pythagoras’ Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621318 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.
1.2 Notification and Acceptance of Offers

Notification of offers of places will be sent to parents/carers by the relevant LA on the National Offer Day. Written acceptance of the offer of a place should be received by the home LA by the closing date as determined in the offer letter. Failure to do so may result in the offer being withdrawn.

1.3 Late Applications up to National Offer Day

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority’s ruling on late applications. If you are unsure whether your circumstances would be regarded as a ‘good reason’, you can contact your home LA for further advice.

1.4 Waiting Lists

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1.1 and without regard to the date the application was received or when a child’s name was added to the waiting list.

The waiting lists for Year 7 admission will be kept open until the end of the Autumn Term 2019. Parents/carers wishing to remain on the list after this date must write to the Brakenhale School by 31st December 2019 stating their wish and providing the child’s name, date of birth and the name of their current school. After 31st December 2019 parents/carers, whose children are not already on the waiting list but wish them to be so, must apply for Mid-Term Admission through their Home Local Authority.

Waiting lists for other year groups will be reviewed twice a year. The school will write to parents asking if they wish for their child to remain on the waiting list and parents are required to respond in writing by the deadline specified if they wish for their child to remain on the list.

Your son/daughter’s position on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school’s admission criteria; for example, when new families move into the area or when other families who had not previously named the Brakenhale School as a preference, ask to go on the waiting list after the initial allocation date.

1.5 Appeals

Parents/carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals for entry in September 2019 must be received by Friday 26th April 2019 at the latest if these are to be heard by the Independent Appeals Committee by Friday 5th July 2019. Appeals received after Friday 26th April where possible, will be heard by Friday 5th July 2019; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to mfrancis@greenshawlearningtrust.co.uk or;

Head of Admissions
The Greenshaw Learning Trust
Grennell Road
Sutton
SM1 3DY
2. **In-Year Admissions for Years 7 to 11**

Brakenhale School is part of Bracknell Forests Co-ordinated Admissions Scheme for In-Year Admissions. Applications for admission to Year 7 after 1st September 2018 and for admission into Years 8 to 11 in 2019/2020, must be made to Bracknell Forest Council on an In-Year application form. If you wish to apply for a place at Brakenhale School, you must name the school as one of your preferences on the application form.

Waiting lists will be maintained for each year and reviewed at least twice a year, and will be based upon the admissions criteria used for the original Year 7 entry for that cohort. For the new Year 7 intake, the waiting list will be reviewed at the end of the Autumn term.

Parents/carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from the school upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

3. **Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child’s circumstances make this appropriate, taking into account the child’s individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The headteacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child’s circumstances which make education outside the age group necessary. Evidence must be of the individual child’s need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child’s actual age should submit an application for the child’s actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child’s actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.
4. **Admission to the Sixth Form**

Year 11 students currently studying at the Brakenhale School and students in the appropriate age range currently studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given, on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.

If a candidate has attained grades that meet the minimum requirements for the courses they wish to study they will be offered a place in the Sixth Form.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made on the basis of the academic qualifications that the student currently holds.

The application process is clearly set out in the Sixth Form prospectus and is freely available to all students on request.

If a student is refused admission, parents/carers and the student have the right to appeal either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.
Edgbarrow School
Admissions Criteria for
September 2019

As a newly converted academy school on 1 January 2018, Edgbarrow School have adopted Bracknell Forest Council’s Admissions Arrangements for 2019-2020. The criteria is the same as that of Bracknell Forest community schools listed on page 41.

The school also follows the Local Authority’s application process and dates.
King’s Academy Binfield
Admissions Arrangements for September 2019

King’s Academy Binfield is a new academy all-through school which will, once fully opened, include provision from nursery through to post 16.

The secondary phase opened for the year 7 intake in September 2018 with the Primary phase due to open for the reception intake in September 2019.

For children attending the primary school phase there will be no requirement for an application to be made to apply for the secondary school phase, these children will automatically transfer to the secondary phase within King’s Academy Binfield when they reach year 6 to 7 transfer age. Alongside this automatic transfer, there will also be an application process for those not attending the primary phase and wish to apply to attend the secondary phase from year 7. Those attending the primary phase that wish to apply for a secondary school other than King’s Academy Binfield, will also need to follow the process outlined in this booklet.

The Academy is its own admission authority and is responsible for determining and applying its own admission criteria. Their policy is detailed in the following pages.
King’s Academy, Binfield admission arrangements for 2019/2020

Introductory statement

The academy will be located at the heart of this new residential community fully servicing its needs. This will eventually include a nursery, a 2 FE primary and a 7 FE secondary phase and a post -16 unit. Our school will also offer further places for students with SEND from across Bracknell Forest. As a fully inclusive school our SEND students will be, as far as possible, fully integrated within the mainstream curriculum.

The Learning Village will specialise in the traditional STEM subjects (Science Technology, Engineering and Mathematics). Students attending King’s Academy in Binfield will benefit from a learning environment with state of the art facilities including outstanding science and technical learning spaces reflecting the very best educational practice. This will include being fully resourced to ensure full curriculum access for disabled, hearing and visually impaired students.

Admission number(s)

Secondary Admission

The school has an admission number of 150 for entry in year 7 in 2019

Primary Admission

The school has an admission number of 30 for entry into reception in 2019

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school to all those who have applied.

Application process

Secondary Admission

Parents will be able to apply for a place at the school using the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Secondary Education in Bracknell 2019/20 which will be available from 12 September 2018 on the Bracknell Forest website or by calling the school admissions team.

The closing date for applications is 31 October 2018.
Primary Admission

Parents will be able to apply for a place at the school using the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Primary Education in Bracknell 2019/20 which will be available from 12 September 2018 on the Bracknell Forest website or by calling the school admissions team.

The closing date for applications is 15 January 2019.

Oversubscription criteria

The criteria below will be used for admission into both the primary and secondary year groups

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan or a Statement of Special Educational Needs naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.\(^1\)

2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker of the child’s need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child’s medical or social needs cannot be considered. An additional form will need to completed.

3. Priority will next be given to children living within the relevant phase (primary or secondary) catchment/designated area set out in the map at the end of this policy and who have siblings attending the school at the time of the child’s admission.

4. Priority will next be given to children living within the relevant phase (primary or secondary) catchment/designated area set out in the map at the end of this policy.

5. Priority will next be given to the siblings of pupils attending the school at the time of the child’s admission.

6. Other children

\(^1\) A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
**Tie-break**

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

Random allocation will be undertaken if the distance between a child’s home and the academy is equidistance.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. For primary admissions we will admit them as permitted by the infant class size rules and exceed our PAN.

**Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed the child’s name will be placed on the school’s waiting list.

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

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to submit a request, we would recommend that parents visit the school and discuss this with the Headteacher. The headteacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all students and how the needs of these students will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent’s views; information about the child’s academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously
been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child’s circumstances which make education outside the age group necessary. Evidence must be of the individual child’s need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child’s actual age should submit an application for the child’s actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child’s actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

The parent will be required to contact the School Admissions Team with a request supported by evidence, for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child’s date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent.

All request and supporting documents will be forwarded to the Trust for their decision regarding the request. The decision will be sent to the parent from the local authority.

Additionally parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Waiting lists

The school will operate a waiting list. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child’s name will be placed on the waiting list.

Children’s position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.
Appellants should contact customer.services@bracknell-forest.gov.uk by the relevant published dates. Information on the timetable for the appeals process is on our website at www.kingsacademies.uk/our-academies

Notes:

Home address:

The address where the child lives at the relevant primary and secondary school closing dates will be used to process the application. It is for the applicant to satisfy the school that they live at the address that they state.

Sibling:

‘Sibling’ means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

- Social and Medical Grounds

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicants responsibility to obtain a King’s Academy Binfield Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child’s current situation.

This evidence must prove why King’s Academy Binfield is the only suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicants responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

FOR PRIMARY PHASE APPLICATIONS ONLY: Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school, than King’s Academy Binfield, for a primary aged older child by the published closing date, and the admission authority have been unable to meet this preference and a place has been allocated to this older child at King’s Academy Binfield. If the parent then wishes to apply for King’s Academy Binfield by the published closing date for
their younger child (and the older child will still be attending the primary phase of the school at the date of admission of the younger child) then the applicant must record this information on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded by the admission authority at the time and will used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

**In Year Admissions 2019/20**

In-Year Admissions for Years Reception, year 7 and year 8

King’s Academy Binfield School is part of Bracknell Forest Co-ordinated Admissions Scheme for In-Year Admissions. Parents/ carers wishing to apply for a place at the school should refer to the [Bracknell Forest website](#) for information on how to apply.

Applications for admission to Reception, Year 7 and year 8 after 1st September 2019 must be made to Bracknell Forest Council using the process described. If you wish to apply for a place at King’s Academy Binfield you must name the school as one of your preferences on the application.

Waiting lists will be maintained for the academic year for which you have applied and will be based upon the admissions criteria used for the original entry for that cohort. Pupils admitted under the Bracknell Forest Fair Access Protocol may take priority over children on the waiting list.

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.
Social and Medical Grounds

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicant’s responsibility to complete and return this form to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the supporting evidence must be submitted with the application. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child’s current situation.

This evidence must prove why the school named on this form is the only suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicant’s responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Name of School this information relates to:

<table>
<thead>
<tr>
<th>Child’s Name:</th>
<th>Date of birth:</th>
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<tbody>
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</tbody>
</table>

Address:
Please set out the particular reasons why the school named on this form is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.
Please list the supporting evidence that is being submitted to support this application under this criterion:

I understand that the information contained in this form is subject to GDPR (General Data Protection Regulation) and my personal data may be exchanged with The King’s Group Academies, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority on behalf of the King’s Group Academies reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds.
I understand that I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the social and medical criterion for the relevant The King’s Group Academies school as published.

Signature of parent/carer: ………………………………………………………

Print Name: …………………………………………………………………………

Date: ………………………………………

Once completed scan and return this form with any relevant documentation to:
school.admissions@bracknell‐forest.gov.uk

or by post to:
The School Admissions Team
Bracknell Forest Council
Time Square
Market Street
Bracknell
RG12 1JD
Ranelagh Church of England Academy School Admission Arrangements for September 2019

Ranelagh Church of England Academy School is an academy school. The Academy is its own admission authority and determines and applies its own admission criteria. Their policy is detailed in the following pages.
Admissions Policy

Ranelagh School

<table>
<thead>
<tr>
<th>Date of last consultation</th>
<th>October 2015</th>
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<tbody>
<tr>
<td>Date next consultation is due</td>
<td>October 2022</td>
</tr>
<tr>
<td>Date approved by Board of Trustees</td>
<td>12.12.2017</td>
</tr>
</tbody>
</table>
This document sets out the core admissions policy for Ranelagh Church of England School. A separate annex sets out the timetable, arrangements and background information for a particular admission year. The ethos and values of Ranelagh School are included in our prospectus.

The Governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on equal opportunities.

Admissions Policy

Ranelagh School is part of the Bonitas Multi Academy Trust [MAT]. Its admissions policy reflects its character and objectives as a Church of England school. The Academy continues primarily to serve the area specified in the Trust Deed of the Ranelagh Foundation which provides for children living in the ecclesiastical area now identified as the Deaneries of Bracknell and Sonning.

The school will determine a Published Admission Number (PAN) for each principal year of entry. The current PAN is given in the annex.

Applications for places outside a normal age group (e.g. for gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health) will be considered carefully. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil’s best interest. In such cases, it is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The Governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Admission to Year 7

The Bonitas MAT is the Admissions Authority for Ranelagh School and Bracknell Forest Council [BFC] co-ordinates admissions to all schools, including Ranelagh, within the borough of Bracknell Forest and also with neighbouring Local Authorities. Ranelagh operates the equal preference scheme detailed in the Bracknell Forest Council Co-ordinated Scheme for Secondary Admissions and complies with Bracknell Forest’s timeline for admissions.

Parents must apply for admission of their child to Ranelagh School, for year 7, by naming Ranelagh as a preference on the Common Application Form (CAF) of the Local Authority in which they live at the time of application (the home Local Authority), which may not be BFC. BFC’s form is issued through the primary schools or on line via the Council’s website.
In addition to completing the Common Application Form supplied by their home Local Authority, applicants to the school who wish their application to be considered against the following oversubscription criteria:

- Christian faith (categories A-D)
- ‘Looked After Children’
- staff children
- medical, physical, psychological condition
- sibling connection

must also complete and submit the Ranelagh School Supplementary Information Form (SIF).

The Ranelagh Supplementary Information Form may be obtained from Ranelagh School or via the School’s website where these admission arrangements are also published. This form must be submitted directly to Ranelagh School. If Ranelagh has been named on a Local Authority Common Application Form and no Ranelagh School SIF has been received, the application will be placed in category E of the Oversubscription Criteria (see below).

The onus is on applicants to request and submit the verified Ranelagh School SIF.

For year 7 entry Common Application Forms must be received by the home Local Authority by the national closing date (see annex for date). Ideally, the Ranelagh School Supplementary Information Form, where applicable, should be received by Ranelagh School by the national closing date. It cannot form part of the Admissions Panel’s decision making process until it has been received by the school and validated by the Admissions Panel. Therefore, it is recommended that the Supplementary Information Form be returned to Ranelagh School by November 30 at the latest in order that it can form part of the Admissions Panel decision making process when they meet in January to consider all applications received. Receipt will be acknowledged by the school. In January the Admissions Panel, appointed by the Governing Body, will meet to consider all the valid and validated applications received. Places will be allocated according to the admission and oversubscription arrangements below. Parents will be informed of the decision of the Governing Body by their home Local Authority. Letters will be sent on national offer day for secondary school places. Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

For admission to year 7 where the number of applicants is equal to, or less than, the PAN all applicants will be admitted. Where the number of applicants exceeds the PAN (as normally happens) then successful applicants will be determined on the basis of the oversubscription criteria given below. However, children with a Statement of Special Educational Need or an Education, Health and Care Plan naming Ranelagh School will always be offered places.

Admission arrangements for other years are set out in subsequent sections.

Oversubscription Criteria

All applications will be placed in one of the following categories in priority order LAC, SC, MPP then A to E (notes below define and explain these arrangements more fully).

LAC ‘Looked After Children’ and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption order, special arrangements order or special guardianship order (see below).
SC  Children of paid staff (as defined below), in either or both of the following circumstances:
   a) where the member of staff has been employed at the school for two or more years, and/or
   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill
      shortage at the time at which the application for admission to the school is made.

MPP  Children [or parents] who have exceptional medical, physical or psychological needs that make it
      essential for the child to attend Ranelagh School rather than any other. These needs must be fully
      supported by written evidence from the appropriate professional person involved with the family
      (see below).

A  Children of applicants who have attended public worship in an Anglican Church or Church of
      another Christian denomination (as defined below) on average at least once a month in the twelve
      months preceding the date of this application and who will have a sibling attending the school at
      the time at which the application for admission to the school is made.

B  Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are on the
      Electoral Roll of an Anglican Church and who have attended public worship in an Anglican Church
      on average at least once a month in the twelve months preceding the date of this application.

C  Children of applicants who are resident in the deaneries of Bracknell or Sonning, who are not on
      the Electoral Roll of an Anglican Church, but who have attended public worship in an Anglican
      Church on average at least once a month in the twelve months preceding the date of this
      application.

D  Children of applicants who are resident in the deaneries of Bracknell or Sonning, who have
      attended public worship in a church of another Christian denomination (as defined below) on
      average at least once a month in the twelve months preceding the date of this application.

E  Children of all other applicants.

Tiebreakers

If the school reaches the point of oversubscription within any of the above categories the following
tiebreak arrangements will apply:

• For Category B priority will be given to applicants with the greatest number of points reflecting the
  length of time they have been on their church Electoral Roll, where 1 point is given for each year,
  up to 6 points. If two or more applicants in category B achieve equality of points and for all other
  categories, the final tiebreaker will be radial distance from the school (as defined below).

• For categories A, C and D the tiebreaker will be radial distance from the school (as defined below).

• For category E priority will be given to applicants whose child will have a sibling (as defined below)
  attending the school when the application is made and the final tiebreaker will be radial distance
  from the school (as defined below).
Operation of the oversubscription criteria

The first ranked children up to the number of the PAN minus the number of children admitted with a Statement of Special Need or an Education, Health and Care Plan naming the school will be offered a place. In the event of applications for children of multiple births in one family falling either side of this number, the Governors will admit all multiple birth children of that family. The Governors will submit a ranked list of all applications to BFC in January following the meeting of the Admissions Panel. A detailed explanation of how places were allocated will also be provided, which will be published on the Bracknell Forest website. Children of unsuccessful applicants will be placed on a waiting list in the ranked order as notified to BFC, which will be maintained until 31 December after the initial year 7 admissions. Parents should be aware that this initial ranking may change in the event of any late applications that are ranked higher according to the oversubscription criteria. Thereafter, names will only remain on the waiting list for the remainder of the academic year if parents make this request in writing to the school. Parents should inform the school of any material change of circumstance which may affect their application to the school, e.g. change of address. The waiting list applies to each academic year and a new application (including Common Application Form and Ranelagh Supplementary Information Form) must be made to apply for a place in each subsequent academic year. In accordance with Bracknell Forest’s timeline for admissions, an application for the subsequent academic year can be made no earlier than the start of the final half term of the preceding academic year.

In-year applications - admission to years 7-11 after the start of year 7

Application may be made at any time after the start of the year for admission to Ranelagh. The Common Application Form must be returned to Bracknell Forest and the In-Year Supplementary Information Form (if appropriate) to Ranelagh School. In appropriate cases the Governors will have full regard to the BFC Fair Access Protocol. Ranelagh complies with Bracknell Forest’s timeline for admissions and therefore an application for the next academic year can be made no earlier than the date set out in Bracknell Forest’s Guide to In-Year Applications.

The Governors will normally reject applications where the number of students in that year exceeds the number of published planned places (see annex). Where such an application is rejected, the student will only remain on the waiting list for the remainder of the academic year. Where there are multiple in-year applications for any year group being considered at any one time the Governors will rank applications using the oversubscription criteria previously described. The Governors will not accept repeat applications for the same child in any one year (but applicants may ask Governors to reconsider an application if there has been a material change of circumstances). There is a right of appeal for rejected applicants.

Explanations and definitions

*Parent:* This is defined in law (The Education Act 1996) as either:

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

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

It is the parent who is the applicant and only one parent’s practising affiliation is considered when applying the Oversubscription Criteria.
Sibling: Sibling refers to 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. It is helpful if parents make clear where the sibling has a different family name.

Looked After Children (LAC): By a “looked after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Adoption orders come under the terms of the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002, (Section 46). A ‘child arrangements order’ is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A ‘special guardianship order’ is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, residence or special guardianship order).

Staff Children: The child’s normal place of residence must be with the member of staff.

Medical/Physical/Psychological (MPP): When applying under this category you must include supporting evidence with your Supplementary Information Form from an independent professional person who is aware of the situation and supports your reasons for why it is essential that your child attends Ranelagh School. This supporting evidence must clearly demonstrate why the school is the only suitable school and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a qualified medical consultant, senior social worker, etc. who is aware of your child’s or your own case. A letter from a GP, Primary School or member of the clergy alone will not suffice. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary. The Admission Authority’s decision is final.

Affiliation: Affiliation for category B: Affiliation will be determined by confirmation that the applicant’s name is included on the ecclesiastical Electoral Roll of an Anglican Church. (The Ecclesiastical Parish Electoral Roll is distinct from the civil parish electoral register.) Evidence of practising affiliation must be provided on the Supplementary Information Form by obtaining verification from the parish priest that the applicant has been on the Electoral Roll for the relevant period and has attended public worship in an Anglican Church on average at least once a month in the twelve months preceding the date of this application.

Affiliation will be ranked within the category by allocating points according to the number of continuous years (up to six) that the applicant’s name has appeared on an Ecclesiastical Parish Electoral Roll, as declared on the Supplementary Information Form and verified as above. This Roll is published each year and adopted at the Annual Parish Meeting. It is the date of this meeting (usually towards the end of April each year) from which parents must count the number of years on their Parish’s Electoral Roll, rather than the date on which they actually applied to register on the Roll.

Any ordained clergy who apply will be deemed to have met the affiliation criteria for category B with six years of affiliation, as they are ineligible in law to be included on any Ecclesiastical Electoral Roll. In the case of applicants who attend The Royal Chapel, Windsor (Royal Peculiar) verified numbers of years of attendance will be accepted in lieu of Electoral Roll membership.

Affiliation for categories A, C and D: Affiliation for Anglicans can be provided by their parish priest. Affiliation for Christians of other denominations (that is members of churches affiliated to ‘Churches Together in Britain and Ireland’, the ‘Evangelical Alliance’ or any other Christian church that ascribes to the doctrine of the Holy Trinity) may be attested by an office holder of that church (and the applicant should indicate who the officer is and their position in the church). Verification should include attesting that the applicant has attended public worship in the church on average at least once a month in the twelve months preceding the date of this application.
Applications from those who have moved: For applicants who have moved into the area, or who have worshipped elsewhere than in their parish for the relevant period preceding the date of the application, verification from the previous church (including churches abroad in communion with the Anglican Church) must be included with the application. Governors accept that when moving between parishes there may be a short break in continuous Ecclesiastical Electoral Roll membership and in this case gaps of no more than 1 year will be accepted as being continuous.

Residence: “Residence” means the home address used for the Local Authority Common Application Form and verified by the home Local Authority. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at the home. The Admissions Panel may take legal advice on these matters as they relate to a specific case. If the home address changes at any point between application and admission you must notify both the school and the home Local Authority.

Ecclesiastical Deaneries: The area of the deaneries of Bracknell and Sonning covers the following ecclesiastical Parishes:

**Bracknell**
- Ascot Heath
- Binfield
- Bracknell
- Easthampstead
- Sunningdale
- Sunninghill and South Ascot
- Warfield
- Winkfield with Cranbourne, including Chavey Down

**Sonning**
- Arborfield with Barkham, including Christ Church Wokingham [at St Crispin’s School]
- Crowthorne
- Finchampstead and California, including St Eligius in Arborfield Green
- Owlsmoor
- Ruscombe and Twyford, including Hurst
- Sandhurst
- Sonning, including Charvil
- Wargrave with Knowl Hill
- Winnersh, including Bearwood
- Wokingham All Saints
- Wokingham St Paul, including Woosehill
- Wokingham St Sebastian

Detailed information and a map of this area can be inspected at, or obtained from, the school office.

Radial Distance: The distance used to determine proximity of the home to the school will be determined on behalf of Ranelagh by Bracknell Forest as detailed in their Co-ordinated Scheme for Secondary Admissions. In applying distance as a tiebreak those living nearer to the school will be given priority over those living further away. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.
Military Personnel and Crown servants returning from overseas: For military personnel or crown servants returning from overseas, an official letter declaring a relocation date and a Unit postal address or quartering area address will be used when considering the application against the oversubscription criteria. In such cases, where evidence has been provided that it has not been possible to join an Ecclesiastical Parish Electoral Roll, practising affiliation and number of years of attendance that can be confirmed by a military chaplain or other appropriate member of the clergy will be accepted in lieu of Electoral Roll membership.

Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, parents whose child has been refused a place have a right of appeal. These procedures will be made known to parents at the time of notification. The name and address of the person from whom more information can be obtained is:

The Admissions Officer
Ranelagh School
Ranelagh Drive
Bracknell
Berkshire
RG12 9DA
Admission to the Sixth form (Year 12)

The school welcomes students from outside Ranelagh as well as current Year 11 students to apply to join the sixth form. Students will be admitted into Year 12 on the understanding that they have a desire to benefit from the programmes available to them and a commitment to meet the appropriate study requirements. External applicants are expected to be aware of the Anglican Foundation and ethos of Ranelagh and to be able to work within it.

Applications may be made to more than one sixth form. Applicants for Ranelagh must fill in a Ranelagh sixth form application form which is available from the school office and on the school website. External applicants should provide verification of their predicted grades by returning the reference form, validated by their current school, at the same time as the application form. All applicants must state their chosen subjects.

To be eligible for entry to the sixth form, both internal and external students must meet the general prior attainment entry criteria for studying at level 3 which will be 5 or more GCSE grades 5 - 9 (or equivalent), all of which must be full GCSE courses.

To be considered for a particular course, students must meet the prior attainment requirements for this course (which can be found in the Ranelagh Post-16 Course Guide and will apply equally to all students seeking admission).

In exceptional circumstances (for example, interruptions to study during Key Stage 4 resulting from prolonged illness or due to relocation) the school will reserve the right to admit a student who is not able to demonstrate the normally required level of prior attainment.

Offers of a place may be withdrawn where there is evidence of a fraudulent or intentionally misleading application.

Allocation of places

Places in the sixth form, or on a particular course of study, will be offered first to those who are studying at Ranelagh in Year 11 and then to external applicants. Applicants will be considered for entry into the sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces available. The number of places offered to external applicants will be that specified in the external sixth form PAN in the annex. The PAN is based on an estimate of the minimum number of external applicants likely to be admitted, although this may be exceeded if demand for available courses can be met.

The process for external admissions into the sixth form begins in the November prior to the year of admission. Application forms will be available from the date of the sixth form open evening which will be held in November and details will be available on request from the school and on the school website.

Applications must be received by the closing date for applications, as detailed in the annex. Applications received after this deadline will be treated as late applications. Late applications are those which are received after the closing date and so cannot be considered with the field of on-time applications.

External applicants who apply by the closing date will be invited to the school to attend a consultation meeting in the first half of the Spring term. The purpose of the meeting is to explain the options available in the sixth form and the entry requirements for the courses.

Provisional offers will be made by the end of the Spring term. Applicants are required to accept or decline the allocated place using the form sent with the offer letter: the form must be returned to the school within two weeks from the date of this letter and failure to respond may result in the offer of a place being withdrawn. Applicants are requested to advise the school at any stage if they make a subsequent decision not to accept the offer of a place.
Oversubscription criteria

Oversubscription criteria will be applied if the number of applicants exceeds the available number of places. In the case of over-subscription, places will be offered first to all internal applicants and then to external applicants.

Offers will be made to applicants who have applied by the deadline if:

- There are spaces available on all of the applicant’s chosen courses
- The applicant is predicted to meet the academic requirements for all of the courses for which they have applied, as well as the general entry criteria

If both of the above criteria are met, priority will be given first to:

- ‘Looked After Children’ and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption order, special arrangements order or special guardianship order (see definition above)
- Young people with a Statement of Special Needs or an Education, Health and Care Plan
- Children of staff in either or both of the following circumstances:
  a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

If all of the above criteria are met, priority will be given first to applicants whose home address is nearest to the school.

Any offer of a place will indicate which courses are available to an applicant, and whilst the offer of a place will remain valid, students’ options will be governed by availability in particular subjects. The school will do its best to accommodate external students on their preferred courses but courses may become full or not be viable, so an offer of a place cannot guarantee entry to a preferred course of study.

External students whose applications cannot be accommodated may be placed on a waiting list which will be used to fill any vacancies arising before Year 12 studies commence.

Confirmation of places

All offers are conditional on the applicant meeting the entry requirements in general and for their chosen subjects in particular. External applicants must advise Ranelagh of their GCSE results as soon as they receive them, in order that their place can be confirmed.

Applications after the start of Year 12

Applications to Year 12 or 13 made after the start of the year (together with those remaining on the waiting list) will be considered at the Governors’ discretion and in the light of any available capacity for the study sought and the appropriateness of joining an existing course of study after its commencement.

Applications by students who wish to re-sit or re-take a full year will not be accepted as they are not generally eligible for funding. Exceptions to this may be considered if the student can demonstrate there are exceptional circumstances outside of the control of the student or the institution, such as a period of
long term sickness. In cases such as these, students will be admitted at the discretion of the Headteacher, and will be asked to provide evidence of the exceptional circumstances.

Right of Appeal

In accordance with the Schools Standard and Framework Act 1988, applicants who have been refused a place have a right of appeal. Parents and children are able to appeal jointly or separately against any decision refusing a child admission and where they appeal separately for the same school, the appeals must be heard together. These procedures will be made known at the time of notification. The name and address of the person from whom more information can be obtained is:

The Admissions Officer
Ranelagh School
Ranelagh Drive
Bracknell
Berkshire
RG12 9DA
**SUPPLEMENTARY INFORMATION FORM**

**FOR ADMISSION INTO YEAR 7 OF RANELAGH SCHOOL IN SEPTEMBER 2019**

<table>
<thead>
<tr>
<th>CHILD’S SURNAME</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CHILD’S FORENAME[S]</td>
<td></td>
</tr>
<tr>
<td>APPLICANT’S NAME*</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
</tr>
<tr>
<td>POST CODE</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td></td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
</tbody>
</table>

* The applicant is a parent and only that parent needs to provide affiliation information

**PLEASE READ THE ADMISSIONS POLICY BEFORE COMPLETING.**

For all Christian faith based applications you must ask your Parish Priest or Church Leader to complete the verification section at the end of this form before you return this application to Ranelagh School. The application will not be considered as Christian faith based unless verified.

You must also complete a Common Application Form [CAF] as instructed by your home Local Authority.

The application will not be able to be considered against the oversubscription criteria unless both forms are completed and returned as instructed. This Supplementary Information Form must be returned direct to Ranelagh School, ideally at the same time as the CAF is returned to the home Local Authority. Applications received without a Supplementary Information Form will be placed in category E of the oversubscription criteria.
INFORMATION TO SUPPORT YOUR APPLICATION

**Siblings**
For any siblings who are currently attending Ranelagh School, please give their full name and form:

<table>
<thead>
<tr>
<th>NAME</th>
<th>FORM</th>
<th>NAME</th>
<th>FORM</th>
<th>NAME</th>
<th>FORM</th>
</tr>
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<tbody>
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</tr>
</tbody>
</table>

**Church Affiliation**
Only one parent is the applicant and it is their practising affiliation which is determined when applying the admission criteria and that applicant should complete the following questions:

1. Name of applicant whose Church affiliation and attendance at public worship is to be considered for the purpose of admission

2. Which Church do you attend?

3. Are you on the Electoral Roll of an Anglican Church? YES NO

4. Year of enrolment on APCM published Electoral Roll

   PARISH CLERGY OR RELEVANT CHURCH LEADER SIGNATURE

5. Number of continuous years on an Electoral Roll during the period of six years prior to the deadline date for the receipt of the application; (See Definition of Affiliation on page 5 of the Admissions Policy).

<table>
<thead>
<tr>
<th>The year of the Annual Parish Church Meeting in which your name first appeared on the published Electoral Roll</th>
<th>Points claimed for the number of years on the Electoral Roll : Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013 or earlier</td>
<td>6</td>
</tr>
<tr>
<td>2014</td>
<td>5</td>
</tr>
<tr>
<td>2015</td>
<td>4</td>
</tr>
<tr>
<td>2016</td>
<td>3</td>
</tr>
<tr>
<td>2017</td>
<td>2</td>
</tr>
<tr>
<td>2018</td>
<td>1</td>
</tr>
</tbody>
</table>

6. If not Anglican, what Christian denomination is your Church?

7. Please give the name and address of your Parish Priest or Church Leader whom you should ask to verify the information given on this form and to confirm your affiliation to the Anglican Church or other Christian faith as appropriate.

8. If not an Anglican minister please indicate who they are and their position in the church

9. I have attended public worship in an Anglican Church / church of another Christian denomination [please delete as appropriate] on average at least once a month in the twelve months preceding the date of this application YES NO

   PARISH CLERGY OR RELEVANT CHURCH LEADER SIGNATURE
For applicants who have moved into the area or who have changed their place of worship within the relevant period preceding the date of this application, previous Church affiliation will be taken into account. Verified details of the number of years on previous Electoral Roll must be included with the application.

If you are applying as category LAC, SC or MPP please give relevant information to support your application (and attach copies of relevant evidential documentation)

Please refer to the Admission Arrangements Document

Under which category are you making your claim for preference?

Please circle the appropriate letter

<table>
<thead>
<tr>
<th>LAC</th>
<th>SC</th>
<th>MPP</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I certify that the information given in answers to the questions is complete and correct</td>
<td>Signed [parent]</td>
<td>Date</td>
</tr>
</tbody>
</table>

Applicants making a Christian faith based application should now obtain clergy verification in the next section.

This form should be returned by the applicant to Ranelagh School at the address below for consideration by the Ranelagh Admissions Panel.

The Governing Body [Admissions]
Ranelagh School
Ranelagh Drive
Bracknell
Berkshire
RG12 9DA

Parish Clergy or Relevant Church Leader

Please ensure you have signed to verify the information on the previous two pages before completing one of the boxes below:

| I verify that the information on faith affiliation given on this form is accurate | Signature | Name | Date |
| I do not verify that the information on faith affiliation given on this form is accurate | Signature | Name | Date |
RELATED ISSUES

Children with Education, Health and Care Plan’s

If your child has an Education, Health and Care Plan (EHCP) and attends a mainstream primary school or a special resource in a mainstream primary school, then his or her future placement must be considered as part of the annual review of the EHCP. In most cases it should be possible to give clear recommendations in Year 5 as to the type of schooling that your child will need at the secondary stage. You and your child will be part of those discussions, usually at the annual review of the EHCP. Very rarely, a child’s needs may change significantly after the Year 5 review such that the recommendations as to the type of schooling will need an amendment. Such matters should be considered through a further annual review held early in Year 6.

If your child has an EHCP he or she will not be at a disadvantage when secondary school places are allocated. You do not need to complete the standard secondary transfer form that goes to all parents, as children with EHCP’s must by law be considered separately to the main school allocation process. For that reason the Special Educational Needs Team will write to you during the autumn term of Year 6, suggesting any changes that need to be made to your child’s EHCP for secondary school and also ask you to express a preference for your child’s next school.

Mainstream schooling: for children already in mainstream schools, we would strongly urge all parents to consider very carefully the secondary school that serves the area in which you live. The benefits of expressing a preference for your local school may include improved social relationships for your child within their home locality, simpler travel arrangements and easier home-school liaison.

To help you decide, all secondary schools in the area are listed in this booklet, although in most cases your preference will simply be a matter of confirming what has been discussed previously.

If your school preference is likely to be affected by the availability of school transport, you are strongly advised to refer to information regarding Education Transport on our website. Pupils entering a mainstream school that is not their designated or nearest suitable school will not normally be entitled to free transport. Pupils transferring to their designated area school will only be entitled to education transport if they fulfil the criteria outlined in the Education Transport information. If a mainstream school other than the designated or nearest appropriate school is named in Section I of their EHCP, this will be reflected as the parental preference in the wording of the Plan and you will not be entitled to transport for your child.

Specialist provision: if your preference is for a place in a resourced unit or special school, then this is taken forward by the Special Educational Needs Team.
A move to a special school or to a special unit or resourced school can only be arranged if the school has places available and is suitable to your child’s age, aptitude, ability and their special educational needs. Expressing a preference for a mainstream place in a secondary school that hosts a resource will not necessarily secure the admission of your child to either the school or the special resource. When transport eligibility is considered there will be an expectation that your child might walk a short distance to a special school or resource, or to a transport pick up point unless individual assessment shows a clear need to provide transport from home.

**Schools outside Bracknell Forest:** you are able to express a preference for your child to move to a mainstream school, a special school, or to a special education resource within a secondary school in another Authority’s area outside Bracknell Forest. The allocation of places in schools outside Bracknell Forest is arranged in consultation with the appropriate Local Authority and school governors. By law, the Special Educational Needs Team must consult the governors of your preferred school and the Local Authority that maintains the school. Again, we would wish to stress that expressing a preference for a mainstream place in a secondary school outside Bracknell Forest that hosts a resource will not necessarily secure the admission of your child to either the school or the special resource. You should also refer to the transport policy if this is likely to affect your decision.

**Agreeing a preference:** the law is that the Local Authority must agree to your preference for a maintained (‘State’) school, unless

- the school is unsuitable to the child’s age, ability or aptitude, or to his or her special educational needs – if you are looking for a change from mainstream school to a special school or special resource this will only be taken forward if the school is suitable to your child’s ability and special educational needs;

- the attendance of your child at the school would be incompatible with the provision of:
  - efficient education for the children with whom he/she would be educated – there would have to be grounds to show that no reasonable steps could be taken to eliminate the incompatibility;
  - the attendance of your child would be incompatible with the efficient use of resources – for example parents will normally be responsible for transporting a child to and from any mainstream school outside the usual designated area; nor can places be made available in special schools or special resources where this would take them over planned numbers.

In the overwhelming majority of cases, it will be possible to meet the parental preference for a named school. However, you may not agree with something that is being suggested. If you want to meet someone from the Special Educational Needs Team to discuss secondary transfer, this can be arranged. The Independent Advice and Support Service (IASS) is also available to offer independent advice and support to parents of children with special educational needs. In cases where there is a serious dispute about your child’s special educational provision you have the right to request formal mediation with
an independent mediation service. You will be sent the final EHCP naming an appropriate secondary school no later than 15 February of Year 6. If you are sent a final EHCP with which you disagree you then have the right to appeal to the SEN and Disability Tribunal.

**Independent special schools:** if you consider your child should move to an independent or non-maintained special school (one which charges fees) your request will be carefully considered. Decisions on each case will be made after consideration of the individual circumstances. However, a placement will usually only be agreed if suitable provision cannot be made in a maintained (‘State’) mainstream or special school and the proposed placement would represent efficient use of the Council’s resources.

**Special Educational Needs Team:** 01344 354039
sen.education@bracknell-forest.gov.uk

**Information, Advice and Support Service Helpline** 01344 354011

**Children with other difficulties**

Seeking help at an early stage is important. The first point of contact should be your child’s class teacher and then the Headteacher. Each school has an Education Welfare Officer who is able to give help, advice and support in situations where children are experiencing problems of behaviour or with school attendance.

The protection of the child’s welfare is paramount, and, if there are any grounds to suspect that child abuse has taken place, teaching staff are duty bound to report this. The case will then be investigated in accordance with the Local Safeguarding Children Board procedures.

**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 admission procedures. The panel meets every four weeks to discuss referred applications.
Can I apply for help with the purchase of school clothing?

There is no scheme for assisting with the purchase of school uniforms. Most schools however sell uniforms both new and nearly new at reasonable prices.

Financial considerations

No charge may be made for school activities by the Council or the school governors unless it is already provided for in a statement of policy on charging and the remission of charges. Such statements will usually also cover arrangements for the financing of school activities by means of voluntary contributions.

Schools will generally make no charge for public examinations for which pupils are prepared. However, the fee may be recovered if the pupil fails, without good reason, to complete the examination requirements and, in the case of a dual entry, only one entry will be made without charge.
FREE SCHOOL MEALS

How would my child qualify for free school meals?

All applications for Free School Meals are dealt with by the Local Authority. You do not have to show paper proof of benefit unless this is requested by the Local Authority at a later date to support your application.

You can apply online at: www.bracknell-forest.gov.uk/freeschoolmeals. If you are unable to apply on line, you can apply using an application form available from your child’s school or apply over the phone by calling 01344 352000.

All the Local Authority needs to check if your child is eligible is your:

Name, Date of Birth, National Insurance Number

To be entitled to free school meals you, or your child, must receive one of the following:

- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by HMRC
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

It’s not just a free school meal - All children who are, or whose parents are, claiming one of the above benefits will trigger extra funding for the school they attend. This funding is used by schools in a variety of ways, for example, some schools offer discounted school trips for children triggering the pupil premium funding. If you would like to know how your child’s school uses this money please contact them.
EDUCATION TRANSPORT

If your preferences for your child’s secondary school are likely to be affected by the availability, or otherwise, of education transport, you are strongly advised to study the following information.

For pupils aged 11-16 years, transport will be considered where your child meets one of the following criteria:

• **Attends the designated area school**
• **Attends the nearest school**
• **Is from a low income family**

In all cases, with the exception of low income families, transport assistance would only be provided if your child lives more than three miles walking distance from school (this is termed the statutory walking distance). This distance is measured by the nearest available walking route, which may not necessarily be the same as the route driven by a vehicle.

Few children in Bracknell Forest are entitled to free transport under this rule as most live within the statutory walking distance of their designated/nearest school. Where children attend, through parental preference, a school other than their appropriate designated area school (including denominational schools), then parents/carers are responsible for any transport costs/arrangements.

**Children from low income families** – the Government has extended the right to free transport provision for certain groups of disadvantaged children. Those covered by this extension are those who are entitled to free school meals or those whose families are entitled to their maximum level of Working Tax Credit.

• All pupils who are of statutory school age, from low income families, who are attending one of their three nearest qualifying schools, which is more than two miles but less than six miles from their home address will be entitled to free transport provision – please see policy on the Bracknell Forest Website

• All pupils who are of statutory school age, from low income families, attending the nearest suitable school preferred on grounds of religion or belief, where they live more than two miles, but not more than 15 miles from that school will be entitled to free transport provision

Transport is no longer routinely provided to denominational schools unless they are from low income families (as above).

The LA will consider, on an individual basis, whether transport to a denominational school should be provided for a particular child in exceptional circumstances. A preference for being educated in accordance with a particular religious faith will not usually constitute exceptional circumstances. Siblings of those pupils already receiving free transport to a denominational school will be classed as a new applicant and will not be entitled to free transport.
Please note that eligibility for free education transport can change during a child’s school career. It is possible that transport assistance might be withdrawn or that a child might become entitled to assistance at a later date. If the home address changes during a child’s school career then parents are reminded that they must check how this may affect their child’s transport entitlement. It is the responsibility of the parent to inform the Integrated Transport Unit of any such change when it happens.

If you choose a school that is not your designated school or the nearest school to your home address, it is important that you give careful consideration as to how you will arrange for your child to get to school. In nearly all these cases the responsibility for arranging and funding the transport will be yours.

Transport is not provided to independent schools.

Free transport for entitled pupils will be provided until the end of statutory school age unless there are any changes to the child’s circumstances, e.g. change of address. Generally there is no free or subsidised transport for pupils wishing to remain in full-time education after the age of 16.

The current Bracknell Forest Education Transport Policy is available on the Bracknell Forest website www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport

If you believe that you are entitled to transport when a place has been allocated you should complete the form “Mainstream Transport Support” which is available on the Bracknell Forest website www.bracknell-forest.gov.uk/schools-and-learning/schools/school-transport - Applications should be submitted by the end of June 2019 in order for your child to be considered for transport in September 2019. If an application is submitted after this date, there may be a delay in issuing any ticket to which your child may be entitled in time for the start of term.

The Integrated Transport Unit will determine your child’s transport entitlement and provision based on the details that are submitted on the application form. Transport entitlement will be confirmed on receipt of your application form. Transport provision (the actual type of transport and route) will normally be confirmed before the start of the academic year if an application form has been received on time (see above).

Special Educational Needs Transport – if your child has a Education Health and Care Plan, he/she may be entitled to free transport. Please discuss this matter with the Special Education Needs Team. However, pupils with a Education Health and Care Plan entering a mainstream school that is not their designated or nearest suitable school will not normally entitled to free transport. Special Educational Needs children entering their designated area school will only be entitled to Education Transport if they fulfill the criteria on page 2 (beginning Statutory Free School Transport). Pupils with a Education Health and Care Plan have no automatic entitlement to free transport to and from school.

Pupils who are medically unfit to walk to school and who are not entitled to
free transport under any of the above rules, may be provided with transport assistance on a temporary or permanent basis. Such case should be discussed with the Integrated Transport Unit in the first instance. Evidence from an appropriate professional will be required.

Please note that, in all cases, the Borough Council will use public transport where it is available or appropriate in relation to the circumstances of the child.

Farepayer seats - pupils who are not entitled to free transport and who enquire about transport to schools, will be directed to apply for a seat on a public transport route. Pupils may be given the option to apply for a farepaying seat on one of the Borough’s contracted services only if there is no public service available. Where spare capacity exists on current vehicles that have been contracted to provide education transport for entitled pupils, the Borough Council may make these seats available for purchase by non-entitled pupils, subject to the seat being withdrawn with FIVE days’ notice should it be required for an entitled pupil. This concession does not extend to public transport routes. The Borough Council is under no legal obligation to provide transport for non-entitled pupils, and seats will be allocated on a first come first served basis. The Borough Council’s decision on this will be final. Larger and/or extra vehicles will not be contracted specifically for farepayers.

**Integrated Transport Helpline 01344 352002**

**corporate.transport@bracknell-forest.gov.uk**

**www.bracknell-forest.gov.uk**
SUSTAINABLE TRAVEL TO SCHOOL

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

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

• Children who walk or cycle to school can be fitter, have better developed social skills, be more familiar with their surroundings, have better road safety awareness and arrive at school more relaxed and ready to learn.

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

• Driving your child to school costs money. Our figures show the average cost of driving a child to school is around £200 a year.

• If you choose a school that you will have to drive to, it can be a long term commitment. Will you still want, or be able, to drive your child to school in five years time?

• If you do have to drive, where will you park, is it safe?


You can also ask a school for a copy of their School Travel Plan.
These tables show the numbers of preferences for each secondary school in Bracknell Forest over the past five years as recorded on the application forms. Under the co-ordinated admissions arrangements the total number of preferences includes all preferences regardless of rank.

<table>
<thead>
<tr>
<th>For Year 7 starting in September:</th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brakenhale School:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Number</td>
<td>210</td>
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<td>210</td>
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</tr>
<tr>
<td>Total number of preferences</td>
<td>300</td>
<td>288</td>
<td>347</td>
<td>415</td>
<td>465</td>
</tr>
<tr>
<td><strong>Easthampstead Park School:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Number</td>
<td>240</td>
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<tr>
<td>Total number of preferences</td>
<td>277</td>
<td>260</td>
<td>287</td>
<td>277</td>
<td>344</td>
</tr>
<tr>
<td><strong>Edgbarrow School:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Number</td>
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<tr>
<td>Total number of preferences</td>
<td>644</td>
<td>692</td>
<td>663</td>
<td>645</td>
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<tr>
<td><strong>Garth Hill College:</strong></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td>Admission Number</td>
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<td><strong>Sandhurst School:</strong></td>
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<tr>
<td>Total number of preferences</td>
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<td>335</td>
<td>359</td>
<td>372</td>
<td>372</td>
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<tr>
<td><strong>Ranelagh School:</strong></td>
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<tr>
<td>Admission Number</td>
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<tr>
<td>Total number of preferences</td>
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<tr>
<td><strong>King’s Academy:</strong></td>
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</tr>
<tr>
<td>Admission Number</td>
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<td>N/A</td>
<td>120</td>
</tr>
<tr>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>366</td>
</tr>
</tbody>
</table>
### Allocation for secondary school places for entry September 2018 (last year)

This table shows how many applicants were allocated places for all the community secondary schools in Bracknell Forest (for September 2018 entry) against the criteria that they fulfilled. It also includes Edgbarrow School as the school converted from a community school to become an academy school on 1 January 2018 and the LA undertook the application and allocation process on the schools behalf due to the process already having started.

Legend: D/A = Designated Area, SIB = Sibling, MED = Strong social or strong medical grounds

<table>
<thead>
<tr>
<th>Combination of Criteria (categories)</th>
<th>Easthampstead Park</th>
<th>Edgbarrow</th>
<th>Garth Hill</th>
<th>Sandhurst</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NUMBER OF PREFERENCES RECEIVED BY CLOSING DATE (31 October 2017)</td>
<td>344</td>
<td>595</td>
<td>507</td>
<td>372</td>
</tr>
<tr>
<td>Number of Available Places</td>
<td>240</td>
<td>210</td>
<td>312</td>
<td>210</td>
</tr>
<tr>
<td>SEN (Special Educational Needs)</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>LAC (Looked After Children)</td>
<td>2</td>
<td>6</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>MED, D/A &amp; SIB</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MED, D/A</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MED &amp; SIB</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MED</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>D/A &amp; SIB</td>
<td>47</td>
<td>67</td>
<td>94</td>
<td>54</td>
</tr>
<tr>
<td>D/A</td>
<td>89</td>
<td>121</td>
<td>197</td>
<td>99</td>
</tr>
<tr>
<td>SIB</td>
<td>8</td>
<td>12</td>
<td>8</td>
<td>20</td>
</tr>
<tr>
<td>NO CATEGORY</td>
<td>12</td>
<td>0</td>
<td>11</td>
<td>34</td>
</tr>
<tr>
<td>No preferences met -allocated alternative</td>
<td>93</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total number allocated:** 252 210 312 210
The places were allocated using an equal preference scheme. This is where the criteria are applied equally to all preferences. If we were able to offer the applicant more than one of their preferences, then we will have offered their highest ranked preference. Where there are an equal number of applications in one category then a radial distance from home to school has been used to separate applications.

The following information is based on the initial allocation at 1 March 2018 of applications received by the deadline of 31 October 2017. This information provides you with a statement on how places were allocated at each Bracknell Forest community school:

<table>
<thead>
<tr>
<th>School</th>
<th>Admission Number</th>
<th>Information regarding the allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Easthampstead Park School</td>
<td>240</td>
<td>All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 93 places allocated to applicants as an alternative school where none of their preferences could be met.</td>
</tr>
<tr>
<td>Edgbarrow School</td>
<td>210</td>
<td>The school was fully allocated. Places were offered down to those applicants who fulfilled the sibling criteria, to a distance of 3.916 miles from the school according to the radial distance policy listed below. There were insufficient places for the 1 remaining sibling applicant and all combination of categories ranked below this. These applicants have been placed on a waiting list.</td>
</tr>
<tr>
<td>Garth Hill College</td>
<td>312</td>
<td>The school was fully allocated. Places were offered down to those applicants who fulfilled no criteria, to a distance of 1.461 miles from the school according to the radial distance policy listed below. There were insufficient places for the 15 remaining no criteria applicants. These applicants have been placed on a waiting list.</td>
</tr>
<tr>
<td>Sandhurst School</td>
<td>210</td>
<td>The school was fully allocated. Places were offered down to those applicants who fulfilled no criteria, to a distance of 3.402 miles from the school according to the radial distance policy listed below. There were insufficient places for the 27 remaining no criteria applicants. These applicants have been placed on a waiting list.</td>
</tr>
</tbody>
</table>
**Allocation for King’s Academy Binfield for entry September 2018 (last year)**

<table>
<thead>
<tr>
<th></th>
<th>King’s Academy Binfield</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL NUMBER OF PREFERENCES RECEIVED BY CLOSING DATE (31 October 2017)</strong></td>
<td>366</td>
</tr>
<tr>
<td><strong>Number of Available Places</strong></td>
<td></td>
</tr>
<tr>
<td>After the closing date the following allocation was made: Combination of Criteria (categories)</td>
<td>120</td>
</tr>
<tr>
<td>SEN (Special Educational Needs)</td>
<td>2</td>
</tr>
<tr>
<td>LAC (Looked After Children)</td>
<td>0</td>
</tr>
<tr>
<td>Social Medical</td>
<td>0</td>
</tr>
<tr>
<td>Designated area and Sibling</td>
<td>0</td>
</tr>
<tr>
<td>Designated area</td>
<td>105</td>
</tr>
<tr>
<td>Sibling</td>
<td>0</td>
</tr>
<tr>
<td>NO CRITERIA</td>
<td>13</td>
</tr>
<tr>
<td>No preferences met -allocated alternative</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total number allocated</strong></td>
<td><strong>120</strong></td>
</tr>
</tbody>
</table>

The school was fully allocated. Places were offered down to those applicants who fulfilled no criteria, to a distance of 0.982 miles from the school according to the radial distance policy. There were insufficient places for the 246 remaining no criteria applicants. These applicants have been placed on a waiting list.
The following pages contain information about the secondary schools in Bracknell Forest.

Mainstream secondary schools in the Borough fall into one of two categories. They are either Community Schools or an Academy.

Schools in both categories have much in common: they are self-managing and do not charge fees. They work in partnership with other schools and the Local Authority. Each category also has its own characteristics:

Community schools

The LA employs the school’s staff, owns the school’s land and buildings and is the admissions authority. It has primary responsibility for deciding the arrangements for admitting pupils. The admissions criteria for these schools are set out in the previous pages.

Academies

Academies are publicly funded independent schools. All academies established by the Secretary of State enter into a contract – the funding agreement – with a charitable company which is often referred to as the academy trust. The funding agreement provides the framework within which the academy must operate. This funding agreement states that academies must comply with the school admissions code and are included in the Local Authority Co-ordinated Admission Arrangements.

Schools in nearby Local Authorities

The following pages also include contact information Charters School. The designated area for Charters School in a neighbouring authority covers part of Bracknell Forest. For the admissions criteria for this school, please contact The Royal Borough of Windsor and Maidenhead.
Brakenhale School

Brakenhale School is an Academy School. It is a co-educational comprehensive school. The School has its own uniform.

School information

Type of School: Academy School
Address: Rectory Lane, Bracknell, RG12 7BA
Head Teacher: Ms J Coley
Telephone: 01344 423041
Email: mainreception@brakenhale.co.uk
Website: www.brakenhale.co.uk
Age Range: 11 to 18
NOR (Jan 2018): 1047
Admission Number: 210
External Sixth Form PAN: 50
School Hours: 8.30am – 3.05pm

Visiting the school

Open evening: Thursday 20 September 2018
Tours of the school: Tours start at 9.15am
24, 26, 28 September 2018
1, 3, 5, 8, 10, 12 October 2018

Appeal information for September 2018 entry:

For information on appeals for entry September 2018, please contact the school
Easthampstead Park Community School

Easthampstead Park Community School is a Community School. The school has its own uniform.

**School information**

<table>
<thead>
<tr>
<th>Type of School:</th>
<th>Community School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Ringmead, Bracknell, RG12 8FS</td>
</tr>
<tr>
<td>Head Teacher:</td>
<td>Mrs Liz Cook</td>
</tr>
<tr>
<td>Telephone:</td>
<td>01344 304567</td>
</tr>
<tr>
<td>Fax:</td>
<td>01344 867862</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:info@epschool.org">info@epschool.org</a></td>
</tr>
<tr>
<td>Website:</td>
<td><a href="http://www.epschool.org">www.epschool.org</a></td>
</tr>
<tr>
<td>Age Range:</td>
<td>11 to 18</td>
</tr>
<tr>
<td>NOR (Jan 2018):</td>
<td>815</td>
</tr>
<tr>
<td>Admission Number:</td>
<td>240</td>
</tr>
<tr>
<td>External Sixth Form PAN:</td>
<td>200</td>
</tr>
<tr>
<td>School Hours:</td>
<td>8.40am – 3.10pm</td>
</tr>
</tbody>
</table>

**Visiting the school**

- **Open Days:** 17-21 & 24-28 September 2018
- **Open evening:** 19 September 2018  6-7.30pm  
Head teacher talk 7:30pm
- **Tours of the school:** 17-21 & 24-28 September 2018 – school hrs

*Parents unable to make these dates, please phone the school reception and we will try to accommodate you another time*

**Appeal information for September 2018 entry:**

- Number of appeals heard  0
- Number of successful appeals  0
Edgbarrow School

Edgbarrow School is a Community School. It is a co-educational comprehensive school. The School has its own uniform.

School information

Type of School: Academy School
Address: Grant Road, Crowthorne, RG45 7HZ
Head Teacher: Mr Stuart Matthews
Telephone: 01344 772658
Fax: 01344 776623
Email: secretary@edgbarrowschool.co.uk
Website: www.edgbarrowschool.co.uk
Age Range: 11 to 18
NOR (Jan 2018): 1449
Admission Number: 210
External Sixth Form PAN: 50
School Hours: 8.50am – 3.20pm

Visiting the school

Open morning: Thursday 18 October 2018
9:30-11am no booking required

Open evening: Thursday 4 October 2018 6 - 8.15pm
Departments close at 7.45pm
Talk from Headteacher 7.45pm
No booking required

Tours of the school: All tours start at 9.15am
10, 11, 17, 18, 24, 25 September 2018
1, 2, 8, 9, 15, 16 October 2018
Booking required

Parent/Carers Info Evening: Monday 17 September 2018
Year 6 parent/carers only, 7-8.20pm
Presentations on Curriculum, Pastoral, Learning & Teaching and SEN. Talk from Headteacher
Please check school website for updated info.

Appeal information for September 2018 entry:
Number of appeals heard 14
Number of successful appeals 3
King’s Academy Binfield

Kings’ Academy Binfield is a new Academy school that opened in September 2018. The school has its own uniform.

School information

Type of School: Academy School
Address: St Georges Park, Binfield, Bracknell, RG42 4FS
Head Teacher: Mrs S Howells
Telephone: 01344 306983
Email: admin.bi@kingsacademies.uk
Website: www.kgabinfield.uk
Age Range: 4 -18 (once fully open)
NOR (Jan 2018): N/A
Admission Number: 150
External Sixth Form PAN: N/A
School Hours: 8.45am – 3.05 / 4pm

Visiting the school

Open evenings

Wednesday 26 September 2018

Tours of the school:

1, 3, 5 October 2018
All tours will be in the morning. Please check the school website for further updates on timings and booking arrangements.

Appeal information for September 2018 entry:

Number of appeals heard 15
Number of successful appeals 4
Garth Hill College is a Community School. It is a co-educational comprehensive school. The School has its own uniform.

School information
Type of School: Community School
Address: Bull Lane, Bracknell, RG42 2AD
Head Teacher: Mr Keith Grainger
Telephone: 01344 421122
Fax: 01344 457340
Email: reception@garthhillcollege.com
Website: www.garthhillcollege.com
Age Range: 11 to 18
NOR (Jan 2018): 1630
Admission Number: 300
External Sixth Form PAN: 28
School Hours: 8.40am – 3.15pm

Visiting the school
Open evening: 3 October 2018- main college Y7-11
8 October 2018- Sixth Form Y12-13
Tours of the school: Main College (Y7-11) Daily
w.c 8 October 2018
w.c 15 October 2018

Appeal information for September 2018 entry:
Number of appeals heard 0
Number of successful appeals 0
Ranelagh Church of England Academy School

Ranelagh Church of England School is an Academy School. It is a co-educational, comprehensive school. The school has its own uniform.

School information

Type of School: Academy School
Address: Ranelagh Drive, Bracknell, RG12 9DA
Head Teacher: Mrs B Stevens
Telephone: 01344 421233
Fax: 01344 301811
Email: study@ranelagh.bracknell-forest.sch.uk
Website: www.ranelagh.bracknell-forest.sch.uk
Age Range: 11 to 18
NOR (Jan 2018): 997
Admission Number: 165
External Sixth Form PAN: 15
School Hours: 8.50am – 3.35pm

Visiting the school

Open Days: 20 and 24 September 2018 2pm-3.15pm
Open evenings: 20 and 24 September 2018 6.30pm-8pm
The Headteacher will speak at 6.30pm about Ranelagh Admissions
Tours of the school: 20 and 24 September 2018
Time of arrival: 1.45pm for 2pm tours
Parents are encouraged to visit during the day to see the school in action. There is no special display in the evening

Ranelagh is an Anglican Convertor School and a member of the Bonitas Multi-Academy Trust. The Headteacher will speak about our specific Admissions Policy and Procedure at the Open Evening meetings.

Ranelagh School requires a completed Supplementary Information Form alongside the Local Authority Application.

For information on appeals for entry September 2018, please contact the school
Sandhurst School

Sandhurst School is a Community School. It is a co-educational comprehensive school. The School has its own uniform.

**School information**

**Type of School:** Community School

**Address:** Owlswood Road, Owlswood, Sandhurst, GU47 0SD

**Head Teacher:** Mrs D Smith

**Telephone:** 01344 775678

**Email:** secretary@sandhurst.bracknell-forest.sch.uk

**Website:** www.sandhurstschool.org.uk

**Age Range:** 11 to 18

**NOR (Jan 2018):** 1015

**Admission Number:** 210

**External Sixth Form PAN:** 20

**School Hours:** 8.30am – 3.05pm

**Visiting the school**

**Open evening:** Thursday 27 September 2018

**Tours of the school:**
- Tuesday 2 October 2018
- Wednesday 3 October 2018
- Thursday 4 October 2018

**Appeal information for September 2018 entry:**

- Number of appeals heard: 6
- Number of successful appeals: 2
Other authority schools

Charters School

School information

Type of School: Academy School
Address: Charters Road, Sunningdale, SL5 9QY
Head Teacher: Mr Richard Pilgrim
Telephone: 01344 624826
Email: charters@chartersschool.org.uk
Website: www.chartersschool.org.uk
Age Range: 11 to 18
Admission Number: 270

Charters School is a co-educational, non-selective School.

The school is a Royal Borough of Windsor and Maidenhead school and is not maintained by Bracknell Forest. Some properties in Bracknell Forest lie within the ‘designated area’ for Charters.

You are strongly advised to obtain a copy of the Royal Borough of Windsor and Maidenhead Parents Guide to see their admissions policy and criteria, which differ from Bracknell Forest. This will also include their oversubscription criteria, how applications for the school will be processed and how places were allocated previously.

For further information about the school, open days or general information please contact the school.

For information on other schools in surrounding local authorities please contact the relevant local authority. Contact details can be found on page 78.
Entitlement to sixth form education

All Community secondary schools in Bracknell Forest have sixth forms and pupils in individual schools are entitled to be considered for entry into their school sixth form provided they meet the entry criteria for individual courses and that there are sufficient spaces to meet their requirements.

Bracknell Forest Community secondary schools must first offer places for sixth form to year 11 students within the school and then to external applicants provided an appropriate course is available for a suitably qualified student.

School governing bodies must set an admission number for Year 12 for external applicants. An admission number for Year 12 must be set and submitted to the local authority before 1 July 2018 for implementation in the following academic year (14 months later), after inclusion in the annual consultation on the Local Authority’s admissions arrangements, and to facilitate publication in the Local Authority’s composite prospectus for that year of entry.

Roles and Responsibilities

The responsibility for determining the admissions policy for community secondary school sixth forms is that of the Local Authority. Administration of sixth form admissions is delegated by the local authority to the community secondary schools.

There are currently three academy secondary schools in Bracknell Forest: Ranelagh, Brakenhale, Edgbarrow which set and administer their own admissions arrangements for their sixth forms. A further academy, King’s Academy, Binfield opened in 2018 and will, once the sixth form opens, set and administer their own admission arrangements for their sixth form.

Start dates

All students are required to start on, or the first school day after, 1 September 2019.

Published Admission Number

This is the number of places that the admission authority must offer in each relevant age group for a school for which it is the admission authority.
For Sixth Forms the Published Admission Number must relate only to those being admitted to the school for the first time and should be based on an estimate of the minimum number of external applicants likely to be admitted, although it would be acceptable to exceed this if demand for available courses can be met. This Published Admission Number is separate from the main schools admission number and has no bearing on the capacity of the main school.

**Applying for entry into sixth forms**

Applications should be made on the school’s application form and forwarded to the school’s Head of Sixth Form by 26 February 2019. The application form will also be submitted by the school to the Local Authority to ensure that it meets the requirements of the School Admissions Code. It is unlawful for schools to interview students or their families to determine a place; although meetings may be arranged to provide advice on options and entry requirements for particular courses.

Entry to courses in the sixth form must not be dependent on attendance, behaviour record, or perceptions of attitude or motivation as this is unlawful.

To ensure transparency; schools will publicise what courses are available; the entry requirements for each; and provide statistics about the number of internal and external applicants accepted and refused on each course, plus the number of applications received for each course in the previous year.

Schools will provide this statistical information to the local authority in September each year in order that a report may be prepared for the Schools Admissions Forum.

Parents may apply by the deadline given in the school prospectus and pass the application form to the nominated person on the application form.

Places allocated will be offered in accordance with the published admissions criteria. Parents should ensure that they read the admissions policy and complete the standard application form for admission to the sixth form.

Offers of places to external students are subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student’s passport, as appropriate.

Applications will be considered by the Governing Body, or this may be delegated to the Headteacher or Head of Sixth Form plus at least one other member of staff nominated by the Governing Body.

Parents will be asked to declare that the address used will be their place of residence, the offer of a place may be withdrawn if false or misleading information is given.
Allocation of places (oversubscription criteria)

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants.

The following criteria will be used to allocate the available places on those courses that receive more applications than can be accommodated:

Children with an Education, Health & Care Plan that name a school are required to be admitted to the school that is named and who meet the academic requirements for the course. The admissions authority does not have the right to refuse admission.

A  Looked After Children\(^5\) and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted\(^6\) (or became subject to a child arrangements order\(^7\) or special guardianship order\(^8\)) immediately following having been looked after.

B  Students who meet the academic requirements for the level of course applied for, as published in the school prospectus.

Available places are those places available after existing students in the school have indicated their preference against their entitlement.

Tie Breaker

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial distance. Distances will be measured consistently, using the local authority computerised mapping system and the distance will be measured as a straight line between the Land Property Gazetteer address points for the respective home address and school.

Where the school is oversubscribed, further information will be required to verify the home address e.g. council tax or utility bill.

Waiting Lists

A waiting list will not be held.

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\(^5\) A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

\(^6\) This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children’s Act 2002 (see section 46 adoption orders).

\(^7\) Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

\(^8\) See Section 14A of the Children Act 1989 which defines a ‘special guardianship order’ as an order appointing one or more individuals to be a child’s special guardian (or special guardians).
Late Applications

If an application is received after the deadline and before the date parents are notified of places, this will be considered ‘late’. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g. hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Applications received after the normal admissions round

Applications received after the start of the school year will only be considered if places on the requested courses are available and the student meets the academic requirements of the course.

Multiple births or children with birth dates in the same academic year

Application for places is based on meeting the individual requirements of the course. No guarantee of a place is given to students with either the same birth dates or children born in the same academic year from the same family.

Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

Appeals

The student and/or the parents of students, internal or external, who are not offered a place, have the right to appeal against non-admission to an independent appeal panel.

Ranelagh Church of England Academy, Brakenhale School set and administer their own admissions arrangements for the sixth form. Further information on these is on page 47 and 50 or can be obtained from the schools. Edgbarrow School has adopted the above admission arrangements for 2019-20 academic year.
CONTACTING THE BRACKNELL FOREST SCHOOL ADMISSIONS TEAM

During busy periods it may be difficult to get through to The School Admissions Team by telephone. We ask that you therefore check the website www.bracknell-forest.gov.uk/applyforsecondary to see if you can find the information you require before contacting us. If you are unable to find the information you can email us at: school.admissions@bracknell-forest.gov.uk All written enquiries will be responded to as quickly as possible.

The School Admissions Team will be extremely busy immediately after the offers for secondary school places are sent out on 1st March 2019. There will be a lot of information available online regarding these offers, so please take time to read this before phoning as it may answer your question.

The School Admissions Team cannot enter into discussions about your child’s allocation until you have received your offer and cannot tell you over the phone where your child has been allocated a place. Until you have received your offer relating to your child we cannot discuss your child’s allocation.

For queries where the information could not be found on the website helplines are open between 8.30am and midday each working day.

Please note that The School Admissions Team can only speak to the parent or carer of the child as named on the application. A number of security questions will also be asked when you call, this is to ensure that your child’s data is protected.
NEIGHBOURING LA’S CONTACT DETAILS

If you wish to apply for a place in another school outside Bracknell Forest, you should contact the LA concerned to find out about their admissions criteria that may be different from those of Bracknell Forest. If you are a Bracknell Forest resident you must make an online application at www.bracknell-forest.gov.uk or obtain an application form and return it to your child’s current Headteacher.

Contact details for nearby Local Authorities are provided below:

**The Royal Borough of Windsor & Maidenhead**
https://www3.rbwm.gov.uk/    Tel: 01628 683870

**Slough Borough Council**
https://www.slough.gov.uk/    Tel: 01753 875728

**Wokingham Borough Council**
https://www.wokingham.gov.uk/    Tel: 0118 974 6000

**Hampshire County Council**
https://www.hants.gov.uk/    Tel: 0300 555 1377

**Reading Borough Council**
http://www.reading.gov.uk/    Tel: 0118 937 3777

**Surrey County Council**
https://www.surreycc.gov.uk/    Tel: 0300 200 1004
TERM DATES

SCHOOL TERM DATES FOR THE ACADEMIC YEAR 2019/2020
For community and voluntary controlled schools

Own admission authority schools may set term dates that differ to that of the community and voluntary controlled schools. Further information on these schools term dates can be obtained from the schools.

School Year (195 school days)

Autumn Term 2019

1st Half Term (39 days)
Inset Day: Tuesday 3rd September 2019*
Children return on: Wednesday 4th September 2019
Term ends on: Friday 25th October 2019

October Holiday: Monday 28th October to Friday 1st November 2019

2nd Half Term (34 days)
Term starts on: Monday 4th November 2019
Term ends on: Thursday 19th December 2019

Christmas Holiday Friday 20th December 2019 to Friday 3rd January 2020

Spring Term 2020

1st Half Term (30 days)
Term starts on: Monday 6th January 2020
Term ends on: Friday 14th February 2020

February Holiday: Monday 17th February to Friday 21st February 2020
2nd half term (30 days)

Term starts on:  Monday 24th February 2020  
Term ends on:  Friday 3rd April 2020  

Spring Holiday:  Monday 6th April to Friday 17th April 2020  
(Good Friday 10th April 2020; Easter Monday 13th April 2020)  

Summer Term 2020

1st Half Term (24 days)

Term starts on:  Monday 20th April 2020  
Term ends on:  Friday 22nd May 2020  
May/June Holiday:  Monday 25th May to Friday 29th May 2020  
May Bank Holidays 4th and 25th May 2020  

2nd half term (38 days)

Term starts on:  Monday 1st June 2020  
Term ends on:  Wednesday 22nd July 2020  

Total: 195 days  

*INSET Days – There are five Inset (or Teacher Training) Days to be taken during the 2019/20 academic year. One of these, set by the LA, will be on Tuesday 3rd September 2019. The remaining four days must be taken within the remaining 194 days given above.
HELP A LOCAL SCHOOL BY BECOMING A GOVERNOR

School Governors are people like you who work together to make a real, positive and lasting difference for all children in Bracknell Forest as education is key to boosting children’s life chances and unlocking opportunities.

School governors work closely with the headteacher and other members of school staff. The headteacher is responsible for the day to day running of the school and all operational matters. The school’s governors have a strategic role, but hold the headteacher to account for how they run the school.

School governors have 3 core strategic functions:
- ensuring clarity of vision, ethos and strategic direction
- holding the executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff
- overseeing the financial performance of the organisation and making sure its money is well spent.

Every school has a governing board who oversee the running of the school. The headteacher is usually a member of the governing board together with people who may be parents of children at the school, school staff, and members of the community. Some governors are nominated by the Local Authority and in Church schools, appointed by the Diocesan authority.

There are no formal qualifications required. However, governors’ skills and expertise contribute to the effectiveness of the governing body. School governors will need to get to know the school and attend meetings regularly; offer time and commitment and find out as much as possible about the community served by the school. Most people have some skills to offer and a commitment to the education and future of young people is essential.

Further information
- The work is voluntary, takes enthusiasm and some of your spare time.
- You will learn new skills and know that you are making a real contribution to our local community.
- You don’t have to know everything from the start – be prepared to build up your knowledge over a period of time.
- You will be expected to attend appropriate free training offered by the Local Authority – usually held in the evenings but some daytime training is offered.
- Free advice and support is available.

Additional information is available here along with details of how to apply to become a school governor

http://www.bracknell-forest.gov.uk/schoolgovernors