



## King's Academy Oakwood, admission arrangements for 2019/2020

### Introductory statement

King's Academy Oakwood will be a new fully inclusive co- educational Primary School serving the community of North Bracknell eventually offering a maximum of 210 children aged 4 to 11 school places.

The school will offer an outstanding educational experience, be an engine for educational improvement and will ensure students develop into confident, rounded individuals, equipped for life in an ever changing world.

### Admission number(s)

The school has an admission number of 30 in reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number the Academy Trust will offer places at the school to all those who have applied.

### Application process

The local authority will make application forms available from the address below and from [www.bracknell-forest.gov.uk/applyforprimary](http://www.bracknell-forest.gov.uk/applyforprimary) They will then process applications outside the normal local authority process for co-ordinating school offers. This means you will need to complete your LA common application form or use the online application process for your other choices of school in addition to a separate application for this school.

Applications for this school can be obtained from and returned to:

The School Admissions Team

Bracknell Forest Council

Time Square

Bracknell

RG12 1AU or by email to [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

The closing date for applications is 15/01/2019

Offers will be made on 16/04/2019. If we have not entered into a funding agreement with the Secretary of State opening the school by that date, they will be conditional offers and will be confirmed once we have a signed funding agreement.

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan 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.<sup>1</sup>
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 application form will need to be completed.
3. Priority will next be given to children living within the 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 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.

## 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. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

---

<sup>1</sup> 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).

## **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.

## **Deferred entry for infants**

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.

## **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 apply to submit a request, we recommend that 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.

## 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](mailto:customer.services@bracknell-forest.gov.uk) by 21/05/2019 for information on how to appeal. Information on the timetable for the appeals process is on our website at [www.kingsacademies.uk/our-academies](http://www.kingsacademies.uk/our-academies)

## Notes:

Home address:

The address where the child lives at the closing date of 15 January 2019 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 Group Academies 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 King's Academy Oakwood 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 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 Oakwood) for an 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 Oakwood. If the parent then wishes to apply for King's Academy Oakwood by the published closing date for their younger child (and the older child will still be attending at the date of admission of the younger child) then the applicant must 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 be 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 Reception, year 1 and year 2

King's Academy Oakwood 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 1 and year 2 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 Oakwood 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.

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.

# King's Group Academies Supplementary Social and Medical Information Form

## 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:	
Child's Name:	Date of birth:
Address:	

OFFICIAL-SENSITIVE

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.

OFFICIAL-SENSITIVE

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/carers: .....

Print Name: .....

Date: .....

Once completed scan and return this form with any relevant documentation to:  
[school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk)

or by post to:  
The School Admissions Team  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD