



Bracknell Forest Council

Admission Arrangements

**Primary, Infant and Junior
Community and Voluntary
Controlled schools**

**For entry to schools
in
2019-2020**

Applications for infant, primary and junior schools will be processed according to the published co-ordinated scheme for 2019-2020. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled A Parent's Guide to Primary School Admissions in Bracknell Forest for children starting at an infant or primary school in the school year starting September 2019 and those children applying for a junior school place in year 3 starting in September 2019. This guide will be available from 12th September 2018.

OVERSUBSCRIPTION CRITERIA

Bracknell Forest is the admission authority for the community and voluntary controlled schools within the borough. The criteria for all of these schools and for the voluntary aided and academy schools can be found in the 'Guide to Primary Admissions within Bracknell Forest', on the Bracknell Forest Council's website or from the school.

In circumstances where more applications than places are received for Bracknell Forest community schools the following criteria will be used.

- **Oversubscription Criteria for community infant and primary schools**

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

The following criteria apply to these schools:

Ascot Heath Infant	New Scotland Hill Primary	Wildmoor Heath Primary
Birch Hill Primary	Owlsmoor Primary	
College Town Infant	The Pines Primary	
Cranbourne Primary	Sandy Lane Primary	
Fox Hill Primary	Uplands Primary	
Harmans Water Primary	Whitegrove Primary	
Holly Spring Infant	Wildridings Primary	
Meadow Vale Primary	Wooden Hill Primary	

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

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

- (A) Looked After Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements

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).

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 the school at the time of the child's admission.
- (F) All other children

Children must be living in the designated area at the closing date of 15 January 2019 to be considered under this criterion.

Tie Break

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

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

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be

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).

allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

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

As soon as all applications have been received, including those submitted 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.

○ **Oversubscription criteria for voluntary controlled primary schools**

The LA is the admission authority for their voluntary controlled schools and sets the admission criteria.

These criteria apply to the following schools:

Crowthorne CE Primary Warfield CE Primary	Winkfield St Mary's CE Primary
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If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

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

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

- (A) Looked After Children⁵ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁶ (or became subject to a child arrangements order⁷ or special guardianship order⁸) 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.

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).

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

Children must be living in the designated area at the closing date of 15 January 2019 to be considered under this criterion.

Tie Break

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

Distances for split site schools will be measured as above to both sites and the shortest distance will then be used for the application. If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live 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.

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

As soon as all applications have been received, including those submitted 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.

JUNIOR SCHOOLS

Within Bracknell Forest there are 3 junior schools and the local authority sets the admission criteria for these schools. The criteria for all of these schools can be found in the 'Guide to Primary Admissions within Bracknell Forest', on the Bracknell Forest Council's website or from the school.

In circumstances where more applications than places are received for Bracknell Forest maintained junior schools the following criteria will be used.

- **Oversubscription Criteria for community junior schools**

The LA is the admission authority for community junior schools and the following criteria apply to these Bracknell Forest community junior schools:

Holly Spring Junior
College Town Junior

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 Children⁹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁰ (or became subject to a child arrangements order¹¹ or special guardianship order¹²) 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

⁹ 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.

¹⁰ 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).

¹¹ 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.

¹² 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).

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 and who are attending the **infant school** paired with the junior school.
- (D) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission
- (E) Children who live in the **designated area** of the school and who are attending the **infant school** paired with the junior school.
- (F) Children who live in the **designated area** of the school.
- (G) Children who do not live in the designated area of the school but who have a **sibling** at the school, and who will still be attending the school at the time of the child's admission and who are attending the **infant school** paired with the junior school.
- (H) Children who do not live in the designated area of the school but who have a **sibling** who will still be attending the school at the time of the child's admission
- (I) Children who do not live in the designated area of the school but who are attending the **infant school** paired with the junior school
- (J) All other children

Children must be living in the designated area at the closing date of 15 January 2019 to be considered under this criterion.

The relevant pairs of Junior and Infant Schools are Holly Spring Junior School and Holly Spring Infant School and College Town Junior School and College Town Infant School.

Tie Break

After this, 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.

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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.

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

As soon as all applications have been received, including those submitted 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.

○ **Oversubscription criteria for voluntary controlled junior schools**

Bracknell Forest is the admission authority for this school and the following criteria apply to this junior school:

Ascot Heath CE Junior

If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place at that school.

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 Children¹³ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted¹⁴ (or became subject to a child arrangements order¹⁵ or special guardianship order¹⁶) 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.

¹³ 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.

¹⁴ 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).

¹⁵ 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.

¹⁶ 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).

- 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 and whose parent(s) meet the **denominational** criterion and who have attended the **infant school** paired with the junior school.
- (D) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion
- (E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission and who have attended the **infant school** paired with the junior school.
- (F) 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.
- (G) Children who live in the **designated area** of the school and whose parent(s) meet the **denominational** criterion and who have attended the **infant school** paired with the junior school.
- (H) Children who live in the **designated area** of the school and whose parent(s) meet the **denominational** criterion
- (I) Children who live in the **designated area** of the school and who have attended the **infant school** paired with the junior school.
- (J) Children who live in the **designated area** of the school.
- (K) Children who do not live in the designated area of the school but have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion who have attended the **infant school** paired with the junior school.
- (L) Children who do not live in the designated area of the school but have a **sibling** who will still be attending the school at the time of the child's admission and whose parent(s) meet the **denominational** criterion
- (M) Children who do not live in the designated area of the school but have a **sibling** who will still be attending the school at the time of the child's admission and who have attended the **infant school** paired with the junior school.
- (N) Children who do not live in the designated area of the school but have a **sibling** who will still be attending the school at the time of the child's admission.
- (O) Children who do not live in the designated area of the school but whose parent(s) meet the **denominational** criterion who has attended the **infant school** paired with the junior school.
- (P) Children who do not live in the designated area of the school but whose parent(s) meet the **denominational** criterion

- (Q) Children who do not live in the designated area of the school but who have attended the **infant school** paired with the junior school.
- (R) All other children

Children must be living in the designated area at the closing date of 15 January 2019 to be considered under this criterion.

The relevant pairs of Infant and Junior Schools are Ascot Heath Infant School and Ascot Heath CE Junior Schools

Tie Break

After this, 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 0.000621317 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.

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

As soon as all applications have been received, including those submitted 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.

Pupils do not just have to be in an infant school to be able to apply for a place at a junior school. However, the LA would not encourage parents to move a child who was already settled, out of a primary school into a junior school, unless they had a very good reason.

Junior waiting lists will be re-ordered at the end of the school year 2018/19 as the infant to junior feeder criterion will no longer be valid.

If a child has left the infant school the feeder infant to junior school criteria will not be valid.

GENERAL INFORMATION FOR ALL APPLICATIONS

- **Voluntary controlled schools – Denominational Criterion**

Where denominational grounds are a reason for the application for a *voluntary controlled school* where the LA is the admission authority (Crowthorne CE School, Warfield CE School and Winkfield CE School and Ascot Heath CE Junior School), it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches Together in Britain and Ireland or the Evangelical Alliance.

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

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

- **Protected Sibling Status**

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

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.

- **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 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, Psychiatrist; or registered social care professionals such as a Social Worker / Care Manager. 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.

FOR PRIMARY APPLICATIONS ONLY: Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school (than the one offered) for an older child by the published closing date and the local authority have been unable to meet this preference and a place has been allocated to this older child at an alternative school. If the parent then wishes to apply for this alternative school by the published closing date for their younger child (and the older child will still be attending at the date of admission of the younger child) then the applicant must notify The School Admissions Team on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

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

The procedure

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

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

- Allow the application
- To refuse the application –on the grounds that the circumstances of the case does not meet the social and medical criterion.

- The recommendation will then be passed to the School Admissions Manager for a final decision

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

- **Appeals**

If parents have been refused a place at one or more of their preferences they will be informed of their right of appeal. All appeals for Bracknell Forest schools must be submitted by 21 May 2019. Admissions authorities will then endeavour to hear all appeals submitted by this date within 40 school days.

- **Waiting lists**

The LA will maintain waiting lists for all Bracknell Forest maintained schools. Applicants not offered a place at a higher preference school than that which has been offered will automatically be placed on a waiting list for a school that is within Bracknell. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list, for example someone moving into the area is placed on the appropriate place on the waiting list. Waiting lists must be maintained in criteria order at all time. The LA will maintain the waiting lists for all Bracknell Forest maintained schools for the school year for which they have applied. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. No reminders will be sent.

For junior schools waiting lists will be re-ordered at the end of the academic year 2018/19 as the infant to junior feeder criterion will no longer be a valid criterion at this stage. If a child has left the infant school the feeder infant school criteria will not be valid.

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

2019/20

School	2019/20 PAN
Primary Schools:	
Ascot Heath CE Junior	60
Ascot Heath Infant	60
Birch Hill Primary	60
College Town Primary	90
Cranbourne Primary	30
Crowthorne CE Primary	30
Fox Hill Primary	30
Harmans Water Primary	90
Holly Spring Infant	90
Holly Spring Junior	90
Meadow Vale Primary School	90
New Scotland Hill Primary	30
Owlsmoor Primary	90
Pines Primary	60
Sandy Lane Primary	90
Uplands Primary	30
Warfield CE Primary	60
Whitegrove Primary	60
Wildmoor Heath Primary	30
Wildridings Primary	60
Winkfield St Mary's CE Primary	30
Wooden Hill Primary	60