2025.26

The Guide to Primary Education



Bracknell Forest Council

The Schools Admission Team
Bracknell Forest Council
Published September 2024

The Guide to Primary Education 2025.26
For admission to Reception, from September 2025

This Guide has been prepared to inform parents and carers of the admissions procedure for starting school, (Reception) from September 2025. It outlines the procedures that will be adopted by the Council, the process of allocating school places and sets out the roles of own admission authority schools.

There is lots of information within this Guide explaining the admissions process and exactly what you need to do and consider before completing your application.

By submitting your application, you are signing to say you have read and understood this Guide.

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

Please note that the information contained in this booklet is current in September 2024. Arrangements could be subject to amendment or modification before the start of, or during the academic year 2025.26.

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Contact Details

During busy periods it may be difficult to reach the School Admissions Team via phone, or receive a prompt email response. Please therefore ensure you have fully read this Guide and the information provided on our website **http://www.bracknell-forest.gov.uk/applyforprimary** before contacting School Admissions.

If you have any queries which cannot be answered within this Guide, you can contact us;

Via Email: **school.admissions@bracknell-forest.gov.uk**

Via Phone: 01344 354023

The Team will be available to answer your calls between 8.30 and midday each working day.

Key Dates

September 2024

This Guide (The Guide to Primary Education 2025.26) is published on the Bracknell Forest website.

05 November 2024

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

National Closing Date: 15 January 2025

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

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

The latest date to submit all relevant supporting documentation.

03 February 2025

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

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

National Offer Day: 16 April 2025

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

Emails to Bracknell Forest residents who applied online and on-time, will be sent out to parents/carers (from 8am) informing them which primary school their child has been offered. These will be sent to the email address used to make you application.

Emails to Bracknell Forest residents who returned a paper application form on-time, will be sent out to parents/carers (from 8am) informing them which primary school their child has been offered. These will be sent to the email address used to make you application.

Letters will be posted to on-time applicants where no email address is available.

30 April 2025

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

07 May 2025

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

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

19 May 2025

The closing date for lodging school admissions appeals (in order to be heard before the beginning of Autumn Term – September 2025)

Key Terms

Academies

Academies are publicly funded independent schools.

They still have to follow the same rules on admissions, special educational needs and exclusions as other state schools. Academies get money direct from the government, not the LA. They are run by an academy trust which employs the staff. Some academies have sponsors such as a business, universities, other schools, faith groups or voluntary groups. Sponsors are responsible for improving the performance of their schools.

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

Admission Authority

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

Admission Number

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

Admission 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 relevant admission authority.

Borough

Bracknell Forest

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.

Council

Bracknell Forest Council.

Curriculum

A programme of education and other educational activities.

Chronological Year Group

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

CSA (Compulsory School Age)

The age in which your child must be receiving full time education.

Your child will become compulsory school age the term following their 5th birthday.

Denominational

Relating to a particular religious sector or group.

Designated / Catchment Area

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

DfE

Department for Education. This is a government department.

Education, Health and Care Plan

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

Foundation Stage

The period of study from a child's third birthday until they start Year 1.

Habitually Resident

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

Home address

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

Please see page 23 for full information regarding home address.

Infant Class Size (ICS)

The law states that Key Stage 1 pupils (this includes the majority of children aged 5 – 7 and who are in either a foundation/reception class or years 1 and 2) cannot be taught in classes of more than 30 pupils to one fully qualified teacher.

Initial Round of Admissions

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

Key Stage

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

LA

Local Authority. A local authority is an organisation that is officially responsible for all the public services and facilities in a particular area. Bracknell Forest Council is the LA for Bracknell Forest.

When reference is made to a home local authority, this is the local authority for the address in which the child is habitually resident.

LAC (Looked After Children)

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

This also includes all previously Looked After Children. A previously Looked after child is a child who was looked after but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) *immediately following having been looked after.* This further includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Further information regarding the Looked After child criterion can be found within a school's admission arrangements.

National Curriculum

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

NOR (Number on Roll)

The total number of pupils on a schools register.

Ofsted

Office for Standards in Education.

Oversubscribed school

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

Offer

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

Parent

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

All biological parents, whether they are married or not.

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

Any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person.

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

Preferred Order

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

RC

Roman Catholic

Second Round of Admissions

The processing period for late applications and amendments received.

Sibling

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

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

Sibling within a schools Nursery or Year 6 of a school will generally not be considered as a sibling at a Bracknell Forest school unless the admission arrangements for the school specify otherwise.

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

VC

Voluntary Controlled School. A VC school is a state-funded school which a foundation or trust (usually of Christian denomination) has some formal influence in the running of the school. The LA is the admission authority.

Foreword

Dear Parent/ Carers

Starting school is a big event in your child's life and we know that you will want to be fully informed so that you can decide which school you would prefer your child to attend.

School Admissions have produced this Guide to help you understand everything you need to know regarding the admission process.

Within this Guide you will find information on how to make an application, how your application will be dealt with, details for local schools and their admission arrangements (criteria) we have, also provided other information which you may find useful and ways in which you can find out more.

Bracknell Forest is the 'Borough of Opportunity' and your child will have access to a rich educational experience. The Local Authority works in partnership with schools and the local community to offer a wide range of opportunities. The Local Authority invest in our schools, helping to raise standards, improve the built environment and make our schools safe and exciting places in which to learn.

We understand that this is an exciting yet worrying time for parents/carers and you will no doubt be aware that some schools are more popular and therefore you must consider your preferences carefully. It is important that you read all the information provided within this Guide as there are many factors to consider before making your application.

We know that deciding which schools you will name as your preferences is a key decision for every parent/carer and if you need any help or support, please do not hesitate to contact the School Admissions Team.

We wish your child every success and happiness for the next steps on their journey into education.

Duane Chappell
Assistant Director

Education and Learning
People Directorate
Bracknell Forest Council

Starting Primary School

Children can start primary school at the age of 4+. If your child reaches the age of 4 on or between 1 September 2020 to 31 August 2021, they will be able to start school (Reception) from September 2025.

Further information on when you child can start school, compulsory school age and information regarding deferred and delayed entry can be found on page 18.

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

However, it is important to remember that when applying for a primary school place that you are listing a preference, and that not all preferences can be met. School Admissions cannot guarantee a school place at any school, regardless of the criteria in which you fulfil.

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 over the years, we have seen oversubscription in many of our schools.

TYPES OF SCHOOLS – WITHIN BRACKNELL FOREST

All of the primary schools in Bracknell Forest are comprehensive schools. This means that they cater for children of all abilities. There are 30 schools conveniently located throughout Bracknell Forest.

Thirteen of these schools are community schools.

- Ascot Heath Primary School
- College Town Primary School
- Cranbourne Primary School
- Fox Hill Primary school
- Harmans Water Primary School
- Holly Spring Primary School
- Meadow Vale Primary School – *Converting to an academy.*
- New Scotland Hill Primary School
- Owlsmoor Primary School
- The Pines School
- Whitegrove Primary School
- Wildridings Primary School
- Wooden Hill Primary School

Three of these schools are voluntary controlled (VC) schools.

- Crowthorne Ce Primary school
- Warfield CE Primary School
- Winkfield St Mary's CE Primary School

Eleven of these schools are academy schools.

- Birch Hill Primary School
- Crown Wood Primary School
- Great Hollands Primary School
- Jennetts Park CE Primary School
- King's Academy Oakwood
- King's Academy Binfield
- Sandy Lane Primary School
- St Margaret Clitherow RC Primary School
- St Michaels CE Primary School, Sandhurst
- Upland Primary School
- Wildmoor Heath Primary School

Three of these schools are voluntary aided (VA) schools.

- Binfield CE Primary School
- St Joseph's RC Primary School
- St Michaels CE Primary School, Easthampstead

If you are applying for an academy, VA or VC school this must be named as a preference on your application.

The over subscription criteria for all Bracknell Forest schools are published within this Guide.

Special Needs Schools in Bracknell Forest

In addition, Kennel Lane School is a day special school for children aged two to nineteen who have moderate to severe learning difficulties. Admission to Kennel Lane School is arranged through the Special Educational Needs department within the People Directorate at The Council and cannot be named as a preference on the application to School Admissions.

Independent Schools

If you require details of Independent Schools, you should contact the school directly or 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 your application to School Admissions. We would advise contacting these schools directly regarding admissions.

www.isc.co.uk

If you are only applying for independent/ private schools or obtain a school place at an independent/ private school, you must inform the School Admissions Team of the arrangements you have made for your child's education. Failure to do so may result in your details being passed to Education Welfare.

Further Information on schools within Bracknell Forest

This Guide is intended to prepare and inform you of the admissions procedure for entry to primary school and contains only the basic information about the primary schools within Bracknell Forest.

You should contact schools directly for further school-based information or copies of their prospectus.

NON- BRACKNELL FOREST SCHOOLS

If you are considering a state funded, non-Bracknell Forest school as a preference, then this school must be named as a preference on your application.

The application information will be passed on to the relevant LA for that school by the 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, this includes grammar schools.

The over subscription criteria for these schools will be published either on the school's websites or the website for the LA in which the school is situated.

Types of schools will vary from borough to borough. To ensure you understand the admissions process for the school(s) in which you are applying for you should ensure you have read their admission arrangements.

COMPULSORY SCHOOL AGE (CSA)

Your child will become CSA the term following their 5th birthday. Below is a date of birth table to show you when your child will become CSA; This is the time when they must be receiving full time education.

Child's Birthday is on or between;	**When the child will become CSA;**
01 September 2020 – 31 December 2020	January 2026
01 January 2021 – 31 March 2021	April 2026
01 April 2021 – 31 August 2021	September 2026

Your child will be given the opportunity to start school from September 2025. You will have an option between full time or part time education. You will also have the option to defer you child's entry to school, which means they do not have to start school until they become CSA; however, your child must be receiving full time education the term following their 5th birthday.

How do I defer my child's entry to school?

Once a school place has been offered and accepted you will be able to discuss deferring your child's entry with the Headteacher of the school. After talking with you about deferring your child's entry, taking into account your child's age, experience in early years settings, how ready your child is for school and the arrangements put in place by the school for the new intake, the Headteacher will agree a timetable for your child's entry.

If you are considering deferring your child's start to school, you should refer to the below.

- **CSA from January 2026**

If your child's birthday falls on or between **1 September and 31 December** they will become of compulsory school age on the 1 January, which is defined as the start of the spring term. They will start in a Reception class where they will spend two terms before starting in a Year 1 class in the following September.

- **CSA from April 2026**

If your child's birthday falls on or between **1 January and 31 March** they will become compulsory school age on 1 April, which is defined as the start of the summer term. They will start in a Reception class where they will spend one term before starting in a Year 1 class in the September.

- **CSA from September 2026**

If your child's birthday falls on or between **1 April and 31 August** they are classed as summer born.

Summer born children reach compulsory school age the September after their fifth birthday, at the start of the autumn term. At this stage the children in their year group will be starting year 1.

Parents of summer born children have 4 options to consider:

Option 1: Start reception in September.

Your child can start reception from the September after their fourth birthday. They can attend full-time or part-time.

Option 2: Start reception later in the year - either January or April.

Your child can start reception later in the academic year.

They can either start in the spring term (January) or the summer term (April). They can attend full-time or part-time.

Option 3: Miss reception and start school in year 1.

If you choose for your child not to start until their compulsory age, the school place allocated will be withdrawn and you would be required to reapply for a school place in July 2026 using the In Year process available online; ***Changing schools - in-year application***

Option 4: Start reception the following year - this can be requested but is not a parental right.

Parents/ carers of Summer Born Children also have the right to **request** delayed entry to starting school.

What is delayed entry?

The parents/ carers of summer born children may choose not to send their child to school until they are of CSA, which will be the September following their fifth birthday, however, as this would result in starting school for the first time in Year 1, instead of Reception, parents may **request** that their child is admitted outside of their chronological year group; meaning when they start school at CSA

they are admitted into Reception, rather than Year 1, which ultimately would place the child into a different cohort of children.

For example: Your child is born on 31 August 2021, and you request to delay your child's entry into Reception starting from September 2026, (which will hold a cohort of younger children born on or between 01 September 2022 – 31 August 2023) instead of joining their chronological year group, when they become CSA; Year 1, from September 2026 (which will hold a cohort of children of the same age range, born on or between 01 September 2021 – 31 August 2022)

There are many things' parents will need to consider before making a Delayed Entry request and this will have future implications throughout your child's education. We strongly advise speaking with your child's current early years setting (if applicable) before proceeding to make a Delayed Entry request.

For further information on Delayed Entry, things to consider, and how to make a request please follow the link below:

Compulsory school age

SCHOOL YEAR GROUPS

It is likely that your child will have had some early education in a pre-school or nursery. When they start school at aged four or five, they will still be within the early year's foundation stage of their education. This covers the period between their third birthday and the start of Year 1. In the early year's foundation stage, your child will have been helped to achieve early learning goals. At the beginning of Year 1 they start the National Curriculum:

Age	Year Group	Class Size	Key Stage
3-4	Pre-School / Nursery	ICS	Early Years Foundations Stage (EYFS)
4-5	Reception	ICS	Early Years Foundations Stage (EYFS)
5-6	Year 1	ICS	Key Stage 1 (KS1)
6-7	Year 2	ICS	Key Stage 1 (KS1)
7-8	Year 3	-	Key Stage 2 (KS2)
8-9	Year 4	-	Key Stage 2 (KS2)
9-10	Year 5	-	Key Stage 2 (KS2)
10-11	Year 6	-	Key Stage 2 (KS2)

Infant Class Size (ICS)

In the above table you will also see a column relating to 'Class Size'. ICS refers to Infant Class Size.

The law states that Key Stage 1 pupils (this includes the majority of children aged 5 – 7 and who are in either a foundation/reception class or years 1 and 2) cannot be taught in classes of more than 30 pupils to one fully qualified teacher.

The Infant Class Size law applies to the majority of schools within the primary age range and applies across all Bracknell Forest Primary Schools. If you were to be refused a school place at a preferred school and were to appeal this decision, Infant Class Size may have an affect on grounds in which your appeal could be allowed. You should refer to page 52 for further information regarding this.

Understanding your childcare needs survey

Are you a parent with any children aged from 0-11 years old? Please complete this short online survey to help us understand your childcare needs across Bracknell Forest, help us shape the future of care on offer to support our working families. We need your invaluable input, the more we understand what families need the more we can deliver, have your say!

Early years and childcare needs survey | Bracknell Forest Council (bracknell-forest.gov.uk)



Understanding The Application Process

You do not have the right to 'choose' which school your child will attend but you do have the right to express a preference. The ability to meet your preference will depend not only on the demand for places at an individual school but also on the total number of places available. If a school is over-subscribed, by that we mean that there are more applicants than places, the admissions criteria will be used to determine which pupils will be offered a place. The admission arrangements, containing the criteria, for each Bracknell Forest school is set out on page 91 onwards.

If you wish to name any other school outside of Bracknell Forest as a preference on your application, you should contact the relevant admission authority directly to obtain a copy of their admission arrangements.

CO-ORDINATED ADMISSION SCHEME

In line with government requirements, Bracknell Forest operates a co-ordinated admissions scheme for starting primary school (admission to Reception, from September 2025). This scheme requires formal cooperation and sharing of information between each LA and all the admission authorities within that LA (e.g., academies, voluntary aided, voluntary controlled and community schools). Each of these admission authorities will have agreed the co-ordinated scheme between them. There will also be close liaison between neighbouring LAs and admission authorities.

Within Bracknell Forest parents/ carers can list up to three preferences on their application and to give reasons for each preference. Information that parents/carers give on their application will be shared with other LAs, admission authorities, schools, and government agencies where necessary.

The co-ordinated admission scheme does not affect the duty of own admission authority schools to set and apply their admission arrangements. The scheme is an administrative arrangement to make school admissions easier, more transparent, and less stressful for parents/ carers. Own admission authority schools will continue to operate their own over-subscription criteria.

Bracknell Forests Co-ordinated Admissions Scheme has been drawn up to fulfil the requirements set out in the School Admissions Code, published by the DfE. The Co-ordinated Scheme fully complies with the School Admissions Code.

EQUAL PREFERENCE SCHEME

The DfE states that a co-ordinated scheme is based on equal preferences. In other words, all preferences are treated as equal initially.

This system allows each preference that parents/carers give to be considered separately. (i.e., when admission authorities rank all applications received for a school, in the order of criteria - to decide who places can be offered to, the preference number you have listed that school will not be known or taken into account).

The order of your preferences is only considered by the LA alone. This is considered if more than one place can be offered. (i.e., if multiple schools can offer your child a school place following the admission authorities ranking, a single offer will be made by the LA for the school the parent/carer has ranked highest on their application)

If a place cannot be offered at any of the preference schools, then the LA will offer an alternative school place at the next nearest school with available spaces.

ADMISSION ARRANGEMENTS

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

The admission arrangements for Bracknell Forest schools can be found from page 91.

It is your responsibility to ensure you have appropriately researched your preferred schools, to ensure you are aware of their admission arrangements, to indicate on your application the criterion in which you wish to be considered under and to submit completed additional forms that may be required - as per a school(s) admission arrangements.

If you are applying for schools outside of Bracknell Forest you should contact the relevant admissions authority directly for this information.

WHO TO APPLY TO?

You must apply to your home LA, (the council you pay your council tax to). You can apply either online or by using a paper application form. You must name any school you wish to apply for regardless of which LA it is situated within. 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 within Windsor & Maidenhead on your application form to Bracknell Forest.

This means 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 LA. You cannot however, list independent/ private schools on your application form. These are fee paying schools and you must apply to the school directly.

You can not apply for special schools on your application. Special schools are for children and young people who have a significant barrier to learning, possibly with other challenges and diagnoses. A parent can only request a place at a special school or specialist college if they have an Education, Health and Care Plan (EHCP) to which any application for school would be processed by the Special Educational Needs (SEN) department.

You cannot apply direct to other local authorities or schools, and other LA residents cannot apply directly to Bracknell Forest for schools within the borough. If you do so, your application will be discarded, and you will be informed to apply to your home LA.

WHEN TO APPLY?

If your child's date of birth is on or between **1 September 2020 and 31 August 2021** you should refer to the table below. If your child's date of birth is not on or between these dates, please visit our website for further information on when and how to apply for a school place. ***www.bracknell-forest.gov.uk/wheredoistart***

Open for applications	National Closing Date	National Offer Day	Deadline to respond to offer
05 November 2024	**15 January 2025**	**16 April 2025**	**30 April 2025**

HOME ADDRESS

The address at which your child lives is important when an admission authority decides who they can offer places to. The address on the application should be that of the parent/ carer who the child is habitually resident with. Admission authorities are unable to use the address of an individual's childcare arrangements or consider childcare arrangements when allocating school places.

The address where the child lives as of the National Closing Date will be the address used to process their on time application. All addresses will be checked via the Revenue Services (Council Tax) department by the School Admissions Team. If any discrepancies are found, the School Admissions Team will request proof of address.

Proof of address

Only the following documents are accepted for proof of address:

- a copy of your current council tax notice.
- a copy of your solicitor's confirmation that completion has taken place.
- a copy of your current rental or tenancy agreement - signed by yourself and your landlord.

Wherever possible all documents should be uploaded to your online application via the Citizens Portal. Alternatively, you can scan or take a clear readable photograph and email supporting documentation to the School Admissions Team.

Original documents should not be sent. If original documents are sent, the council is not responsible for their safe return.

Unable to provide proof of address.

Should you be unable to provide any of the above proof, you have split residency of your child, or you have alternative living arrangements then you should contact the School Admissions Team for further advice in the first instance. The circumstances of each case will be considered, and further evidence or supplementary forms may be requested by the School Admissions Team in order to verify the address in which you state your child is living.

The School Admissions Team or an admission authority 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 all applications to verify home addresses.

Split Residency

It is the parent/ carer responsibility to provide information regarding the child's living arrangements to the School Admissions Team at the time of application.

Although any parent/ carer has a right to make an application, only one application can be processed for a child, and only one address can be used to process this application.

For children whose residency is split between the addresses of their parents/ carers (therefore they live between two addresses). The address used on the application will be the address in which the child spends the most school nights. The parent/ carer making the application should be that of the address the child spends most school nights.

The second parent/ carer will not receive any information or letters relating to the application. This information must be distributed by the parent/ carer making the application.

The School Admissions Team or an admission authority may obtain legal advice on a case-by-case basis.

Temporary addresses

The address used on an application must be a permanent address; temporary addresses can only be considered in exceptional circumstances. The applicant will be required to provide evidence of a genuine reason for the temporary address, and these will be reviewed on a case-by-case basis.

Multiple properties

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 the designated area or nearer to a preferred school, then it is for the applicant to provide sufficient evidence to satisfy the school admissions team/ the admission authority that the new address is that of the property in which they reside in, to allow that address to be used for their application and/or determine any relevant criteria.

If an applicant already owns and resides in a property which is in the process of being sold, Bracknell Forest is able to consider the address of the new property on submission of:

- a solicitor's letter showing completion has taken place of sale for the old property and,
- a solicitor's letter showing completion has taken place on the new property. Or,
- Current rental agreement, signed by yourself and the Landlord for the new property.

It is for the applicant to provide sufficient evidence to satisfy the school admissions team/ the admission authority that the new address is that of the property where the child resides.

Final decisions relating to Home Address

Should School Admissions require further evidence to verify the address used on your application, it is for the applicant to provide sufficient evidence to satisfy the School Admissions Team and/or the relevant admission authority that the address is that of the property where the child resides.

School Admissions will verify all addresses for Bracknell Forest applicants and carry out checks for non-Bracknell Forest residents applying for Bracknell Forest Schools. This is done on behalf of all admission authorities. School Admissions may request further evidence at any time. Should The School Admissions Team be unsatisfied, and therefore unable to verify the address in which you state your child to be living then all information gathered will be passed to the relevant admission authority and the final decision regarding the home address used/ how your application is processed without a verified address will be determined by the relevant admission authority. This decision is final and cannot be appealed.

MOVING APPLICANTS

If you are moving into or within Bracknell Forest, it is your responsibility to inform the School Admissions Team of your child's new address alongside proof of address as detailed in the 'Home Address' section above. The School Admissions Team will then advise you further on how and when your address will be updated for your application. Please refer to Key Dates. If you move between the National Closing Date and 03 February 2025 you should contact the School Admissions Team who will be able to give you further advice regarding your application.

The 03 February 2025 is the deadline for accepting on time applications for applicants moving into the borough, or for the applicants moving within the borough to update their address with School

Admissions on their on-time application. Any address update received after this date will not be considered until the second round of admissions.

It is important to note, that if you list preferences for schools outside of Bracknell Forest, there is no guarantee that the relevant LA for that school will accept the application for this preference as on-time. Deadlines for accepting applications/preferences for moving applicants varies between LAs and you should research these dates this before you apply.

If you have made an on-time application with your previous home LA for Bracknell Forest schools, then the School Admissions Team will only take over responsibility of the application and update the address if the required proof of address is received by 03 February 2025. If this is received after this date the School Admissions Team will not take over the application or change the address until the second round of admissions. You application will, however, be processed under your current address for the initial round of admissions.

Moving out of Bracknell Forest - If you are moving out of the borough, then you will be required to contact the School Admissions Team within the relevant LA that you are moving to for further advice. Deadlines and proof of address for moving applicants will vary between LAs.

Moving Applicants – Service Families

Service families or 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 directly to Bracknell Forest if it is accompanied by an official letter from the relevant service declaring a relocation date and a unit postal address, or quartering address.

The supporting documentation confirmed above must be provided to the School Admissions Team by 03 February 2025 for your application to be considered within the initial round of admissions. If this is received after this date the School Admissions Team will consider the application in the second round of admissions.

It is important to note, that if you list preferences for schools outside of Bracknell Forest, there is no guarantee that the relevant LA for that school will accept the application for this preference as on-time. Deadlines for accepting applications/preferences for moving applicants varies between LAs and you should research these dates this before you apply.

If you have made an on-time application with your previous home LA for Bracknell Forest schools, then the School Admissions Team will only take over responsibility of the application and update the address if the required supporting documentation is received by 03 February 2025. If this is received after this date the School Admissions Team will not take over the application and change the address until the second round of admissions. You application will, however, be processed under your current address for the initial round of admissions.

Service Families moving out of Bracknell Forest - Service families or UK service personnel who are being posted or are moving out of the area should apply through Bracknell Forest for their preferred schools in the first instance. They should also contact the relevant LA that they are being moving to

for further information on what proof is required to use the new address on their application. Proof of address and deadlines for moving applicants will vary between LAs.

Once the relevant LA has everything, they require they may liaise with Bracknell Forest to take over your application and update your address.

Moving Applicants – From Abroad

Applicants from abroad who intend to move or return to the UK and reside in the borough can make an application for their child prior to their move.

The address where the child resides as of the closing date for applications will be the address used to process the application. You will not be able to use a UK address if you are not living within the property.

Once your family (including the child whom the application is for) have moved to the UK, and provided proof of address within the borough, the application can be updated in line with the information provided under 'Moving Applicants' detailed above.

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

Once an offer has been made and accepted it is important to note that should your child not start at the school by the beginning of the summer term (from April 2026), then the school place offered will be withdrawn.

FRAUD

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

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

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

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 under the oversubscription criteria, the other sibling(s) may be admitted as an exception. It is therefore important that you indicated that your child is of multiple birth on your application.

EHCP (EDUCATION HEALTH AND CARE PLAN)

Parents/ carers with children who have an EHCP cannot apply through the School Admissions Team for a primary school place. You must contact the SEN (Special Educational Needs) department within your home LA for further information.

Children without and EHCP, currently under assessment

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

If an EHCP is obtained throughout the admissions process, then the SEN (Special Educational Needs) department within the LA will take over the responsibility of ensuring your child receives an offer of a school place.

If an EHCP is not obtained throughout the admissions process, then the School Admissions Team will process your application under the criterion the application fulfils and be responsible for offering a school place.

CHILDREN WITH (SEN) SPECIAL EDUCATION NEEDS

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

CRITERIA

LAC (Looked After Children)

Parent/ carers or LAs applying on behalf of a child who is either a Looked After Child or a Previously Looked After Child can request for the Looked After Child criterion to be applied to their application.

All admissions authorities must use LAC as an admission criterion, and you should refer to the relevant admission arrangements for your preferred school(s) for their definitions regarding LAC.

If a parent/ carer or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paperwork is submitted with the application. Should an applicant not submit any relevant documentation with their application it will be assumed that they do not wish these circumstances to be taken in to account and their application will be processed using any other relevant criteria.

Social / Medical

Some admission authorities may use social or medical grounds as an oversubscription criterion. Their admission arrangements will define what is meant by social or medical grounds and give clear details about what supporting documentation or evidence may be required in order to consider an application under social or medical grounds.

Any supporting documentation or evidence must be submitted by The National Closing Date for on-time applicants or alongside the application for late applicants.

The social or medical criterion will only be considered if the relevant procedures have been followed (i.e., a supplementary social and medical form has been completed)

The criterion will only be applied if the admission authority agrees that your application meets this criterion.

For non-Bracknell Forest schools we advise that you contact the relevant admission authority or refer to the school's admission arrangements for further advice.

Staff

Some admission authorities may use staff criterion as an oversubscription criterion and their admission arrangements will define what is meant by the staff criterion.

Parents/ carers applying under this criterion must tick staff criterion on their online application via the Citizens Portal.

Paper applicants must clearly note they are applying under the staff criterion on their application form.

If your home local authority does not provide the option to tick this criterion on your online application when applying for a Bracknell Forest School, then you should contact the Bracknell Forest School Admissions Team for further advice.

The School Admissions Team will ask the relevant school to verify that your application meets this criterion, and the staff criterion will only be applied if the relevant school confirms this is the case.

Designated / Catchment Areas

Wherever you live in Bracknell Forest there is a 'designated' primary school for your home address. Each school (with the exception of St Margaret Clitherow RC Primary School, St Josephs RC Primary School and St Michaels CE Primary School – Easthampstead, where different arrangements apply) has a 'designated area', sometimes known as a 'catchment area'.

A designated area is a clearly defined geographical area surrounding a school, a 'designated' school will not necessarily be the nearest school to your home address. You can check your designated area school for your home address on our website using the link below.

Bracknell Forest School Admissions (arcgis.com)

A map showing each schools designated area can be viewed from page 237 within this Guide or online at ***Designated area maps | Bracknell Forest Council (bracknell-forest.gov.uk)***

The admission arrangements for most schools in Bracknell Forest give priority to children living within that area. 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 other LA schools such as Hatch Ride Primary School or Oaklands Infant School which are situated within Wokingham Borough Council. Similarly, some properties in The Royal Borough of Windsor and Maidenhead lie in the

designated area for Ascot Heath Primary School. District/ borough boundaries do not affect the allocation of places at particular schools.

You are strongly advised to check which school(s) designated area your house is within, using the Bracknell Forest website (linked above). Do not rely on estate agents, developers, or hearsay.

You are also advised to be particularly cautious about information on schools given when considering purchasing a property. Designated area boundaries do not always match parish boundaries or borough boundaries.

We cannot guarantee a place at any school within Bracknell Forest however, it is important to consider naming your designated area school as one of your three preferences. If School Admissions are unable to offer your preferred school(s) you will not automatically be given a place at your designated area school. If you do not name your designated area school as a preference this may result in your child being offered a place at a school some distance from your home address.

The relevant admission authority will only apply the designated area criterion to your application if you fulfil this criterion. The designated area criterion is checked by the admission authority for the school.

It is important to note that should a school be oversubscribed, living within a school's designated area only gives a higher priority for a school place and we cannot guarantee admission to any school. Living within a designated area for a school does not give automatic admission to that school or mean that the school has a requirement to admit your child.

Sibling

Some admission authorities may use sibling as an oversubscription criterion and their admission arrangements will define what is meant by sibling.

Parents/ carers applying under this criterion must tick sibling on their online application via the Citizens Portal and provide the sibling's details.

Paper applicants must clearly confirm the sibling's details under the section where this is requested on the common application form.

The sibling criterion will only be given if this criterion (as defined within the relevant admissions arrangements) applies to your application.

Denominational / Faith

Some admission authorities may have a religious character and use faith as an oversubscription criterion. Their admission arrangements will define what is meant by this criterion and what supporting documentation or supplementary forms are required.

The criterion will only be considered by the admission authority if the relevant procedures within their admission arrangements have been followed (i.e., a supplementary form has been completed)

The criterion will only be applied if the admissions authority agrees that your application meets this criterion.

Other Criteria

The criteria noted above are those used by various schools within Bracknell Forest however, if you are applying for a non-Bracknell Forest school some admission authorities may use other criteria such as children eligible for pupil premium, selection by aptitude, feeder schools or distance. It is therefore important that you read the admission arrangements and all other relevant information published by the admission authority for your preferred schools.

PROTECTED SIBLING STATUS

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

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

In order for this status to apply to your application:

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

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

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

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

Making An Application

BEFORE MAKING YOUR APPLICATION

Things to do

- Ensure you have researched and understood the admission arrangements and oversubscription criterion for the schools you are interested in.
- Obtain any supplementary information forms you may need for the schools you wish to apply for.
- Find out your designated area school by using our checker ***Bracknell Forest School Admissions (arcgis.com)***
- Make appointments to visit the schools you are interested in. Most schools will hold open days or evenings throughout the admissions process, and you should take the opportunity to

attend these events. We would advise that you always visit your designated area school. Contact information for Bracknell Forest schools is provided within this Guide.

- Look at the websites of the different schools, obtain copies of school prospectuses and read the brochures that schools produce.
- Check allocation history of the schools you are applying for; last year's information for Bracknell Forest Schools is provided within this Guide. If this has not been provided, then it is likely that the school is their own admission authority or not a Bracknell Forest school and you should contact the relevant admission authority directly for this information. Further historical data may also be requested from School Admissions or the admission authority directly.
- Check the PAN (Published Admissions Numbers) of your preferred schools. This is the maximum number of children the school can admit to the year group.
- If you are not naming your designated area school, you should research the way in which your child will travel to school and if this is cost sufficient.

Things to consider

- Think carefully about the order you place your preferences on your application.

If more than one offer can be made for schools you have named, the LA will offer to the highest preference possible according to the order you have placed them on your application. please refer to 'deciding on your preferences' which can be found below.

It is important to note that you cannot amend or change the order of your preferences after the National Closing Date. Please see section 'Amending your application after the National Closing Date on page 44.

- The likelihood of obtaining a school place at your preferred schools.

Although School Admissions can not guarantee that you will or will not be offered a school place, schools are becoming increasingly oversubscribed. You should check the criteria you fulfil for your preferred schools and use the allocation history and PANs to indicate if you would or would not have obtained a school place in previous years. This will give you an indication on the likelihood of you obtaining a school place. Please see further information 'deciding on your preferences' which can be found below.

- Any school place obtained does not guarantee admission for siblings.

Accepting a school place offered does not guarantee sibling's will also be offered the same school. Offers will be made in line with the relevant admission arrangements at the time of the sibling's application.

DECIDING ON YOUR PREFERENCES

We are committed to meeting your school preference wherever possible. However, places at primary schools are limited. Each school has a maximum number of pupils that can be admitted each year, this is known as the PAN (Published Admission Number). 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, 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. Therefore, you should rank your most preferred school highest as the LA will always offer to the highest preference where possible.

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 preferences. 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 available places (which may not necessarily be your designated area school) and may be some distance from your home.

The admissions criteria, published in each school's admission arrangements is used to determine whether an offer can be made to each of your preferences. If an offer can be made to more than one of your preferred schools, then the order in which you list the schools on your application will be taken into account. It is therefore very important that you carefully consider the order that you list the schools on your application.

If you do not name a school as a preference, you will not automatically be considered for it. 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.

It is important to note that you cannot amend or change your preferences or the order your preferences are listed after the National Closing Date.

If any of your preferences are for a voluntary aided, voluntary controlled, academy, grammar or state funded schools outside of Bracknell Forest, then the school must be listed on your application.

Please refer to 'things to consider before making your application' on page 32.

Obtaining Specific School Information

- School Prospectuses

Every school produces a school prospectus. 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 the school's website.

- 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. Copies are not available from the People Department or from individual schools but can be obtained from the DfE. *www.education.gov.uk*

A school's examination results should not be seen in isolation.

- School Inspection Reports

Ofsted is headed the 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 at ***www.ofsted.gov.uk***. The Ofsted website also provides more information about the process of inspection.

It is important to note that a school's Ofsted is only a moment in time at the school, and they can often be dated. You should not base your decision on naming a school by the Ofsted report alone, we always advise that you visit the schools to get a better insight of the school itself.

SUSTAINABLE TRANSPORT

The information provided for 'SUSTAINABLE TRANSPORT' has been collated from the Transport Department within Bracknell Forest. If you have any queries regarding the information provided below, please contact the Education Transport Team. Their contact details can be found from page 56.

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. With fuel prices increasing at the moment this can add up to a significant amount per 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?

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

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

HOW TO MAKE AN APPLICATION

Before making your application, you must carefully read the relevant admission arrangements published by the admission authority for the school(s) for which you are applying. Those for Bracknell Forest Schools start from page 91 of this Guide.

The application process is open from 05 November 2024 – 15 January 2025

There are two ways of applying for a school place.

Apply Online

You can apply quickly and easily online.

Unless you have previously made an application you will be required to create an account on the Citizens Portal. Please ensure you use an accessible email, that is unlikely to change. This email address will be used for all correspondence regarding your application, and you will need to be able to access your account to respond to the school place offered.

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

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 as no other email address can be used to communicate this offer. Outcome letters will be posted on National Offer Day.

Amending your application: If you wish to make an amendment to your application after you have submitted your application and before the National Closing Date, you can log back into your account via the Citizens Portal. You will need to ensure you re-submit your application after making any amendments.

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.

Technical difficulties: If you have any technical difficulties with the site, you should refer to our 'Guide to making an application using Citizens Portal'. Which can be found on our website ***www.bracknell-forest.gov.uk/applyforprimary***

If you are still experiencing technical difficulties after reviewing this document, please contact ***application.support@bracknell-forest.gov.uk*** for further assistance.

Paper Application Forms

For those unable to apply online, you can request to complete a paper application form. To obtain a paper form you must contact School Admissions. Please note all correspondence will remain to be via email so please ensure you provide an email address on your application.

Please note, by completing a paper application form you will not be able to view the offer of a school place online via the Citizens Portal. You will be required to wait for your outcome to be sent to you. School Admission will send your offer via email from 8am on National Offer Day.

Should School Admissions be unable to email your outcome letter to you then School Admissions will post your outcome letter on National Offer Day.

Amending your application: If you wish to make an amendment to your application after you have submitted your application and before the National Closing Date you will be required to submit another paper application form afresh by the National Closing Date for your amendment to be considered.

Submitting your application: You can email your completed application form to ***school.admissions@bracknell-forest.gov.uk*** or this can be posted to School Admissions. The postal address can be found at the bottom of the paper application form.

By submitting a paper application you will not receive an automatic response to say your application has been received. If you have completed a paper application form and this has been sent via email or post, we strongly advice that you contact School Admissions prior to the National Closing Date to ensure this has been received.

It is important that forms are returned by the National Closing Date, as any application received after the National Closing Date 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.

A reference copy of the paper application form has been provided below on page 37.

[OFFICIAL-SENSITIVE]

Bracknell Forest Council

Common Application Form

Admissions to school (Reception) for September 2025

This form MUST be returned to School Admissions by the 15 January 2025

Only complete this form if you are a Bracknell Forest resident.

REFERENCE COPY

Section 1
Child's Personal Details

Child's Forename	Click or tap here to enter text.	**Child's Date of Birth**	Click or tap here to enter text.
Child's Surname	Click or tap here to enter text.	**Childs Gender**	Click or tap here to enter text.
Child's Current Pre-School (If applicable)	Click or tap here to enter text.		

Childs Home Address			
Click or tap here to enter text.			
Click or tap here to enter text.			
Town	Click or tap here to enter text.	**Postcode**	Click or tap here to enter text.

Section 2
Parent/ Carer Personal Details (Living at the same address as the child)

Parent/Carer Title Click or tap here to enter text.	
Parent/ Carer Forename	Click or tap here to enter text.

This form and any other supporting documentation if applicable,
must be returned to School Admissions by the 15 January 2025
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

Parent/ Carer Surname	Click or tap here to enter text.
Relationship to child	Click or tap here to enter text.
Parent/ Carer Email Address *For all Correspondence*	Click or tap here to enter text.
Parent / Carer Contact Number	Click or tap here to enter text.

Section 3

Other Relevant Information

Does your child have an Education, Health and Care Plan?	**YES ☐/ NO☒**
Looked After Children (LAC)	
**** Is your child a Looked After Child? (in the care of the Local Authority)**	**YES☐/NO☐**
**** Has your child been previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after?**	**YES☐/NO☐**
****Has your child been in state care outside of England but ceased to be in state care as a result of being adopted?**	**YES☐/NO☐**
**** If YES please confirm the name of the Local Authority that is/ was providing care for your child**	Click or tap here to enter text.

REFERENCE COPY

This form and any other supporting documentation if applicable, must be returned to School Admissions by the 15 January 2025
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

	***** 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 looked after by confirming they fulfil the criterion. (Please refer to The Guide to Primary Education 2025.26 for further information***

Section 4

Preferences

In this section you will be required to state your preferences (you can list up to three) in your preferred order. Before completing this section of the form ensure you have:

- **Read 'The Guide to Primary Education 2025.26'**
- **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 Primary Education 2025.26
www.bracknell-forest.gov.uk/applyforprimary

1st Preference School	Click or tap here to enter text.
Reason **(This is not a required field)**	Click or tap here to enter text.

2nd Preference School	Click or tap here to enter text.
Reason **(This is not a required field)**	Click or tap here to enter text.

REFERENCE COPY

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Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

3rd Preference School	Click or tap here to enter text.
Reason **(This is not a required field)**	Click or tap here to enter text.

Does your child currently have a sibling at one of your preferred schools who is currently and will continue to attend the school at the time of your child's admission?

If YES, please confirm the sibling's details below

Sibling's Forename: Click or tap here to enter text.

Sibling's Surname: Click or tap here to enter text.

Sibling's Date of Birth: Click or tap here to enter text.

School the sibling attends: Click or tap here to enter text.

Please note this criterion can only be applied to applicants who fulfil the sibling criterion as defined in the admission arrangements for your preferred school. You should refer to the school's admission arrangements for further information.

Are any of the parents/carers living with the child a member of staff at one of your preferred schools?

REFERENCE COPY

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Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

If YES, please confirm the parent/carer details below
Parent/ Carer Full Name: Click or tap here to enter text. **School preference in which this applies to:** Click or tap here to enter text.
Please note this criterion can only be applied to applicants who fulfil the staff criterion as defined in the admission arrangements for your preferred school. You should refer the school's admission arrangements for further information.

Are you applying under social and medical grounds? YES☐/ NO☐
IMPORTANT- for the social and medical criterion to be considered, a supplementary information form may be required to be submitted alongside the school application. For Bracknell Forest schools these are available on our website or the school's website. Please ensure you check the admissions arrangements for your preferred school/s to ensure this criterion is relevant to the school and for further information on the correct process to follow/ if additional forms are required.

Section 5

Additional Information

Is your child a twin, triplet etc. (one of a multiple birth)?	**YES☐/ NO☐**
****Is your child a member of a service or crown servant family, who are returning/ moving to take up duties?**	**YES☐/ NO☐**
****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.***	

This form and any other supporting documentation if applicable, must be returned to School Admissions by the 15 January 2025
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

REFERENCE COPY

[OFFICIAL-SENSITIVE]

Are you making any other school applications for children within the same family?	**YES☐/ NO☐**
If YES, please confirm the children's details below	
Child's Forename: Click or tap here to enter text. **Child's Surname:**Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.	**Child's Forename:**Click or tap here to enter text. **Child's Surname:** Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.
Child's Forename: Click or tap here to enter text. **Child's Surname:**Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.	**Child's Forename:**Click or tap here to enter text. **Child's Surname:** Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.

REFERENCE COPY

Section 6
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 am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to make this application.

This form and any other supporting documentation if applicable,
must be returned to School Admissions by the 15 January 2025
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

I have read and understood The Parents Guide to Primary Education 2025.26, 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 School Admissions/ the Admissions Authority(s) that my child lives at the address that is stated on the form.

For overseas nationals entering the UK ONLY.

Overseas nationals entering the UK must confirm that they have the right to abode and that the conditions of their visa permit them to access a state funded school.

By submitting this form, you are agreeing that you as the responsible parent/ carer for the child named on this form have checked that your child's visa complies with the above.

Parent/ Carer Signature: Click or tap here to enter text. **Date:** Click or tap to enter a date.

Print Name: Click or tap here to enter text.

REFERENCE COPY

This form and any other supporting documentation if applicable, must be returned to School Admissions by the 15 January 2025
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

AMENDING YOUR APPLICATION, AFTER THE NATIONAL CLOSING DATE

You will be unable to amend your application until the second round of admissions. (Unless you are a moving applicant, please see page 25 for further information) If you wish to change your application after the National Closing Date you will be required to complete the Change of Preference Form, which will be available on the Bracknell Forest website from National Offer Day. This should be submitted to School Admissions before 30 April 2025. Your amendment will then be considered in the second round of admissions which begins from 07 May 2025.

If your amendment is received after 30 April 2025, then this will not be processed within the second round of admissions but will be considered shortly after.

It is important to note, that if you list preferences for schools outside of Bracknell Forest, then your application for that preference will be considered in line with the relevant LAs second round of admissions processes and deadlines.

MULTIPLE APPLICATIONS SUBMITTED

You can only use one method of applying and only one application can be made for your child.

If you submit multiple applications, the latest submitted by the closing date will be used as your final application. This could also affect how you receive you offer.

Split residency applicants - must also make one application for their child, and this should be completed by the parent whom the child spends most school nights with.

School Admissions will not get involved with family disputes. Initially School Admissions will contact both parties for parents to come to a mutual decision and further information may be requested.

If the parents are unable to come to a mutual decision regarding the application, then parents will need to seek legal advice from their solicitors.

School Admissions or admission authorities may also seek legal advice on such matters.

Depending on the circumstances of the case School Admissions may select to process the application submitted by the parent where it appears that the child spends most school nights or, refuse to process either application submitted for the child until a mutual decision is made or, a decision has been agreed via your solicitors or the court regarding the application.

SUPPORTING DOCUMENTS

Any supporting documents that you are providing for your application must be submitted directly to the relevant admission authority for the school.

For schools within Bracknell Forest. School Admissions will only forward documentation to the admission authorities' if it is a supplementary form (i.e., part of their admission arrangements).

For schools outside of Bracknell Forest School Admissions will not forward any supplementary information provided with your application to any other admission authority. It is your responsibility

to ensure you have read the relevant admission arrangements and submitted any additional information required directly to that admission authority.

Birth Certificates - The School Admissions Team will need to verify your child's date of birth and ensure their name is correct for education records. In order to do this, you will be required to supply a copy of your 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 school place has been made. To send your supporting documentation to School Admissions, please see page 8 for our contact details.

If your child's name has changed, please ensure you also provide the required documentation in relation to their name change. Further information regarding name changes can be found online.

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

Wherever possible all documents should be scanned and emailed to School Admissions. Original documents should not be sent. If original documents are sent the council cannot assure their safe return.

LATE APPLICATIONS

The following dates apply to Bracknell Forest schools only. Other LA schools may have different dates. It is your responsibility to find out what these dates are.

Where it can reasonably be assumed that an application could have been made by the National Closing Date the application will be considered, as late and will be processed by the School Admissions Team in the second round of admissions which begins on 07 May 2025.

If your application is received after 30 April 2025, then this will not be processed within the second round of admissions but will be processed shortly after.

Moving into Bracknell Forest - Where it can reasonably be assumed that your application could not have been made to Bracknell Forest School Admissions by the National Closing Date (for example that you have just moved into Bracknell Forest) but your application is submitted before 03 February 2025 the application will be considered on time. However, proof of address and evidence to support the reason for the late application will be required. The LA's decision is final. If the application is received after 03 February 2025, and before 30 April 2025 it will be processed in the second round of admissions which begins on 07 May 2025.

If your application is received after 30 April 2025, then this will not be processed within the second round of admissions but will be processed shortly after.

It is important to note, that if you list preferences for schools outside of Bracknell Forest, there is no guarantee that the relevant LA for that school will accept the application for this preference as on-time. Deadlines for accepting applications/preferences for moving applicants varies between LAs and you should research these dates this before you apply.

Moving within Bracknell Forest - If you move house within Bracknell Forest after the National Closing Date and before the National Offer Day you must 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.

If, however you do wish to amend your application following a house move within Bracknell Forest then you will need to contact School Admissions and submit the required proof of address before 03 February 2025. If the required proof of address is received after 03 February 2025, then any changes you wish to make to your application will be processed in the second round of admissions which begins on 07 May 2025.

Please see page 23 for further information on what is accepted as proof of address.

It is important to note, that if you list preferences for schools outside of Bracknell Forest, there is no guarantee that the relevant LA for that school will accept the application for this preference as on-time. Deadlines for accepting applications/preferences for moving applicants varies between LAs and you should research these dates this before you apply.

Understanding The Offer Process

HOW ARE SCHOOL PLACES OFFERED?

PAN - Published Admissions Numbers (number of places available)

Each year the admission authority for each school publishes an admission number. This is the number of pupils that the admissions authority can admit into the school for the that year's intake.

Once this number has been set the admission authority must admit children up to this number if there is sufficient demand for places. The individual school details set out later in this Guide (from page 60) record the admissions number for each Bracknell Forest school for the academic year.

How your preferences are considered

All preferences named on an application will be treated as equal preferences. This will mean that should the school be oversubscribed then the oversubscription criteria as confirmed within a school's admission arrangements will be applied to that school regardless of its ranked order on the form.

The relevant oversubscription criteria will be applied to each preference on your application and admissions authorities will then rank the preferences received for their school in accordance with their oversubscription criteria as if they are standalone applications. (i.e., only the oversubscription criteria are used to rank applications, the order in which you have listed your preferences is not considered at this stage)

Preferences for Bracknell Forest schools where the admissions authority is not the LA may be passed to that admission authority for them to apply their relevant oversubscription criteria to the

application. Once this has been done the admissions authority will provide The School Admissions Team with a ranked list of all preference received for their school.

If a school is named on the application that is not a Bracknell Forest school, then application details in relation to this preference will be forwarded to the relevant LA who will co-ordinate with the relevant admission authorities in their area. The relevant admission authority will then apply their oversubscription criteria to all the applications they have received. Once complete, they will rank the applications received in strict criteria order and provide their LA with their final ranking. The relevant LA will then co-ordinate with Bracknell Forest to confirm which residents could or could not be allocated school places at the relevant non-Bracknell Forest school(s) and the School Admissions Team will complete the allocation process.

There are tables from page 238 showing how many preferences were expressed for Bracknell Forest schools last year and which criteria places were allocated to for these schools within Bracknell Forest. (If this has not been provided, then it is likely that the school is their own admission authority or, the school is not a Bracknell Forest school. You should contact the relevant admission authority directly for this information.) These tables will not give you an exact indication of how oversubscribed schools may be for this year's intake; we cannot predict or foresee how places will be allocated. However, it will give you an indication of a schools' allocation history, where a school has been oversubscribed in the past.

Allocating a preference

If, by applying the oversubscription criteria (or other admission authorities applying their oversubscription criteria) the LA is able to offer a place at more than one preference 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 to 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.

Other admission authority schools will not know which number preference you have named their school when considering applications, they will only know that a place has been requested. Please see the details provided under 'Equal Preference Scheme' on page 22 for further clarification.

If you are not offered one of your preferences

After the above process has taken place, if none of the admission authorities for the schools you have named can offer a school place due to you application not ranking high enough within their oversubscription criteria, the LA will offer an alternative placement. This will be the next closest school to your home address with available places.

You will be given the opportunity to be placed on a waiting list for the schools you've named. You will need to refer to the school's admission arrangements for further information regarding this.

RECEIVING YOUR OFFER

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, you will be able to log into your account to view your outcome (Via the Citizens Portal) additionally, an email will be sent on National Offer Day (from 8am) to the email address you used when registering to the online system.

- If you applied using a paper form, then your outcome will be emailed to you by The School Admissions Team on National Offer Day (from 8am) using the email address provided on your application. If no email address has been provided, then an outcome letter will be posted to your home address on National Offer Day.

The School Admissions Team are unable to enter into discussions about your child's allocation until you have received your outcome. There will be a lot of information available online that may answer any questions you have, therefore please take the time to read through all the information provided before calling the School Admissions Team.

What to do after receiving your offer

On-time applicants will be required to respond (accept or refuse) the school place offered by 30 April 2025.

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

Late applicants will be required to follow the instructions provided within their outcome regarding how to accept or refuse their offer.

What to do after you have responded to your offer

If you did not submit your child's birth certificate within the application process, you will be required to send a copy once you have accepted the school place offered. However, if you cannot find your child's birth certificate, please do not delay in responding to the school place offered. 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.

Withdrawing a school place

An admissions authority may withdraw a school place if:

- The offer has been made in error
- a parent has not responded within a reasonable period of time
- It is established that the school place was obtained through a fraudulent or intentionally misleading application

An offer may be withdrawn if your child is unable to start at the school by the time they are CSA or for summer born applicants, the beginning of the summer term - April 2026 (please see page 18 for further information).

FREQUENTLY ASKED QUESTIONS

What if you are not offered any of your preferences?

If you are unable to be offered any of your preferences the information available online (on National Offer Day) will explain why, and your child will be offered a place at the next nearest school to the home address with available places. This will not necessarily be your designated area school. Your child's name may then be placed on the waiting list(s) for your preferred schools, please see page 50 for more details on waiting lists.

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

What if you are offered a second or third preference?

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

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

What if I refuse the school place offered?

Refusing an offer <u>will not:</u>

- change your child's waiting list position
- change your chances of being offered your preferred school(s)
- advantage you in appeal
- re-consider you for a place at your preferred school(s)

Refusing the school place offered will result in the offer being withdrawn, this school place may then be offered to another child. Once you have refused the school place offered, there is no guarantee this place will still be available should you change your mind.

If we are unable to make an offer at a preferred school from a waiting list or if an appeal is not successful, refusing the school place offered will result in your child not having a school place for September 2025 and you will be responsible for making sure your child receives education.

If you refuse the school place offered, you must inform School Admissions of the alternative arrangements you have made for your child's education. If there are no confirmed alternative arrangements for your child's education, your details will be passed to Education Welfare.

What happens if I accepting the school place offered?

Accepting the school place offered will not:

- affect your child's position on any waiting list for a preferred school(s)
- affect an appeal that you may wish to make
- change your chances of being offered your preferred school(s)

If we are unable to make an offer at a preferred school from a waiting list or if an appeal is not successful, accepting the school place offered will ensure your child has a school place for September 2025 and will not affect any waiting lists, appeals or chances or obtaining a school place at a preferred school.

WAITING LISTS

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

If you have applied for a non-Bracknell Forest school, you must contact the relevant admission authority for further information regarding their waiting list. Your child may not automatically be added to a non-Bracknell Forest school waiting list, as some admission authorities require you to request for your child's name to be placed on a waiting list.

Waiting lists 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 obtaining a school place at the preferred school(s). Waiting lists will be constructed according to the relevant oversubscription 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.

If your child's name is at the top of a waiting list and a place can be offered, you will be contacted by the School Admissions Team using the contact details you have provided on your application form.

With schools becoming increasingly oversubscribed the School Admissions Team will require a prompt response from you regarding any waiting list offer. Parents are expected to accept the offer of a place for a higher preference school. The School Admissions Team may give a short deadline to accept this offer and if a response is not received the offer may be withdrawn.

It is very important that you keep the School Admissions Team up to date with your contact details and to inform them if you no longer wish your child's name to be held on a waiting list.

How can I find out where my child's name is on a waiting list?

You are able to phone the School Admissions Team who can inform you of your child's position on any Bracknell Forest school waiting list.

You will be required to contact the relevant LA for information regarding waiting list for schools outside of Bracknell Forest.

Offers from waiting lists

Offers from waiting lists will not begin until after 07 May 2025, when the second round of admissions have been processed. If you are offered a place from the waiting list for a higher preference school and this offer is accepted, your original offer will be withdrawn. Your child's name will also be removed from the waiting list for Bracknell Forest schools ranked lower than the school place offered.

Waiting list offers are made on the basis that the information provided remains accurate and correct. You should always inform the School Admissions Team if your application details change as this may affect your waiting list position.

If an offer is made and accepted, and it is found to have been made and accepted based on inaccurate information, the school place offered will be withdrawn.

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

For Bracknell Forest community schools your child's name will be held on any relevant waiting lists until the end of the summer term of the academic year (until July 2026). The waiting list will then be closed.

The LA will maintain the waiting list for all schools until 01 September 2025. Own admission authority schools who do not co-ordinate their in-year admissions with Bracknell Forest School Admissions will then maintain their waiting lists from this date. Please refer to the individual school's admission arrangements for how long these waiting lists will be maintained. For further information you should contact the individual schools directly.

The LA will continue to maintain the waiting list for all other own admission authority schools who co-ordinate their in-year admissions with Bracknell Forest.

If you require your child's name to be placed on the waiting for the next academic year (Year 1) you will need to follow the correct In-Year process (changing schools for the new academic year) which opens in July 2026. You will not be reminded to do this. For more information on this process please refer to the Bracknell Forest website***: School admissions | Bracknell Forest Council (bracknell-forest.gov.uk)*** from July 2026.

Important information to note

- The length of time a child's name has been on a waiting list is not a deciding factor when a space becomes vacant.
- Waiting list positions are not fixed and may change depending on applications received.
- 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 can note this when responding to your offer. If this is after 30 April 2025 you should inform the School Admissions Team as soon as possible in writing.
- It is your responsibility to ensure you update the School Admissions Team should your circumstances change (by this we mean a circumstance in which will affect your criteria and therefore your position on a waiting list) at any time throughout the academic year.

Once a child starts at a school and begins to build relationships with other children and teachers, we would hope that you will not consider moving your child to another school except in exceptional circumstances.

REASON FOR REFUSAL

There are two different grounds for refusing a school place. The ground for refusal will depend on the school that you have applied for, the school's admission number and the class organisation.

Infant Class Size Grounds

Admissions authorities within Bracknell Forest fully recognise the need to meet parental preference wherever possible. However, the law states that for Key Stage 1 pupils, this is those children in Reception, Year 1 and Year 2, cannot be taught in classes of more than 30 pupils to one fully qualified teacher. Therefore, a place cannot be offered because to do so would be in breach of the duty to comply with the infant class size limit which is set at 30. The application will therefore be refused.

There are very limited circumstances where an application can be considered as an 'excepted pupil' application. Where this is the case, these applicants may still be refused a school place however; this refusal will be under Ordinary Prejudice Grounds.

Ordinary Prejudice Grounds

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

Ordinary Prejudice Grounds applies to all school year groups from Year 3 and above. It also applies to years Reception, Year 1 and Year 2 where a schools admission number is not a multiple of 30 or, if an 'excepted pupil' has been refused a school place.

SCHOOL ADMISSIONS APPEALS

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

Important Information RE: Infant Class Size Appeals

Where infant class size prejudice has been put as a reason for refusing a child a place at a preferred a school, there are very limited grounds for appeal. An appeal can only be upheld if the appeal panel is satisfied that one of the following points apply:

- (A) The admission of additional children would not breach the infant class size limit;
- (B) The admission arrangements did not comply with admissions law or were not correctly and impartially applied and the child would have been offered a place if the arrangements had complied or had been correctly and impartially applied.
- (C) The decision to refuse admission was not one which a reasonable admission authority would have made in the circumstances of the case.

For an appeal to be allowed under c) above, the panel must decide whether the decision was so perverse or outrageous that no reasonable Admission Authority could have make that decision to refuse admission.

Statistics show that it is rare for an infant class size appeal to be upheld.

Lodging an appeal

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

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

or alternatively contact Customer Services: 01344 352000

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

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

- Binfield CE Primary School
- Crown Wood Primary School
- Jennetts Park CE Primary School
- Sandy Lane Primary School
- St Joseph's RC Primary School
- St Margaret Clitherow RC Primary School
- St Michael's CE Primary School – Easthampstead
- St Michael's CE Primary School – Sandhurst
- Wildmoor Heath Primary School

Appeals received by the published closing date, 19 May 2025 will usually be heard during June and July 2025.

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

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

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

Appeals for schools outside of Bracknell Forest

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

Sharing of information

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

EDUCATION TRANSPORT

The information provided for 'EDUCATION TRANSPORT' has been collated from the Transport Department within Bracknell Forest. If you have any queries regarding the information provided below, please contact the Education Transport Team. Their contact details are detailed within the information provide below.

Will my child be entitled to any assistance with transport to school?

If, when choosing your preferences for your child's primary school, and you feel you may require education transport assistance, you are strongly advised to read the following information.

For pupils aged 5 – under 8 years transport will be considered where your child meets one of the following criteria:

- Attends the designated area school
- Attends the nearest qualifying school
- You are a low-income family

In all these cases transport assistance will only be provided if your child lives more than two miles from school (this is termed the statutory walking distance). The measurement of statutory walking distances is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk safely.

For pupils aged 8 years and over, transport will be considered where your child meets one of the following criteria:

- Attends the designated area school
- Attends the nearest school
- Low Income (please see below)

In all these cases transport assistance will only be provided if your child lives more than three miles from school (this is termed the statutory walking distance). The measurement of statutory walking distances is not necessarily the shortest distance by road. It is measured by the shortest route along which a child, accompanied as necessary, may walk safely.

Few children in Bracknell Forest are entitled to free transport under these rules as most live within the statutory walking distance of their designated/nearest school.

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 benefit-based

free school meals or those whose families are entitled to the maximum level of Working Tax Credit element of their Universal Credit award.

• 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

• 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.

Where children attend, through parental preference, a school other than their appropriate designated area school, then parents/carers are responsible for any transport costs/arrangements.

Transport is not 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 attendance at primary school. 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 Education Transport team of any such change when it happens.

If you list a school preference 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.

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 no earlier than May 2025 in order for your child to be considered for transport in September 2025. If an application is submitted after this date, there may be a delay in arranging any suitable transport to which your child may be entitled, in time for the start of term.

The Education Transport Team 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 by the start of the academic year if an application form has been received on time (see above).

If your child has an Education Health and Care Plan (EHCP), he/she may be entitled to free transport to the school mentioned in Section I. Please discuss this matter with the Special Education Needs Team when choosing your school. However, pupils with an Education Health and Care Plan entering a mainstream school that is not their designated or nearest suitable school will not normally be entitled to free transport.

Pupils with an EHCP have no automatic entitlement to free transport to and from school; however, the Council may make travel arrangements for pupils registered at a school **within walking distance** who cannot reasonably be expected to walk to school because of their mobility problems or because of associated health and safety issues related to their special educational needs or disability.

Pupils who cannot be reasonably expected to walk to school because of a reason which may be associated with physical or mental health reasons, neuro–developmental difficulties and/or disabilities may be provided with transport assistance on a temporary or permanent basis. Such cases should be discussed with the Education Transport team in the first instance. Evidence from an appropriate professional will be required and all cases will be considered individually.

Please note that, in all cases, the 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 a public transport operator. Only if there is no public service available may these pupils be given the option to apply for a fare paying seat on one of the Council's contracted services. Where spare capacity exists on current vehicles that have been contracted to provide education transport for entitled pupils, the 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 Council is under no obligation to provide transport for non-entitled pupils. These seats will be allocated on a first come first served basis. The Council's decision on this will be final. Larger and/or extra vehicles will not be contracted specifically for farepayers.

For more detailed information please refer to our website.

Education Transport Team 01344 352002

Email: ***education.transport@bracknell-forest.gov.uk***

Website ***www.bracknell-forest.gov.uk/schooltransport***

SEND EDUCATION

The information provided under 'SEND EDUCATION' has been collated from the SEN Department within Bracknell Forest. If you have any queries regarding the information provided below, please contact the SEN Team. Their contact details are detailed within the information provided below.

WHAT IF MY CHILD HAS SPECIAL NEEDS OR NEEDS EXTRA HELP?

If your child is not going to start school yet you should speak to your Health Visitor or the Special Educational Needs Co-ordinator (SENCo) in your child's pre-school setting. If your child is about to start school or is already in school, you should discuss the arrangements to support your child with the class teacher, SENCo or Head teacher in the school. You may also speak directly to staff in the Special Educational Needs (SEN) Team. In addition, you may wish to seek support from the Information, Advice and Support Service (IASS), who are able to provide impartial advice to young people or to parents whose children have special educational needs.

Wherever possible, a child's needs are met in the pre-school setting or school that serves the local community. Schools are provided with funding to meet the needs of most children with special educational needs. The Local Authority also maintains a wide range of support services, including those for children with developmental, learning, vision, hearing, physical or social, emotional and mental health needs. We work to a number of locally and nationally agreed principles:

- a child with special educational needs should have their needs met
- the special educational needs of children will normally be met in mainstream schools or early education settings
- the views of the child should be sought and taken into account as far as their age and ability allow
- parents have a vital role to play in supporting their child's education
- children with special educational needs should be offered full access to a broad, balanced and relevant education.
- Information about arrangements for children with special educational needs in Bracknell Forest is available online on the Council's Local Offer.

CHILDREN WITH EDUCATION, HEALTH AND CARE PLANS

If your child is in the process of being issued with an Education, Health, and Care (EHC) plan and attends a mainstream primary school or is accessing a specialist resource in a mainstream primary school, then his or her future placement must be considered as part of the statutory assessment process or as part of the annual review of the plan, if they already have one. You do not need to complete the standard admission form that is provided to all parents. The SEN Team is responsible for coordinating your school preference and arranging school placement in these circumstances and will be in contact with you about this.

To help you decide, all primary 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. 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. If a mainstream school other than the designated or nearest suitable school is named in Section I of their EHC plan, this will be reflected as parents agreeing to provide their own travel arrangements in the wording of the plan and you will not be entitled to transport for your child.

Special provision: if your preference is for a place in a special school, then this is dealt with by the SEN Team in accordance with the statutory procedures for naming a school in an EHC plan. Please note that if you wish that your child attends a mainstream school and accesses a specialist provision, then this will also need to be discussed with the SEN team.

When transport eligibility is considered there will be an expectation that your child might walk a short distance to a special school 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 one of these types of schools in another authority's area outside of Bracknell Forest. The allocation of places in schools outside Bracknell Forest is arranged in consultation with the school and the appropriate local authority and school governors/principal if the school is an academy/free school.

Agreeing a preference: the law is that the Local Authority must agree to your preference of school/setting as listed below:

- maintained nursery school
- maintained school and any form of academy or free school (mainstream or special)
- non-maintained special school
- further education or sixth form college
- independent school or independent specialist colleges (where they have been approved for this purpose by the Secretary of State and published in a list available to all parents and young people)

Unless

- the school is unsuitable to the child's age, ability or aptitude, or to his or her 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 school which is not the nearest suitable.

the 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 SEN Team, this can be arranged. IASS is also available to offer independent advice and support to young people/parents of children with special educational needs. In cases where there is a dispute about your child's special educational provision you have the right to request formal mediation with an independent mediation service. Information on this can be found online on the Council's Local Offer and on correspondence from the SEN Team. You will also be given the right of appeal to the SEN and Disability Tribunal, if you are not happy with the content of an EHC plan or with the school/setting named in the plan.

Other independent special schools: if you consider your child should go to an independent school not in the list referred above, your representation will be carefully considered. Decisions on each case will be made after consideration of the individual circumstances.

Special Educational Needs Team: 01344 354039

sen.education@bracknell-forest.gov.uk

Information, Advice and Support Service Helpline 01344 354011

School Contact Information

The School Admissions Team co-ordinates admissions for 30 Primary Schools within the borough.

For primary provision within Bracknell Forest, we have 14 community schools, 3 voluntary controlled schools, 9 academy schools and 4 voluntary aided schools. Please refer to the key terms on page 10 for explanations of these.

The following pages will provide you with information about the Bracknell Forest schools who school admissions co-ordinate with to provide primary provision.



Ascot Heath Primary School

'Preparing our children for all their tomorrows'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 4 - 11

HeadTeacher: Rachel Bradley

PAN: 60
Published Admission Number

School Hours: 8:50am | 15:20pm

School Nursery: N/A

Visits/ Open Days

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

Previous Admissions Data - 2024

Number of preferences received: 120

Number of appeals received: 0

Contact Information

01344 882631
secretary@ascotheathprimary.school
www.ascotheathprimary.school
Ascot Heath Primary School, Rhododendron Walk, Ascot, SL5 8PN

SCHOOL NUMBER
867 2135

Binfield CE Primary School

'Building strong foundations, together, for everyone'.

General Information

School Type: Co-Education, Voluntary Aided Primary School

Age Range: 4 -11

HeadTeacher: Mrs Suzie Featherstone-Wright

PAN: 60
Published Admission Number

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

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.binfieldschool.co.uk

Previous Admissions Data - 2024

Number of preferences received: 56

Number of appeals received: 0

Contact Information

01344 860106
secretary@binfieldschool.com
www.binfieldschool.co.uk
Binfield CE Primary School, Benetfeld Road, Binfield, Bracknell, Berkshire, RG42 4EW

SCHOOL NUMBER
867 3076

Birch Hill Primary School

'Learn, Believe, Achieve Together'.

General Information

School Type: Co-Education, Academy Primary School

Age Range: 3 - 11

HeadTeacher: Michael Dillon

PAN: 60
Published Admission Number

School Hours KS1: 8:50am | 15:15pm
School Hours KS2: 8:50am | 15:20pm

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.birchhillprimaryschool.co.uk

Previous Admissions Data - 2024

Number of preferences received: 82

Number of appeals received: 0

Contact Information

01344 455815
bhpsecretary@maidenerleghtrust.org
https://www.birchhillprimaryschool.co.uk
Birch Hill Primary School, Leppington, Birch Hill, Bracknell, RG12 7WW

SCHOOL NUMBER
867 2165

College Town Primary School

'Be the Best You Can Be'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 - 11

HeadTeacher: Mrs Trudy Sammons

PAN: 90
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

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

Previous Admissions Data - 2024

Number of preferences received: 96

Number of appeals received: 0

Contact Information

01276 31933
secretary@collegetownprimary.com
www.collegetownprimary.com
College Town Primary School, Branksome Hill Road, College Road, Sandhurst GU47 0QF

SCHOOL NUMBER
867 2087

Cranbourne Primary School

'Where learning and friendships grow'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 4 - 11

HeadTeacher: Mrs Paula Jenkins

PAN: 30
Published Admission Number

School Hours: 8:40am | 15:20pm

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.cranbourne.org.uk/

Previous Admissions Data - 2024

Number of preferences received: 94

Number of appeals received: 0

Contact Information

01344 882 350
secretary@cranbourneprimary.com
https://www.cranbourne.org.uk/
Cranbourne Primary School, Lovel Road, Winkfield, Berkshire, SL4 2EU

SCHOOL NUMBER
867 2099

Crown Wood Primary School

'DARE to Dream'

General Information

School Type: Co-Education, Academy Primary School

Age Range: 3 -11

HeadTeacher: Grant Strudley

PAN: 90
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

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

https://www.crownwoodschool.com/

Previous Admissions Data - 2024

Number of preferences received: 174

Number of appeals received: 2
Number of appeals allowed: 0

Contact Information

01344 485448
Secretary@crownwoodprimary.co.uk
https://www.crownwoodschool.com/
Crown Wood Primary School, Opladen Way, Crown Wood, Bracknell, RG12 0PE

SCHOOL NUMBER
867 2236

Crowthorne CE Primary School

'Live life to the full'.

General Information

School Type: Co-Education, Voluntary Controlled Primary School

Age Range: 4 -11

HeadTeacher: Miss Emily Hicks

PAN: 30
Published Admission Number

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

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.crowthornecofe.co.uk/

Previous Admissions Data - 2024

Number of preferences received: 90

Number of appeals received: 0

Contact Information

01344 772 089
Secretary@crowthornecofe.co.uk
https://www.crowthornecofe.co.uk/
Crowthorne CE Primary School, Dukes Ride, Crowthorne, Berkshire, RG45 6ND

SCHOOL NUMBER
867 3023

Fox Hill Primary School

'Kindness, Curiosity, Self-Belief, Pride'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 4 - 11

HeadTeacher: Miss Kelly Lane

PAN: 30
Published Admission Number

School Hours: 8:50am | 15:15pm

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.foxhill.bracknell-forest.sch.uk

Previous Admissions Data - 2024

Number of preferences received: 70

Number of appeals received: 0

Contact Information

01344 421809
secretary@foxhillschool.co.uk
www.foxhill.bracknell-forest.sch.uk
Fox Hill Primary School, Pondmoor Road, Bracknell, RG12 7JZ

SCHOOL NUMBER
867 2057

Great Hollands Primary School

‘Thinking and Learning Together’

General Information

School Type: Co-Education, Academy Primary School

Age Range: 3 -11

HeadTeacher: Mr Richard Ferris

PAN: 60
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

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

https://www.greathollandsprimary.co.uk/

Previous Admissions Data - 2024

Number of preferences received: 65

Number of appeals received: 0

Contact Information

01344 424911
ghpsoffice@maidenerleghtrust.org
https://www.greathollandsprimary.co.uk/
Great Hollands Primary School, Wordsworth, Bracknell, RG12 8YR

SCHOOL NUMBER
867 2001

Harmans Water Primary School

'Nurture, Inspire, Flourish'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 - 11

HeadTeacher: Mr M Irving

PAN: 60
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.harmanswater.co.uk

Previous Admissions Data - 2024

Number of preferences received: 133

Number of appeals received: 6
Number of appeals allowed: 0

Contact Information

01344 422196
secretary@harmanswater.co.uk
www.harmanswater.co.uk
Harmans Water Primary School, Wellington Drive, Bracknell, Berks, RG12 9NE

SCHOOL NUMBER
867 2254

Holly Spring Primary School

An inclusive school that broadens aspirations, inspires, and develops self-belief.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 - 11

HeadTeacher: Mrs Susan Marsh

PAN: 90
Published Admission Number

School Hours: 8:50am | 15:20pm

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.hollyspringprimary.co.uk

Previous Admissions Data - 2024

Number of preferences received: 126

Number of appeals received: 0

Contact Information

01344 483920
Office@HSprimary.uk
www.hollyspringprimary.co.uk
Holly Spring Primary School, Lily Hill Road, Bracknell, RG12 2SW

SCHOOL NUMBER
867 2060

Jennetts Park CE Primary School

'Empowering our children to flourish and achieve under God's love - John 10:10. Live life in all its fullness'

General Information

School Type: Co-Education, Academy Primary School

Age Range: 3 -11

HeadTeacher: Mrs Elizabeth Savage

PAN: 60
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

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

https://www.jennetts.bonitas.org.uk/

Previous Admissions Data - 2024

Number of preferences received: 84

Number of appeals received: 0

Contact Information

01344 301269
secretary@jennetts.bonitas.org.uk
https://www.jennetts.bonitas.org.uk/
Jennett's Park CE Primary School, 3 Tawny Owl Square, Bracknell, RG12 8EB

SCHOOL NUMBER
867 2000

King's Group Academies

King's Academy Binfield

'DARE to be Remarkable'

General Information

School Type: Co-Education, Academy Through School

Age Range: 3 - 18

Executive Principal: Mrs Katie Moore

PAN: 60
Published Admission Number

Primary Phase School Hours: 8:45am | 15:30pm
Secondary Phase School Hours: 8:40am | 15:10pm

School Nursery: Yes
Sixth Form External PAN: 30

Visits/ Open Days

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

www.kgabinfield.uk

Previous Admissions Data - 2024

Number of preferences received: 172

Number of appeals received: 1
Number of appeals allowed: 0

Contact Information

01344 306983
Admin.biprimary@kingsacademies.uk
www.kgabinfield.uk
King's Academy Binfield, St Georges Park, Binfield, RG42 4FS

SCHOOL NUMBER
867 4001

King's Group Academies

King's Academy Oakwood

'DARE to be Remarkable'

General Information

School Type: Co-Education, Academy Primary School

Age Range: 4 -11

HeadTeacher: Mrs Jacqueline Tate

PAN: 30
Published Admission Number

School Hours: 8:45am | 15:30pm

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.kgabinfield.uk/

Previous Admissions Data - 2024

Number of preferences received: 93

Number of appeals received: 0

Contact Information

01344 586399
Admin.oakwood@kingsacademies.uk
https://www.kgabinfield.uk/
King's Academy Oakwood, Chiltern View, Binfield, Bracknell, RG42 4FY

SCHOOL NUMBER
867 2002

Meadow Vale Primary School

'Learning, Believing, Achieving'

General Information

School Type: Co-Education, Community Primary School
Due to convert to an Academy

Age Range: 3 - 11

HeadTeacher: Mrs. C Forrester

PAN: 90
Published Admission Number

School Hours: 8:50am | 15:15pm

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.meadowvaleprimary.co.uk/

Previous Admissions Data - 2024

Number of preferences received: 97

Number of appeals received: 0

Contact Information

01344 421046
secretary@meadowvaleprimary.com
https://www.meadowvaleprimary.co.uk/
Meadow Vale Primary School, Moordale Avenue, Bracknell, Berks, RG42 1SY

SCHOOL NUMBER
867 2251

New Scotland Hill Primary School and Nursery

'Enjoying living and learning together'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 - 11

HeadTeacher: Mr Simon Cotterill

PAN: 30
Published Admission Number

School Hours: 8:50am | 15:20pm

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.newscotlandhill.co.uk

Previous Admissions Data - 2024

Number of preferences received: 74

Number of appeals received: 3

Number of appeals allowed: 0

Contact Information

01344 772184
secretary@nshprimary.co.uk
www.newscotlandhill.co.uk
New Scotland Hill Primary School and Nursery, Grampian Road, Little Sandhurst, GU47 8NQ

SCHOOL NUMBER
867 2154

Owlsmoor Primary School

'Where Everyone Matters'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 - 11

HeadTeacher: Mr Simon Cope

PAN: 90
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

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

Previous Admissions Data – 2024

Number of preferences received: 96

Number of appeals received: 0

Contact Information

01344 776642
secretary@owlsmoorprimary.com
www.owlsmoorprimary.com
Owlsmoor Primary School, Cambridge Road, Owlsmoor, Sandhurst, Berkshire GU47 0TA

SCHOOL NUMBER
867 2138

Sandy Lane Primary School

'Sandy Lane – Taking PRIDE in all we do'

General Information

School Type: Co-Education, Academy Primary School

Age Range: 3 -11

HeadTeacher: Mr Grant Strudley

PAN: 60
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

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

https://www.sandylanebracknell.com/

Previous Admissions Data - 2024

Number of preferences received: 78

Number of appeals received: 0

Contact Information

01344 423896
secretary@sandylanebracknell.com
https://www.sandylanebracknell.com/
Sandy Lane Primary School, Sandy Lane, Bracknell, Berkshire, RG12 7LQ

SCHOOL NUMBER
867 2814

St Joseph's Catholic Primary School

'Growing Together with Jesus in Our Hearts, Heads and Hands'

General Information

School Type: Co-Education, Voluntary Aided Primary School

Age Range: 4 -11

HeadTeacher: Mrs Juanita Dunlop

PAN: 30
Published Admission Number

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

School Nursery: N/A however, there is an on-site Nursery - Footsteps Nursery, lead by school Governors

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.stjosephsbracknell.co.uk

Previous Admissions Data - 2024

Number of preferences received: 83

Number of appeals received: 0

Contact Information

01344 425426
secretary@stjosephsbracknell.co.uk
www.stjosephsbracknell.co.uk
St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, RG12 9AP

SCHOOL NUMBER
867 3333

St Margaret Clitherow Catholic Primary School

'We act with love, build our faith and grow as people.'

General Information

School Type: Co-Education, Academy Primary School

Age Range: 4 -11

HeadTeacher: Mrs Anne Mullholland

PAN: 30
Published Admission Number

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

School Nursery: Yes, Opening in 2025

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.stmargaretclitherowbracknell.co.uk/

Previous Admissions Data - 2024

Number of preferences received: 49

Number of appeals received: 0

Contact Information

01344 424030
secretary@smc-bracknell.com
https://www.stmargaretclitherowbracknell.co.uk/
St Margaret Clitherow Catholic Primary School, Pembroke, Bracknell, RG12 7RD

SCHOOL NUMBER
867 3344

St Michael's Easthampstead CE (Aided) Primary School

'Go Above and Beyond with Love'

General Information

School Type: Co-Education, Voluntary Aided Primary School

Age Range: 4 -11

HeadTeacher: Mrs Caroline Johnson

PAN: 30
Published Admission Number

School Hours: 8:40am | 15:25pm

School Nursery: N/A

Visits/ Open Days

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

Previous Admissions Data - 2024

Number of preferences received: 59
Number of appeals received: 0

Contact Information

01344 420878
secretary@stmicheast.co.uk
www.stmichaelseasthampstead.com
St Michaels Easthampstead CE (Aided) Primary School, Crowthorne Road, Bracknell, RG12 7EH

SCHOOL NUMBER
867 3313

St Michael's CE Primary School, Sandhurst

'This Little Light of Mine, I'm Going to Let it Shine'

General Information

School Type: Co-Education, Academy Primary School

Age Range: 4 -11

HeadTeacher: Mr S Bevan

PAN KS1: 30
Published Admission Number

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

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.st-michaels-school.org

Previous Admissions Data - 2024

Number of preferences received: 61
Number of appeals received: 0

Contact Information

01252 873360
secretary@st-michaels-school.org
www.st-michaels-school.org
St Michaels CE Primary School - Sandhurst, Lower Church Road, Sandhurst, GU47 8HN

SCHOOL NUMBER
867 3038

The Pines School

'Be Your BEST'.
Believe – Excellence – Safe - Team

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 - 11

HeadTeacher: Mrs Kate Davies

PAN: 30
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.thepinesschool.org.uk

Previous Admissions Data - 2024

Number of preferences received: 91

Number of appeals received: 2
Number of appeals allowed: 0

Contact Information

01344 426413
admin@thepinesschool.org.uk
www.thepinesschool.org.uk
The Pines School, Hanworth Road, Bracknell, RG12 7WX

SCHOOL NUMBER
867 3357

Uplands Primary School and Nursery

'Inspire to Achieve'.

General Information

School Type: Co-Education, Academy Primary School

Age Range: 3 - 11

HeadTeacher: Mrs Lee Parsons

PAN: 30
Published Admission Number

School Hours KS1: 8:50am | 15:10pm
School Hours KS2: 8:50am | 15:15pm

School Nursery: Yes

Visits/ Open Days

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

Previous Admissions Data - 2024

Number of preferences received: 83

Number of appeals received: 1
Number of appeals allowed: 0

Contact Information

01252 873069
office@uplandsberkshire.org
www.uplandsberkshire.org
Uplands Primary School and Nursery, Albion Road, Sandhurst, Berkshire, GU47 9BP

SCHOOL NUMBER
867 2113

Warfield CE Primary School

'Friends on a learning journey, achieving success together'.

General Information

School Type: Co-Education, Voluntary Controlled Primary School

Age Range: 3 -11

HeadTeacher: Mrs Anna Kennedy

PAN: 60
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.warfieldprimary.co.uk

Previous Admissions Data - 2024

Number of preferences received: 158

Number of appeals received: 5
Number of appeals allowed: 0

Contact Information

01344 862074
secretary@warfieldprimary.co.uk
www.warfieldprimary.co.uk
Warfield CE Primary School, Sopwith Road, Warfield, RG42 6BR

SCHOOL NUMBER
867 3047

Whitegrove Primary School

'Making Learning Irresistible'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 4 - 11

HeadTeacher: Miss Alexandra Butler

PAN: 60
Published Admission Number

School Hours: 8:50am | 15:30pm

School Nursery: N/A

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.whitegroveprimary.co.uk/

Previous Admissions Data - 2024

Number of preferences received: 153

Number of appeals received: 0

Contact Information

01344 861020
secretary@whitegroveprimary.co.uk
https://www.whitegroveprimary.co.uk/
Whitegrove Primary School, Westmorland Drive, Warfield, Berkshire, RG42 3QS

SCHOOL NUMBER
867 2813

Wildmoor Heath Primary School

'REACH'
Respect, Empathy, Aspirations, Courage, Honesty

General Information

School Type: Co-Education, Academy Primary School

Age Range: 4 -11

HeadTeacher: Mrs Clare Vincent

PAN: 30
Published Admission Number

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

School Nursery: N/A

Visits/ Open Days

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

www.wildmoorheath.org.uk

Previous Admissions Data - 2024

Number of preferences received: 48

Number of appeals received: 0

Contact Information

01344 772034
admissions@wildmoorheath.org.uk
www.wildmoorheath.org.uk
Wildmoor Heath Primary School, Lower Broadmoor Road, Crowthorne, RG45 7HD

SCHOOL NUMBER
867 2065

Wildridings Primary School

'Be the best you can be'.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 -11

HeadTeacher: Mr Paul Chandler

PAN: 60
Published Admission Number

School Hours: 8:55am | 15:20pm

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
www.wildridingsprimary.co.uk

Previous Admissions Data - 2024

Number of preferences received: 44

Number of appeals received: 0

Contact Information

01344 425483
secretary@wildriidngsprimary.co.uk
www.wildridingsprimary.co.uk
Wildridings Primary School, Netherton, Bracknell, RG12 7DX

SCHOOL NUMBER
867 2250

Winkfield St Mary's CE Primary School

'Wisdom and Wonder'

General Information

School Type: Co-Education, Voluntary Controlled Primary School

Age Range: 4 -11

HeadTeacher: Mrs Rachel Tomkins

PAN: 30
Published Admission Number

School Hours: 8:40am | 15:20pm

School Nursery: N/A

Visits/ Open Days

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

Previous Admissions Data - 2024

Number of preferences received: 72

Number of appeals received: 0

Contact Information

01344 882422
secretary@wsmschool.org
www.wsmschool.org
Winkfield St Mary's CE Primary School, Winkfield Row, Bracknell RG42 6NH

SCHOOL NUMBER
867 3062

Wooden Hill Primary School

READY
Respectful. Empowered. Active. Dedicated. Yourself.

General Information

School Type: Co-Education, Community Primary School

Age Range: 3 -11

HeadTeacher: Mr Ian Garner

PAN: 60
Published Admission Number

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

School Nursery: Yes

Visits/ Open Days

Please visit the school's website for further information. Booking may be required.
https://www.woodenhill.bracknell-forest.sch.uk/

Previous Admissions Data - 2024

Number of preferences received: 59

Number of appeals received: 0

Contact Information

01344 421117
adminassistant@woodenhillprimary.co.uk
https://www.woodenhill.bracknell-forest.sch.uk/
Wooden Hill Primary School, Staplehurst, Bracknell, RG12 8DB

SCHOOL NUMBER
867 2228

The Guide to Primary Education 2025.26
For admission to Reception, from September 2025

Published Admission Arrangements 2025.26



PRIMARY SCHOOL ADMISSION 2025-2026

Applications for primary schools will be processed according to the published primary school co-ordinated admissions scheme for 2025-2026. The scheme and the admissions arrangements will be published in the LA's composite prospectus. This is entitled The Guide to Primary Education 2025/26. This guide will be available from 12th September 2024.

There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend a school nursery.

OVERSUBSCRIPTION CRITIERIA

Bracknell Forest is the admission authority for the community and voluntary controlled primary schools within the borough and sets the admission criteria for these schools. The criteria for all of these schools can be found below, in the 'Guide to Primary Education 2025/26', on the Bracknell Forest Council's website or from the schools.

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.

In circumstances where more applications than places are received, the following criteria will be used.

The following criteria apply to the community and voluntary controlled schools listed in the tables below:

Uplands Primary School converted to an academy on 1 June 2024, and therefore as the schools admission arrangements for the 2025-26 academic year had already been determined by the Local Authority, these arrangements were adopted at by the academy.

Community Primary Schools	
Ascot Heath Primary	New Scotland Hill Primary
College Town Primary	Owlsmoor Primary
Cranbourne Primary	The Pines Primary
Fox Hill Primary	*Uplands Primary*
Harmans Water Primary	Whitegrove Primary
Holly Spring Primary	Wildridings Primary
Meadow Vale Primary	Wooden Hill Primary

Voluntary Controlled Primary Schools	
Winkfield St. Mary's Primary	Warfield CE 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 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 adopted[2] (or became subject to a child arrangements order[3] or special guardianship order[4]) immediately following having been looked after. This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[5]

(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 of staff at a particular school:

1. Where a 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
2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

(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

(F) 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.

(G) All other children

Children must be living in the designated area at the closing date, 15 January 2025 for primary applications, to be considered under this criterion.

Tie Break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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.

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[1] A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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).

[5] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

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. For non Bracknell Forest residents the residential property co-ordinates used will be that which is provided by the home local authority. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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.

If in the event that two or more children live at the same distance from school and it cannot be separated 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 online 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.

The following criteria apply to the voluntary controlled school listed in the table below:

Crowthorne CE Primary

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

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

(A) Looked After Children[6] 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[7] (or became subject to a child arrangements order[8] or special guardianship order[9]) immediately following having been looked after. This also includes those

[6] A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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.

[7] 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).

[8] 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.

[9] 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 who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[10]

(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 of staff at a particular school.

1. Where a 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
2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

(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

(F) Children who live in the **designated area** of the school and whose parent(s) meet the **denominational** criterion.

(G) Children who live in the **designated area** of the 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 and whose parent(s) meet the **denominational** criterion.

(I) 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

(J) Children who do not live in the designated area of the school but whose parents meet the **denominational** criterion

(K) All other children

Children must be living in the designated area at the closing date of 15 January 2024 to be considered under this criterion

Tie Break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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

[10] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

system. For non Bracknell Forest residents the residential property co-ordinates used will be that which is provided by the home local authority. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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.

If in the event that two or more children live at the same distance from school and it cannot be separated 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 online and from outside Bracknell Forest, the LA will consider all applications equally for its maintained schools and apply the admissions arrangements as published.

- **Voluntary controlled schools – Denominational Criterion**

Where denominational grounds are a reason for the application for Crowthorne CE Voluntary Controlled 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).

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.

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. 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.

- **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 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 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.

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 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.

- **Staff**

Any applications under this criterion will be referred to the particular school that is named on the application for confirmation that the application meets the set criterion.

- **Sibling**

Refers to 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.

- **Appeals**

If parents have been refused a ***primary school 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 19 May 2025. 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 times. 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.

- **Deferred and delayed entry**

For admission to school for the 2025/2026 school year, all schools will offer all children a full time school place from the September following their fourth birthday. Parents can choose for their child to attend part-time until the child reaches compulsory school age.

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may make the decision that their child is not admitted until later in the school year 2025/2026 (no later than the term [using three term year] after the child's fifth birthday, when they reach compulsory school age). All schools will hold any deferred place for the child until they become compulsory school age.

Where parents choose to defer their child's admission, or take up the place part-time but later wish to increase it to full-time before their child has reached compulsory school age, this must be discussed with the Headteacher to agree the effective date.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 (summer-born children), parents who do not wish them to start school in the school year 2025-26, but to be admitted to the Reception Year in September 2026, should apply at the usual time for a place in September 2025 together with a cover letter/email and all the information they would like to be considered.

If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2025 (N.B. it will still be subject to the oversubscription criteria below) or to withdraw their application and apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group.

- **Designated areas/catchment areas**

Maps showing the designated area of a school are available to view on the Bracknell Forest Council's website, at the school in question, or at a council office on request.

Parents can also find their designated area school on the Bracknell Forest website: Bracknell Forest School Admissions (arcgis.com)

DEFINITIONS

- **Parent**

'Parent' is defined under S576 of the Education Act 1996, for the purposes of education law, the DfE considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person, this could be an adoptive parent, a step-parent, guardian or other relative

- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

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

School	2025/26 PAN
Ascot Heath Primary	60
College Town Primary	60
Cranbourne Primary	30
Crowthorne CE Primary	30
Fox Hill Primary	30
Harmans Water Primary	60
Holly Spring Primary	90
Meadow Vale Primary School	90
New Scotland Hill Primary	30
Owlsmoor Primary	90
Pines Primary	30
Uplands Primary	30
Warfield CE Primary	60
Whitegrove Primary	60
Wildridings Primary	60
Winkfield St Mary's CE Primary	30
Wooden Hill Primary	60

Bracknell Forest Council

GUIDANCE

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 or Psychiatrist. 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 used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

REFERENCE COPY

Bracknell Forest Council

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 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.

REFERENCE COPY

Child's Name:	Date of birth:
Address:	
Home Local Authority: (The local authority who is responsible for your council tax)	
Email Address:	
Current School / Nursery:	

This Social and Medical Information Form relates to:
Preferred School Name:

Bracknell Forest Council

Please set out the particular reasons why the school in question is the **only** suitable school and why the child cannot attend another school.

REFERENCE COPY

Bracknell Forest Council

Please list the supporting evidence that is being submitted to support this application under this criterion:

REFERENCE COPY

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: ……

Bracknell Forest Council

Confirmation of Church Attendance Form

Crowthorne CE Primary School

If you wish to apply under Denominational Grounds from Crowthorne CE Primary School, then please complete this form and return to Bracknell Forest School Admissions Team by the National Closing Date.

This form must be signed by your local vicar, priest, or minister for their endorsement. Please note this form only applies to Crowthorne CE Primary School.

The Denominational Criterion

Where denominational grounds are a reason for the application for Crowthorne CE Voluntary Controlled School it will be necessary for at least one of the parent/carers of the child concerned to regularly attend a church that is part of the group of Churches Together in Britian 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 a least 8 months of the year in the 12 months prior to the National Closing Date.

- **Attendance does not include services of marriage, funerals, or christenings (expect for the christening of the child seeking entrance to the school).**

'In the event that during the period specified for attendance of worship the church had been closed for public worship and has not provided alternative premises for that worship, the requirements of these admissions arrangements in relation to attendance will only apply to the period when the church or alternative premises have been available for public worship.'

Applicants will need to complete this form in order to confirm that they are applying to the school under 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.

Section 1: Your Child's Details

Child's Forename Click or tap here to enter text.
Child's Surname Click or tap here to enter text.
Child's Gender Click or tap here to enter text.
Child's Date of Birth Click or tap to enter a date.

This form must be returned to School Admissions by the National Closing Date
Preferably, please email this form to: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

REFERENCE COPY

Section 2: Parent/ Carer Details

Parent/ Carer Full Name Click or tap here to enter text.
Name and Address of the Church you attend Click or tap here to enter text.
Do you live at the same home address as the child named on this form? If no is selected, please provide further details. **YES** ☐ **NO** ☐ *Additional Comments:* Click or tap here to enter text.
Do you have involvement with a church on a frequent basis? *I understand the 'frequent' is defined as at least twice a month for at least 8 months of the year in the twelve months prior to the National Closing Date, please refer 'The Denominational Criterion' on page 1.* **YES** ☐ **NO** ☐ *Additional Comments:* Click or tap here to enter text.

This section must be completed by the clergy of the church you attend.

This form is required to be signed by the clergy of the church the parent/carer attends in order for the Denominational Criterion to be considered in relation to the named child's school application.

THE CLERGY: Please see "The Denominational Criterion" detailed on page 1 of this form.

Section 3: Details of the Vicar/ Minister or Priest and Church

Vicar/ Minister or Priest Full Name Click or tap here to enter text.
Name of Church Click or tap here to enter text.
Address of Church Click or tap here to enter text.
Contact Details of Church

This form must be returned to School Admissions by the National Closing Date
Preferably, please email this form to: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

REFERENCE COPY

TEL: Click or tap here to enter text.

Email: Click or tap here to enter text.

Is your church part of Churches Together in Britian and Ireland or the Evangelical Alliance? (Please Specify)

YES ☐

NO ☐

Please Specify
Click or tap here to enter text.

Can you confirm that your church is of Christian denomination?

YES ☐

NO ☐

Additional Comments:
Click or tap here to enter text.

Can you confirm that the parent/ carer of the child named on this form attends your church on a frequent basis?
I understand the 'frequent' is defined as at least twice a month for at least 8 months of the year in the twelve months prior to the National Closing Date, please refer 'The Denominational Criterion' on page 1.

YES ☐

NO ☐

Additional Comments:
Click or tap here to enter text.

Clergy Signature

Print Name: Click or tap here to enter text.
Date: Click or tap to enter a date.

REFERENCE COPY

Section 4: The Declaration

For the parent/carer to complete

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, Admission Authorities, Schools, and Government Agencies where necessary.

This form must be returned to School Admissions by the National Closing Date
Preferably, please email this form to: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

I understand that the local authority reserves 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 failure to complete and return this form by the National Closing Date will result in my application not being considered under denominational grounds and that the Local Authority reserves the right to withdraw any school place offered if I give false or misleading information.

I certify that I am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to submit this supplementary form in support of a school application which must be submitted separately.

I have read and understood the Denominational Criterion, The Parents Guide to Primary Education, and the admission arrangements for my preferred schools.
I understand that this form is for consideration under the Denomination Criterion only relates to Crowthorne CE Primary School.

Parent/ Carer Print Name
Click or tap here to enter text.

Date: Click or tap to enter a date.

REFERENCE COPY

This form must be returned to School Admissions by the National Closing Date
Preferably, please email this form to: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

Birch Hill Primary School

Birch Hill Primary School

Annual
Admission Arrangements

2025 - 2026

Birch Hill is an inclusive and respectful school. In collaboration with parents, and the wider community, we work to enable all children to develop their aspirations.

We believe that teaching and learning should be inspiring. We create challenging opportunities, which encourage children to develop respectful attitudes towards learning and all members of our school community. All children are encouraged to take responsibility, think for themselves, and become independent.

The key to learning at Birch Hill is for everyone to learn**,** believe**,** achieve together**.**

Applications for Birch Hill Primary School will be processed according to the local authority of Bracknell Forest Council published co-ordinated scheme for 2025-2026. The scheme and the admissions arrangements will be published in the local authority composite prospectus. This is entitled 'Guide to primary education 2025 to 2026'. This guide will be available from 12th September 2024.

There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend the school nursery.

PUBLISHED ADMISSION NUMBER (PAN)

The school has a published admission number of 60.

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

OVERSUBSCRIPTION CRITERIA

In circumstances where more applications than places are received for Birch Hill Primary School, the following criteria will be used.

Oversubscription Criteria for Birch Hill Primary School

Children with an Education Health & Care Plan that names Birch Hill Primary School must, by law, be admitted to that school. After this requirement has been satisfied, the following rules will apply:

(1) Looked after children[1] and children who were previously looked after[2] but immediately after being looked after became subject to adoption, a child arrangements order[3],

[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).
[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.

(2) The children of staff at Maiden Erlegh Trust whose main place of work is Birch Hill Primary School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust.

(3) Children whose permanent home address is inside the designated area of the school and who have a sibling at the school at the time of application who is expected to be attending the school when the child will enter the school [4].

(4) Children whose permanent home address is inside the designated area of the school.

(5) Children whose permanent home address is outside the designated area of the school and who have a sibling at the school, at the time of application who is expected to be attending the school when the child enters the school. [2]

(6) Any other children.

Children must be living in the designated area at the closing date of 15 January 2025 to be considered under this criterion.

Tie Break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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.

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

[4] *A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the Sixth Form at the school.*

the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Maiden Erlegh Trust. 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, the school will admit up to their admission number and no places are reserved for pupils moving into their designated area.

APPEALS

If an application is refused, then with the refusal letter will be sent information on the right to appeal. The LA will also inform parents about the appeals process on behalf of the Maiden Erlegh Trust. All appeals must be submitted by 19 May 2025. We will then endeavour to hear all appeals submitted by this date within 40 school days.

WAITING LISTS

The local authority will maintain the school waiting list on behalf of the Maiden Erlegh Trust. Applicants not offered a place at Birch Hill Primary School will automatically be placed on a waiting list. 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 local authority will maintain the waiting list on behalf of the Maiden Erlegh Trust 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.

LATE APPLICATIONS

Birch Hill Primary School will adopt the same process as published by the local authority in the co-ordinated scheme.

GENERAL INFORMATION

- **Deferred Entry**

  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 the prescribed day). The prescribed days are 31 August, 31 December and 31 March. For further information applicants should refer to the co-ordinated scheme.

- **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.

- **Home address**

  The address where the child lives at the closing date of 15 January 2025 will be used to process the application. For those moving into or within the borough should refer to the Guide to Primary Education for further clarification. All addresses will be checked by Bracknell Forest using the appropriate department. If any discrepancies are found, it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

  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, then it is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property in which they reside in, to allow that address to be used to determine any relevant criteria

  If an applicant already owns and resides in 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. a solicitor's letter showing exchange of contracts. It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

  The address used on an application must be a permanent address; temporary addresses can only considered where evidence is provided of a genuine reason for the move. If applicants are in the process of moving house within Bracknell Forest they should contact the local authority for further advice.

- **Looked After and Previously Looked After Children**

  Criteria (1) includes those children from whom a request for the allocation of a place for a child has been made and who are 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

[5] (1) '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).

[7] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider

following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[7]

If a parent or LA (where relevant) wishes to apply under this criterion, it is their responsibility to ensure that all relevant paper work is submitted with the application; for example, a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application, it will be assumed that the parent does not wish these circumstances to be taken in to account.

IN-YEAR ADMISSIONS

Admission to other years at the school, or to the Reception class (once offers of places have been made), will depend on whether or not there are places available.

If an application is received after the academic year has started it will be treated as an 'In-Year' application. The local authority will administer all 'In-Year' applications on behalf of the Maiden Erlegh Trust.

Parents moving into the area and wishing to apply for a place at Birch Hill Primary School will need to complete the Bracknell Forest In-Year online form.

Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School In-Year Application Form obtainable from the Headteacher of your child's current Bracknell Forest Primary school.

The local authority will pass on all applications to the Maiden Erlegh Trust so that it can make a decision about a place.

- **Fair Access Protocol**

  The school participates in Bracknell Forest's Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place, even if there are no places available in the relevant year group, and also take priority for admission over any child on the waiting list.

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

  Where the parents of a summer born child does not wish to send their child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to reception rather than year 1.

  The parent will be required to contact the local authority 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 for information will be made to the parent.

whose sole or main purpose is to benefit society.

The local authority will forward the request to Maiden Erlegh Trust for their decision regarding the request. The Maiden Erlegh Trust decision will be sent to the parent from the local authority and this decision is final.

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, taking into consideration professional advice supplied or sought. 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. 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.

***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. The views of the headteacher of the school concerned and the child's current school will also be taken into account.

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 Maiden Erlegh Trust decision 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.

DEFINITIONS

- **Parent/Carer**

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
- 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).

- **Sibling**

Refers to 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.

- **Designated areas/catchment areas**

  A map showing the designated area of Birch Hill Primary School is available to view at the school, on the Bracknell Forest Council's website, or at a council office on request. A copy is also attached to this document.

  Parents can also find out if they live in the designated area of Birch Hill Primary School on the Bracknell Forest Council's website via the 'findmynearest' link and entering their road name or postcode.

Crown Wood Primary School

Admission Arrangements 2025/26

Crown Wood Primary School is an academy in 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 Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at the Greenshaw Learning Trust on: 9 February 2024.

The Arrangements are due for review by: **summer term 2024.**

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1 Admission for entry to Reception, September 2025

Crown Wood Primary School has a Published Admission Number of 90 for entry into Reception in September 2025.

Crown Wood Primary School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Reception at Crown Wood Primary School must be made in January in the year of admission for a place in Reception to the child's home Local Authority on their Common Application Form, and naming Crown Wood Primary Schools as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's home Local Authority no later than 15 January.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

1.1 EHCP

Children with an Education Health Care Plan that names 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 an EHCP that has named the school.

1.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied;

Priority 1: Looked After Children

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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: Exceptional medical/social

Priority for children who have an exceptional social and/or medical need.

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. Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website www.crownwoodschool.com The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer.

***The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 15 January via email to s.m@greenshawlearningtrust.co.uk or posted to, Head of Admissions, Greenshaw Learning Trust,* Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.**

The CAF must be submitted directly to the child's home Local Authority no later than 15 January.
Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust 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. However, in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Priority 3: Children of members of staff

Priority for children of members of staff of the school.
Where;

- The member of staff has been employed at Crown Wood Primary School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 4: Siblings

Priority for children who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

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.

Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.

Priority 5: Children living within the Designated Area

Priority for children living in the school's designated area.

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January 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 6: Distance (outside of the designated area)

Any remaining places will be offered to children living outside of the designated area based on proximity of the child's home address to the school. Distances will be measured in a straight line using the computerised system as specified by Bracknell Forest Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business, or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is <u>not</u> available the overseas address will be used to determine the home to school distance.
For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 6, for distance.

1.3 Tie Breaker

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

2.1 Deferred entry (Reception)

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.
Parents should contact the Headteacher to discuss their request.

2.2 Applications for students outside of the normal age group

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age. Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- They were born in the summer (1 April to 31 August).
- Parents do not think they're ready to start in the September after they turn 4.

The Headteacher will decide whether or not the 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.

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 in the normal way.

The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed and a school place

secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

3.1 Late Applications

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.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Reception will be sent to parents by their Home Local Authority. Offers are made by the home Local Authority on or about 16 April. Written acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Reception until 31 December. Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school. The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

4 In-year Admissions

To apply for a place at Crown Wood Primary School other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.
Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions 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 school as a preference, ask to go on the waiting list after the initial allocation date.

5 Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an Independent Appeal Panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Appeals for entry in September 2025 must be received by **20 May 2025** at the latest if these are to be heard by the Independent Appeal Panel by **18 July 2025**. Appeals received after **20 May 2025** where possible, will be heard by **18 July 2025**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.
Parents wishing to appeal must send a written request for an Appeals Pack to:

- admissionappeals@greenshawlearningtrust.co.uk
  or: Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.

6 Nursery

Applications for admission to nursery must be made directly to the school. Children will be eligible for consideration for entry to nursery from the term after their third birthday. Application forms can be obtained from the school office or via the school's website www.crownwoodschool.com

When the nursery is over-subscribed, applications will be prioritised in accordance with the oversubscription criteria at section 1, in the following age bands in this order:

1. Children who have reached the age of 3 years before 1 September of the year before admission.
2. Children who have reached the age of 3 years between 1 September and 31 December of the year before admission.
3. Children who have reached the age of 3 years between 1 January and 31 March of the year of admission.

Attendance at the school's nursery does not give priority for a place in the school's Reception class.

There is no right of appeal against a decision not to offer a nursery place.

Crown Wood Primary School Supplementary Social and Medical Information Form

REFERENCE COPY

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 along with supporting written evidence from a professional **by the given closing date to; s.m@greenshawlearningtrust.co.uk or by post to; Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

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 a 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 **Crown Wood Primary School** 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.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

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

Child's Name:	Date of birth:
Address:	

Please set out the particular reasons why **Crown Wood Primary School** is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

REFERENCE COPY

Please list the supporting evidence that is being submitted to support this application under this criterion (include total number of pages attached):

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 Greenshaw Learning Trust, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Greenshaw Learning Trust reserve the right to collect this information as part of their statutory duties and that they 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 on the 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 **Crown Wood Primary School** as published.

Signature of Parent/Carer: _____

Print Name: _____

Date: _____

Once completed scan and return this form with any relevant documentation to:
s.m@greenshawlearningtrust.co.uk **or by post to; Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

REFERENCE COPY

Great Hollands Primary School

Annual
Admission Arrangements

2025 - 2026

Great Hollands Primary School, an academy member of Maiden Erlegh Trust, is a vibrant and exciting, community-based school, located in south-west Bracknell. Many of our children come from the local areas of Jennett's Park and Great Hollands, with others coming from the wider Bracknell / Ascot area.

We believe every child is special and we are an inclusive school. Great Hollands Primary School is a caring, nurturing school which works in partnership with parents to support children in achieving their full potential.

Applications for Great Hollands Primary School will be processed according to the local authority of Bracknell Forest Council published co-ordinated scheme for 2025-2026. The scheme and the admissions arrangements will be published in the local authority composite prospectus. This is entitled 'Guide to primary education 2025 to 2026'. This guide will be available from 12th September 2024.

There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend the school nursery.

PUBLISHED ADMISSION NUMBER (PAN)

The school has a published admission number of 60.

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

OVERSUBSCRIPTION CRITERIA

In circumstances where more applications than places are received for Great Hollands Primary School, the following criteria will be used.

Oversubscription Criteria for Great Hollands Primary School

Children with an Education Health & Care Plan that names Great Hollands Primary School must, by law, be admitted to that school. After this requirement has been satisfied, the following rules will apply:

(1) Looked after children[1] and children who were previously looked after[2] but immediately after being looked after became subject to adoption, a child arrangements order[3],

[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).
[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.

(2) The children of staff at Maiden Erlegh Trust whose main place of work is Great Hollands Primary School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust.

(3) Children whose permanent home address is inside the designated area of the school and who have a sibling at the school at the time of application who is expected to be attending the school when the child will enter the school [4].

(4) Children whose permanent home address is inside the designated area of the school.

(5) Children whose permanent home address is outside the designated area of the school and who have a sibling at the school, at the time of application who is expected to be attending the school when the child enters the school. [2]

(6) Any other children.

Children must be living in the designated area at the closing date of 15 January 2025 to be considered under this criterion.

Tie Break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked 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. For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

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.

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

[4] *A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the Sixth Form at the school.*

the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Maiden Erlegh Trust. 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, the school will admit up to their admission number and no places are reserved for pupils moving into their designated area.

APPEALS

If an application is refused, then with the refusal letter will be sent information on the right to appeal. The LA will also inform parents about the appeals process on behalf of the Maiden Erlegh Trust. All appeals must be submitted by 19 May 2025. We will then endeavour to hear all appeals submitted by this date within 40 school days.

WAITING LISTS

The local authority will maintain the school waiting list on behalf of the Maiden Erlegh Trust. Applicants not offered a place at Great Hollands Primary School will automatically be placed on a waiting list. 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 local authority will maintain the waiting list on behalf of the Maiden Erlegh Trust 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.

LATE APPLICATIONS

Great Hollands Primary School will adopt the same process as published by the local authority in the co-ordinated scheme.

GENERAL INFORMATION

- **Deferred Entry**

  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 the prescribed day). The prescribed days are 31 August, 31 December and 31 March. For further information applicants should refer to the co-ordinated scheme.

- **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.

- **Home address**

  The address where the child lives at the closing date of 15 January 2025 will be used to process the application. For those moving into or within the borough should refer to the Guide to Primary Education for further clarification. All addresses will be checked by Bracknell Forest using the appropriate department. If any discrepancies are found, it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

  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, then it is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property in which they reside in, to allow that address to be used to determine any relevant criteria

  If an applicant already owns and resides in 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. a solicitor's letter showing exchange of contracts. It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

  The address used on an application must be a permanent address; temporary addresses can only considered where evidence is provided of a genuine reason for the move. If applicants are in the process of moving house within Bracknell Forest they should contact the local authority for further advice.

- **Looked After and Previously Looked After Children**

  Criteria (1) includes those children from whom a request for the allocation of a place for a child has been made and who are 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

[5] (1) '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).

[7] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider

following having been looked after. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[7]

If a parent or LA (where relevant) wishes to apply under this criterion, it is their responsibility to ensure that all relevant paper work is submitted with the application; for example, a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application, it will be assumed that the parent does not wish these circumstances to be taken in to account.

IN-YEAR ADMISSIONS

Admission to other years at the school, or to the Reception class (once offers of places have been made), will depend on whether or not there are places available.

If an application is received after the academic year has started it will be treated as an 'In-Year' application. The local authority will administer all 'In-Year' applications on behalf of the Maiden Erlegh Trust.

Parents moving into the area and wishing to apply for a place at Great Hollands Primary School will need to complete the Bracknell Forest In-Year online form.

Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School In-Year Application Form obtainable from the Headteacher of your child's current Bracknell Forest Primary school.

The local authority will pass on all applications to the Maiden Erlegh Trust so that it can make a decision about a place.

- **Fair Access Protocol**

  The school participates in Bracknell Forest's Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place, even if there are no places available in the relevant year group, and also take priority for admission over any child on the waiting list.

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

  Where the parents of a summer born child does not wish to send their child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to reception rather than year 1.

  The parent will be required to contact the local authority 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 for information will be made to the parent.

whose sole or main purpose is to benefit society.

The local authority will forward the request to Maiden Erlegh Trust for their decision regarding the request. The Maiden Erlegh Trust decision will be sent to the parent from the local authority and this decision is final.

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, taking into consideration professional advice supplied or sought. 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. 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.

***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. The views of the headteacher of the school concerned and the child's current school will also be taken into account.

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 Maiden Erlegh Trust decision 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.

DEFINITIONS

- **Parent/Carer**

  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
  - 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).

- **Sibling**

  Refers to 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.

- **Designated areas/catchment areas**

  A map showing the designated area of Great Hollands Primary School is available to view at the school, on the Bracknell Forest Council's website, at the main Bracknell library or at a council office on request. A copy is also attached to this document.

  Parents can also find out if they live in the designated area of Great Hollands Primary School on the Bracknell Forest Council's website via the 'findmynearest' link and entering their road name or postcode.

Empowering our children to flourish and achieve under God's love - John 10:10. Live life in all its fullness

These are our promises to keep to our children to be able to serve the common good with our work as part of the Church of England.

At Jennett's Park we are:	**Our promises:**
Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves and their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved – where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

SCHOOL ADMISSION POLICY FOR 1 SEPTEMBER 2025 – 31 AUGUST 2026

ADMISSION ARRANGEMENTS FOR ENTRY TO THE RECEPTION CLASS IN SEPTEMBER 2025

As an Academy, the Governing Body is responsible for deciding on admissions to the school but works closely with Bracknell Forest Council (the Local Authority) to co-ordinate admissions to all maintained schools in Bracknell Forest. The Governors have made every effort to ensure that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities, as well as participation in Bracknell Forest Council's Fair Access Protocol. In determining this policy, due consideration was given to the comments received during Consultation and advice taken from both the Local Authority and the Diocese of Oxford.

Jennett's Park CE Primary School is proud of its distinctive Christian ethos which is built around our 'Rainbow Promise' and is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of our local community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect and support the Christian ethos of our school.

Details of the Local Authority's co-ordination arrangements are in Bracknell Forest Council's booklet "Guide to Primary Education in Bracknell Forest". The booklet explains the timetable for applications, how parents can express a preference for a school and give reasons for that preference, and how they will be informed of the result of their application. It also gives details of how applications received after the deadline and waiting lists will be handled. All applications must be on the Common Application Form of the local authority to which council tax is paid (the home LA).

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025. There are 60 places available in the Reception year and in Years 1, 2, 3, 4, 5 and 6. Our policy is not to offer admission in September 2025 to children who were born on or after 1 September 2021.

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025/26 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026, parents who do not wish them to start school in school year 2025-26, but to be admitted in September 2026 for school year 2026-27, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school for September 2025, but to apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2025) for a Reception Year place in September 2026, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

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

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2025 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA **no later than 15 January 2025.** Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2025, or the next working day.

OVER-SUBSCRIPTION CRITERIA

Children with an Education Health Care Plan or Statement of Special Educational Needs that names the school must, by law, be admitted. After this requirement has been satisfied, if the number of applications exceeds the number of places (60) available, the following criteria will apply in the order of priority:

A. Children Looked After, internationally adopted, previously looked after children (IAPLC) and children who were previously looked after but ceased to be so because, **immediately after being looked after,** they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)

B. Families who have exceptional medical or social needs that make it essential that their child attends Jennett's Park CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3)

C. Children who live in the designated area of the school (see map) and who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Years R-6 at the time of the child's admission.

D. Children of members of staff (See Note 4).

E. Children who live in the designated area of the school (Seemap).

F. Children who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Reception to Year 6 at the time of the child's admission.

G. Other children

NOTES

1. "Parent" is defined in law (The Education Act 1996) as either:
   - any person who has 'parental responsibility' (defined in the Children Act 1989) for thechild or young person; or
   - any person who has care of the child or young person.

2 By a "Child Looked After" 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. Previously looked after children are included here as well as those who appear to have been in state care outside England and ceased to be in state care as a result of being adopted (internationally adopted, previously looked after children – IAPLC.) The admissions authority will be responsible for determining whether an IAPLC child is eligible.

An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

3 When applying under Criterion B (exceptional medical & social needs), your application needs to be accompanied by completion of social and medical application form. You must also include supporting evidence from an independent professional person who is aware of your situation and supports your reasons for preferring Jennett's Park CE Primary School to any other local primary school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. Failure to provide sufficient evidence may mean your application will not be considered under this criterion. The person supplying the evidence should be a tertiary care physician, health visitor, social worker etc who is aware of your child's or your own case. The School reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational, social or medical professionals where necessary.

4 Members of staff are those staff who: a) are employed permanently and directly by the Local Governing Body and have been for at least two years at the time the application is made, or b) staff employed for 15 hours or more a week by contractors appointed by the Local Governing Body and work solely on the school site, for at least two years or c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods

In some cases a **tie-breaker** will be required. If the school does not have places for all the

children in one of the above categories, priority will be given to the children who fulfil more than one of the admissions criteria in the same priority order as above. If there are still insufficient places and no distinction can be made between the applicants, a final decision will be made on the radial distance between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school - known as the 'c' point, as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each 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 School.

The school will admit up to its admission number of 60 and no places can be reserved for pupils moving into the designated area, except in the case of UK Service Personnel (UK Armed Forces), if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address.

Attendance at Jennett's Park CE Primary School's Nursery does not guarantee a place at Jennett's Park CE Primary School, as Nursery Admissions are subject to a separate Admissions Policy.

MULTIPLE BIRTHS

For applications for Reception and KS1, in cases where there is one place available, and the next child on the list is a twin, triplet, etc., we can only admit one child as we cannot exceed the PAN of 60 children.

For applications to KS2 we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number or the number of places available in the relevant year group.

SPLIT RESIDENCE ORDERS

It is increasingly common that parents are agreeing, and courts are sanctioning, split residence orders under Section 8 of The Children Act. Further advice on this matter can be obtained from the School Admissions Team at Bracknell Forest Council. Any details regarding split residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. The school may take legal advice on these matters as they relate to a specific case and its decision is final. 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 unless this is requested.

HOME ADDRESS

The normal home address means the child's home address where the child lives at the closing date of 15 January 2025. This address is to be used to process on time applications. This address

must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child.

All addresses will be checked via the Bracknell Forest Revenue Services department. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

If a parent or carer owns a property 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, then it is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property in which they reside in, to allow that address to be used to determine any relevant criteria.

If an applicant already owns and resides in a property 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 of the move eg, a solicitor's letter showing completion. It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

The address used on an application must be a permanent address; temporary addresses can only be considered where evidence is provided of a genuine reason for the move.

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at each 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 or carer's address is different from the first they will not receive any information/letters.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. An official letter declaring a relocation date and a Unit postal address or quartering area address or proof of intended address will be used when considering the application against the oversubscription criteria.

APPLICANTS FROM ABROAD

If families are moving (for the first time) into the Bracknell Forest area from abroad, then they (including the child) must be resident before an application for a school place can be accepted. Proof of residency will be required. If they are living abroad and returning to a property that they own, in the local area, then they will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from the School Admissions Team at Bracknell Forest Council. Armed Services families can produce a Housing Executive letter or proof of redeployment.

PUPILS WITH AN EDUCATION HEALTH CARE PLAN

Their admission to the school will be managed by the Special Needs Team at Bracknell Forest Council, who will inform the school and the Admissions Team at the Council of the allocation of places. These pupils will be allocated places first. Parents will be advised by 15 February 2025 as to their child's allocated school.

DEFINITIONS

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

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

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

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

WAITING LISTS

The school and Local Authority will maintain a waiting list for places until the end of the school year 2025-2026 if the school is over-subscribed. Applicants not offered a place can be placed on this waiting list, and parents will be asked to inform the Local Authority if they wish their child's name to go on it. 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. At the end of the academic year 2025-2026 (ie the last term of Summer Term), all names will be removed from the waiting list; should parents wish their child to be placed back on the waiting list for the 2026-2027 academic year, they must reapply for a Year 1 place in June/July 2026.

LATE ADMISSIONS

The process will follow that outlined in the BFC coordinated admission scheme for 2025/26.

APPEALS

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. Appeals will be managed by Bracknell Forest Council. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application from the appellant in the same school year (1 September – 31 August) unless there has been a material change in circumstances: for example, a change of address which results in a move from outside the designated area to inside it.

IN-YEAR APPLICATIONS DURING 2025/26

The Local Authority will administer all "in year" applications on behalf of the Governing Body. Applications to the Reception Class once the school year has started will be treated as "in-year" applications. The same criteria as detailed above will be used in the event of over-subscription for any year group. The school will determine whether or not a place can be offered and parents will be informed. Parents moving into the area and wishing to apply for a place at Jennett's Park CE Primary School should contact Bracknell Forest LA Admissions Team, who will advise you about how to make an application. Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School Transfer Application Form obtainable from the Headteacher of your child's current school. The LA will pass on any applications to the Governing Body so that it can make a decision about a place. Once this information is received, the School will endeavour to advise the Local Authority of their decision within 5 school days.

In KS2 we may agree to admission over PAN unless it would prejudice the provision of efficient education or efficient use of resources.

Parents will be notified by the LA of the result of their application in writing within 15 school days.

FAIR ACCESS

The school participates in Bracknell Forest Council's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

APPLICATION FOR PLACES OUTSIDE THE NORMAL AGE GROUP

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. 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 interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

ADMISSIONS IN SEPTEMBER 2023

The school received 83 applications expressing a preference for admission to the Reception Year in 2023 by the closing date in January 2023. These were ranked as follows:

Criterion	Number of initial applications	Rankings
EHCP	0	0
A	0	0
B	18	1
C	8	12
D	6	0
E	38	40
F	0	3
G	13	27

CONTACT DETAILS

We warmly welcome visits from prospective parents. Open Days will be organised during the Autumn Term 2024 where prospective parents may visit the school, details of these dates will be posted on our website. To arrange a visit or for further details, please contact:

The Admissions Secretary Jennett's Park CE Primary School
3 Tawny Owl Square Bracknell
Berkshire RG12 8EB
Telephone: 01344 301269

admissions@jennetts.bonitas.org.uk
Website: www.jennetts.bonitas.org.uk

King's Academy Binfield admission arrangements for 2025/2026; Primary and Secondary

Introductory statement

The academy is located at the heart of a new residential community fully servicing its needs. This will eventually include a 2 form of entry (FE) primary, a 7 FE secondary phase and a sixth form provision. Our academy 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 academy will offer a broad and balanced curriculum in all year groups. In keeping with our international dimension, Spanish will be taught to all children in both primary and secondary. Students attending King's Academy Binfield 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 includes being fully resourced to ensure full curriculum access for disabled, hearing and visually impaired students.

Admission number(s)

Secondary Admission

The academy has an admission number of **210** for entry in year 7 in 2025.

Primary Admission

The academy has an admission number of **60** for entry into reception in 2025.

The academy will accordingly admit this number of students if there are sufficient applications. Where more applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school as per the published oversubscription criteria below.

Application process

Secondary Admission

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use 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 2025/26 which will be available from 12 September 2024 on the Bracknell Forest website.

The closing date for applications is 31 October 2024.

Primary Admission

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use 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 2025/26 which will be available from 12 September 2024 on the Bracknell Forest website.

The closing date for applications is 15 January 2025.
There is no automatic transfer from nursery to reception. Parents must still make an application to start school even if they currently attend the school nursery.

Oversubscription criteria

Secondary Criteria

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

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[1] and children who were previously looked after[2] but immediately after being looked after became subject to adoption, a child arrangements order[3], or special guardianship order[4]. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[5]

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 involved with the child on a professional basis, 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 be completed.

3.Priority will next be given to children attending the link Primary academy, King's Academy

[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).
[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).
[5] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

Oakwood.

4. Priority will next be given to children whose siblings currently attend King's Academy Binfield and who will continue to do so on the date of admission.

5. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Binfield for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.

6. Priority will next be given to children living within the secondary phase catchment/designated area set out in the map at the end of this policy.

7. Other children

Tie-break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion, they will be ranked according to the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy 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. This will be supervised by someone independent of the school.

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.

Primary Criteria

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

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[6] and children who were previously looked after[7] but immediately after being looked after became subject to adoption, a child arrangements order[8], or special

[6]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).

[7] 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).

[8] 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.

guardianship order[9]. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[10]

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 involved with the child on a professional basis, 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 be completed.

3. Priority will next be given to children whose siblings currently attend the academy and who will continue to do so on the date of admission.

4. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Binfield for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.

5. Priority will next be given to children living within the primary phase catchment/designated area set out in the map at the end of this policy.

6. Other children

Tie-break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion, they will be ranked according to the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy 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. This will be supervised by someone independent of the school.

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 appropriate place on the school's waiting list.

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[9] 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).

[10] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

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 academy 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.

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 information about the child's circumstances which make education outside the age group necessary. All evidence supplied should be as recent as possible and 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 academy will operate a waiting list. Where the academy 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

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 40 school days.

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 https://www.kgabinfield.uk/page/?title=Admissions&pid=69

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.

Parents may indicate a sibling in year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the sixth form at the school.

Multiple birth:

Where the academy 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) will be admitted as an exception. This may mean exceeding the PAN except when it would be in breach of infant class size legislation.

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 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 2025/26

In-Year Admissions for Years Reception, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6.

Year 7, Year 8, Year 9, Year 10 and Year 11

King's Academy Binfield 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, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10 and Year 11 after 1st September 2025 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.

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

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names King's Academy Binfield in the Plan.

The admission authority will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:

1. Looked after children[11] and children who were previously looked after[12] but immediately after being looked after became subject to adoption, a child arrangements order[13], or special guardianship order[14]. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[15]

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 involved with the child on a professional basis, 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 be completed.

3. Priority will next be given to children whose siblings currently attend the academy and who will continue to do so on the date of admission.

4. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Binfield for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill

[11]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).
[12] 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).
[13] 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.
[14] 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).
[15] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society

shortage.

5. Priority will next be given to children living within the relevant phase catchment/designated area set out in the map at the end of this policy.

6. Other children

Tie-break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion, they will be ranked according to the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy 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. This will be supervised by someone independent of the school.

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.

Waiting lists

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 will take priority over children on the waiting list.

Appeals

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

REFERENCE COPY

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

Name of School this information relates to:

Child's Name:

Date of birth:

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:

REFERENCE COPY

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

REFERENCE COPY

King's Academy Oakwood admission arrangements for 2025/2026

Introductory statement

The academy is located at the heart of a new residential community fully servicing its needs. Our academy is a one-form entry 4-11 primary school which is partnered with King's Academy Binfield, a 3-18 all through school, a mile away. King's Academy Oakwood is a fully inclusive school.

The academy will offer a broad and balanced curriculum in all year groups. In keeping with our international dimension, Spanish will be taught to all children throughout their primary years. Students attending King's Academy Oakwood benefit from a fabulous new building creating an inspiring learning environment and from true partnership working with King's Academy Binfield, with which it shares all the same staff and resources.

Admission number(s)

The academy has an admission number of **30** for entry into reception in 2025.

The academy will accordingly admit this number of students if there are sufficient applications. Where more applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school as per the published oversubscription criteria below.

Application process

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use 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 2025/26 which will be available from 12 September 2024 on the Bracknell Forest website.

The closing date for applications is 15 January 2025.

Oversubscription criteria

The criteria below will be used for admission into the academy.

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[1] and children who were previously looked after[2] but immediately after being looked after became subject to adoption, a child arrangements order[3], or special guardianship order[4]. This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted[5]

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 involved with the child on a professional basis, 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 be completed.

3. Priority will next be given to children whose siblings currently attend the academy and who will continue to do so on the date of admission.

4. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Oakwood for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.

5. Priority will next be given to children living within the catchment/designated area set out in the map at the end of this policy.

6. Other children

Tie-break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion, applications will be made on the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy 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

[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).
[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).
[5] A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Survey's national system.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance. This will be supervised by someone independent of the school.

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. They will be admitted 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 academy 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.

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 information about the child's circumstances which make education outside the age group necessary. All evidence supplied should be as recent as possible and 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 academy will operate a waiting list. Where the academy 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

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 40 school days.

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 closing date for applications 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.

Multiple birth:

Where the academy 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) will be admitted as an exception. This may mean exceeding the PAN except when it would be in breach of infant class size legislation.

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 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 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.

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 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 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 the primary 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 2025/26

King's Academy Oakwood 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, after 1st September 2025 or applications made for Year 1 – Year 6 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. 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.

King's Group Academies
Supplementary Social and Medical Information Form

REFERENCE COPY

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

Name of School this information relates to:

Child's Name:

Date of birth:

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:

REFERENCE COPY

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

REFERENCE COPY

Sandy Lane Primary School

Admission Arrangements 2025/26

Sandy Lane Primary School is an academy in 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 Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at the Greenshaw Learning Trust on: 9 February 2024.

The Arrangements are due for review by: **summer term 2024.**

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1 Admission for entry to Reception, September 2025

Sandy Lane Primary School has a Published Admission Number of 60 for entry into Reception in September 2025.

Sandy Lane Primary School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Reception at Sandy Lane Primary School must be made in January in the year of admission for a place in Reception to the child's home Local Authority on their Common Application Form, and naming Sandy Lane Primary Schools as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's home Local Authority no later than 15 January.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

1.1 EHCP

Children with an Education Health Care Plan that names 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 an EHCP that has named the school.

1.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied;

Priority 1: Looked After Children

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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: Exceptional medical/social

Priority for children who have an exceptional social and/or medical need.

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. Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website www.sandylanebracknell.com The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer.

***The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 15 January via email to s.m@greenshawlearningtrust.co.uk or posted to, Head of Admissions, Greenshaw Learning Trust,* Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.**

The CAF must be submitted directly to the child's home Local Authority no later than 15 January.
Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust 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. However, in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Priority 3: Children of members of staff

Priority for children of members of staff of the school.
Where;

- The member of staff has been employed at Sandy Lane Primary School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.

Priority 4: Siblings

Priority for children who will have a sibling at the school at the time of admission.

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

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.

Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.

Priority 5: Children living within the Designated Area

Priority for children living in the school's designated area.

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January 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 6: Distance (outside of the designated area)

Any remaining places will be offered to children living outside of the designated area based on proximity of the child's home address to the school. Distances will be measured in a straight line using the computerised system as specified by Bracknell Forest Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business, or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken into account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is <u>not</u> available the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 6, for distance.

1.3 Tie Breaker

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust who is independent of the school's admissions process.

2.1 Deferred entry (Reception)

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.
Parents should contact the Headteacher to discuss their request.

2.2 Applications for students outside of the normal age group

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age. Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- They were born in the summer (1 April to 31 August).
- Parents do not think they're ready to start in the September after they turn 4.

The Headteacher will decide whether or not the 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.

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 in the normal way.

The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

3.1 Late Applications

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.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Reception will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 16 April. *Written* acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently will be withdrawn. This may also be the case after the child has started at the school.

3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Reception until 31 December. Parents wishing to remain on the waiting list after 31 December should write to the school by 31st December stating their wish and providing their child's name, date of birth and the name of their current school. The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

4 In-year Admissions

To apply for a place at Sandy Lane Primary School other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions 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 school as a preference, ask to go on the waiting list after the initial allocation date.

5 Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an independent appeals panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Appeals for entry in September 2025 must be received by **20 May 2025** at the latest if these are to be heard by the Independent Appeal Panel by **18 July 2025**. Appeals received after **20 May 2025** where possible, will be heard by **18 July,** however, this will depend on the date the appeal is lodged and cannot be guaranteed.
Parents wishing to appeal must send a written request for an Appeals Pack to:

- admissionappeals@greenshawlearningtrust.co.uk
  or: Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.

6 Nursery

Applications for admission to nursery must be made directly to the school.

Children will be eligible for consideration for entry to nursery from the term after their third birthday. Application forms can be obtained from the school office or via the school's website www.sandylanebracknell.com

When the nursery is over-subscribed, applications will be prioritised in accordance with the oversubscription criteria at section 1, in the following age bands in this order:

1. Children who have reached the age of 3 years before 1 September of the year before admission.
2. Children who have reached the age of 3 years between 1 September and 31 December of the year before admission.
3. Children who have reached the age of 3 years between 1 January and 31 March of the year of admission.

Attendance at the school's nursery does not give priority for a place in the school's Reception class.

There is no right of appeal against a decision not to offer a nursery place.

Sandy Lane Primary School Supplementary Social and Medical Information Form

REFERENCE COPY

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 along with supporting written evidence from a professional **by the given closing date to; s.m@greenshawlearningtrust.co.uk or by post to; Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

For In-Year applications the supporting 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 a 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 **Sandy Lane Primary School** 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.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

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

Child's Name:	Date of birth:
Address:	

Please set out the particular reasons why **Sandy Lane Primary School** is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

REFERENCE COPY

Please list the supporting evidence that is being submitted to support this application under this criterion (include total number of pages attached):

REFERENCE COPY

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 Greenshaw Learning Trust, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Greenshaw Learning Trust reserve the right to collect this information as part of their statutory duties and that they 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 on the 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 **Sandy Lane Primary School** as published.

Signature of Parent/Carer: _____

Print Name: _____

Date: _____

Once completed scan and return this form with any relevant documentation to:
s.m@greenshawlearningtrust.co.uk **or by post to; Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

St Margaret Clitherow
Catholic Primary School

Catholic Diocese of Portsmouth

Pembroke, Hanworth, Bracknell, RG12 7RD

ADMISSION POLICY 2025-26

St Margaret Clitherow Catholic Primary School, part of the Mother Teresa Catholic Academy Trust, was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and articles of association, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round. The governing body has set its admission number at 30 pupils to the Reception year group in the school year which begins in September, 2025.

The governing body will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's Published Admissions Number ("PAN").

Pupils with an Education, Health and Care Plan or a Statement of Special Educational Needs (see note 1)

The admission of pupils with a Statement of Educational Needs or an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with a Statement of Special Educational Needs or Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children who are resident in the parish of St Joseph the Worker & St Margaret Clitherow, Bracknell. (see notes 3&11)
3. Other Catholic children. (see note 3)
4. Other looked after and previously looked after children. (see note 2)
5. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
6. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
7. Any other children.

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school using the local authority's computerised measuring system. In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round, you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the **Supplementary Information Form** attached to this policy if you wish to apply under oversubscription criteria 1 to 3 or 5 to 7. The Supplementary Information Form should be returned to The Admissions Officer at St Margaret Clitherow school by 15th January 2025.

For in-year applications the Supplementary Information Form should be returned to The Admissions Officer at St Margaret Clitherow school by 15th January 2025 with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child will not be placed in criteria 1 to 3 or 5 to 7, and this is likely to affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

Late applications will be administered in accordance with your home Local Authority Primary Co-ordinated Admissions Scheme. You are encouraged to ensure that your application is received on time.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year, but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to the Headteacher of St Margaret Clitherow at the same time as the admission application is made. The governing body will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the head teacher, including the head teacher's statutory responsibility for the internal organisation, management and control of the school, the governing body will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2025 unless applicants request in writing to remain on the list.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting the Headteacher at St Margaret Clitherow school.

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, within a maximum of 15 school days of receipt, and you have the right of appeal to an independent appeal panel.

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the governing body is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The governing body has this power, even when admitting the child would mean exceeding the published admission number (subject to the infant class size exceptions).

The governing body reserves the right to withdraw the offer of a place or, where a child is already attending the school the place itself, where it is satisfied that the offer or place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

   A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the governing body) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.
3. 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child in the process of adoption and living within a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.
4. "Children of other Christian denominations" means children who belong to other churches and ecclesial communities which, acknowledge God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the

power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

5. "Children of other faiths" means children who are members of a religious community that does not fall within the definition of 'other Christian denominations' at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

6. Siblings (brother or sister) includes:

   (i) all natural brothers or sisters, half brothers or sisters, adopted brothers or sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address; and

   (ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

7. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child, and any person who has care of a child.

8. For the purposes of this policy, parish boundaries are as set out on the school website www.stmargaretclitherowbracknell.co.uk/admissions/ A paper copy is available on request.

9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Catholic Diocese of Portsmouth

St Margaret Clitherow
Catholic Primary School

Pembroke, Hanworth, Bracknell, RG12 7RD

SUPPLEMENTARY INFORMATION FORM
2025/2026

If you are expressing a preference for a place for your child at St Margaret Clitherow in Bracknell Forest **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to The Admissions Officer at St Margaret Clitherow school** by the closing date, 15th January 2025.
- If you are applying for a place outside the normal admission round, i.e. an in-year admission, please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the Common Application Form.

Name of child: _____

Address of child: _____

_____

Parent/Carer Details

Parent/Carer Name: _____

Please read the relevant St Margaret Clitherow Admission Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.

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Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence [insert details in accordance with the Notes below]
1. Catholic *(see note 1)*	☐	A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
2. Member of other Christian denomination *(see note 2)*	☐	Letter confirming membership of a Christian denomination. *(see note 2)*
3. Member of other faith *(see note 2)*	☐	Letter confirming membership of another faith. *(see note 2)*

Catholic Parish in which your child lives:

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- St Margaret Clitherow is a school within Mother Teresa Catholic Academy Trust. The Academy Trust company is the data controller.
- Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is the Headteacher, who can be contacted with questions relating to our handling of the data via the school office.
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate

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to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).

- If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation; the process and information can be located on our school website. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the governing body may withdraw any offer of a place even if the child has already started school.

Signed…….. Date……

REFERENCE COPY

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

2. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

Checklist:

Have you enclosed?

- Copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Letter confirming membership of a Christian denomination or other faith (where applicable).
- Have you completed and returned your local authority's Common Application Form?

REFERENCE COPY

Admissions Policy for the Academic Year 2025-26

Policy Level and Description:	2	TKAT Statutory Policy SCHOOL POLICIES WILL INCLUDE CERTAIN CORE TEXT WITH SCHOOL-SPECIFIC ADDITIONS ALL Schools require a policy on this topic/area. All local governing bodies will follow and have due regard to this model when drafting their local policy.	
Reviewed by: ***(Trust Officer)***	Hester Wooller CEO	**Reviewed by:** ***(School representative)***	Stuart Bevan Headteacher
Approved by: ***(Trust Committee/Trust Board)***	Trust Board	**Approved by:** ***(LGB/LGB Committee)***	Polly Harris Chair of Governors
Trust approval date: ***(dd/mm/yyyy)***	23/2/24	**LGB/LGB Committee approval date:** ***(dd/mm/yyyy)***	06/11/2023

Date of last full consultation: January 2021
Date of Policy Determination: February 2024

St Michael's Church of England Primary School

Admissions Policy for the Academic Year 2025-2026

School Vision:

As a school community, we aspire to develop life-long learners who have the confidence to explore the world around them and grow as unique individuals. We provide a safe family environment, inspired by Christian values, in which the flourishing of each enables the flourishing of all.

'This little light of mine, I'm going to let it shine!'

'Let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven.' Matthew 5:15

St Michael's CE Primary School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

Every effort has been made to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admission arrangements to the Reception Year in September 2025

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025. There are 30 places (the published admission number) available.

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2025-26), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

It is not possible to defer entry beyond the beginning of the term after the child's fifth birthday nor beyond the year for which the original application was accepted.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 (summer born children) parents can defer the date that their child is admitted to school but not beyond the point at which they reach compulsory school age i.e. the term after they reach their fifth birthday. If they wish their child to defer until September 2026, they should apply for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2025-26 Reception

Year group.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the headteacher.

Parents (see Note 1) wishing to apply for the Reception Year in September 2025 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2025. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be sent by the home LA on National Offer Day on 17 April 2025.

NOTE: Any of the information given on the application form may be verified, and the application re-categorized in the light of any inconsistencies.

Over-subscription criteria

Children with an Education Health and Care Plan (EHCP) naming St Michael's CE Primary School in the Plan will always be offered admission.

If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

If there is then greater demand for admission than there are places available, the following categories will be applied in the order set out below:

A. Looked-after Children and Children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. This includes those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.

B. Designated Area and Sibling: A child with a normal home address in the designated area of the school and who has a sibling who is expected to be attending the school at the time of the child's admission.

C. Designated Area: A child with a normal home address in the designated area of the school who does not have a sibling who is expected to be attending the school at the time of the child's application.

D. Sibling: A child who does not have a normal home address in the designated area of the school but who has a sibling who is expected to be attending the school at the time of the child's admission.

E. Preference for a Church School: A child who does not have a normal home address in the designated area of the school and does not have a sibling who will still be attending the school at the time of the

child's admission, but whose parent states a preference for a Church School and has been a regular worshipper (an average of once per month in the two years prior to application) at any qualifying Christian church; supported by a completed supplementary form verifying that a parent has been a regular worshipper (an average of once per month in the two years prior to application) at that church.

F. Other Children: A child with other reasons for attending the school.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria A to F should the need arise. 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.

NOTE:
For entry to the Reception Year in 2023-2024, the school received 52 applications.

30 offers were made. The criteria applicable to the applications were as follows:

2023-2024	**No. of applications**	**No. of offers**
EHCP naming school	1	1
Category A	0	0
Category B	2	2
Category C	10	10
Category D	9	9
Category E	0	0
Category F	30	8
Total	**52**	**30**

All other admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have up to 30 places in Reception and Key Stage 1 and 32 places in Key Stage 2. Applications must be made directly to Bracknell Forest Borough Council Admissions Team. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will be considered by the Admissions Authority only up to half a term in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a

rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants returning from overseas are exempt – see note 4). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Admission outside normal age group

Although most children will be admitted to the school within their own age group, requests from parents for school places outside their normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus between the parents, the school, the Trust and any relevant professionals asked for their opinion by the Admissions Authority that it is in the best interests of the child. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place.

Waiting list

The school maintains a waiting list for those children who are not offered a place, including those unsuccessful at appeal; the order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. Waiting lists are maintained for each year group which is full. Should a casual vacancy occur, a place would be offered to the child at the top of the list using the over-subscription criteria (unless an application has been received that takes priority over the waiting list). Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on a list. The school periodically seeks confirmation that parents wish a child's name to be kept on the waiting list.

A written offer will be sent to the most recent address provided for the child in question, and parents should note that if they do not accept the place by the date indicated in the letter (normally two weeks from the date of the letter), the place will be offered to the next name on the waiting list.

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

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2025-2026 or the number of places (up to 30 in KS1 and 32 in KS2) in other year groups.

Fair Access

The school participates in the Wokingham Local Authority's Fair Access Protocol. This covers for example,

children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Appeals

Any parent not offered a place for their child has the right of appeal to independent appeal panel, convened by the Oxford Diocesan Director of Education. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

It should be noted that if a place is requested outside the normal age group and is refused, but one in the normal age group is offered, then there is no right of appeal.

Further information

Any requests for further information or to arrange a visit to the school should be addressed to the School via email on secretary@st-michaels-school.org

NOTES

Terms used are as defined below:

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

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

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

Note 2 "Looked after" means 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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A "child arrangements order" is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A "special guardianship order" is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

A ”looked-after child” includes any child who appears to have been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Evidence that a child from outside England was previously in state care will be required to come within this criterion.

Note 3 When applying under this criterion (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Michael's CE Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 "Normal home address" means the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV license, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The

offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move when considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

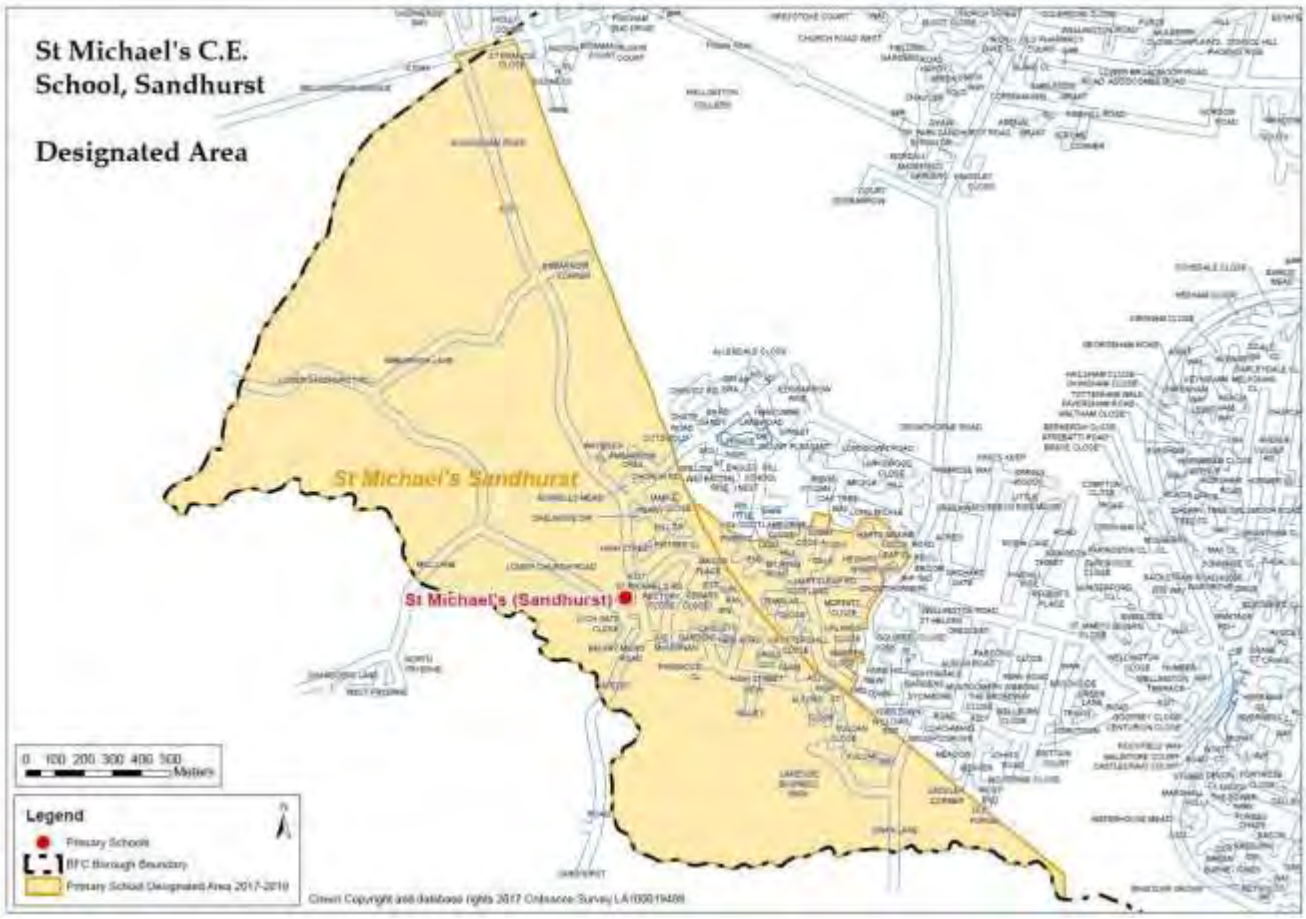
There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5 "Sibling" means 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 it clear on the application form if the sibling has a different family name. When there is more than one sibling at the school, only the youngest need be listed on the application form.

Note 6
The straight-line distance used to determine proximity of the home to the school will be measured by using the software mapping tool.

Appendix

St Michael's CE Primary School Designated Area Map



ST MICHAEL'S CE PRIMARY SCHOOL - SUPPLEMENTARY APPLICATION FORM
For applications for admission in the academic year 2025/26.

This form is ONLY required for applications under the Preference for a Church School (Denominational) criterion.

I am applying for a place at the above school for the child named below under Criterion E (Preference for a Church School) and I certify that all the information on this form is correct.

Child's Full Name: .....

Child's Full Address: .....

.....

Post Code.....

Email..... Phone No. .....

I confirm that I am the parent/guardian of the child named above and live at the same address.

I confirm that I have worshipped regularly at (name of church):

..... at least once a month on average in the two years prior to the date of application.

Signed..... **Date** .....

Print Name .....

This section must be completed by a relevant member of the clergy.

I confirm the above parent/guardian has been a regular worshipper at my church at least once a month on average for the last two years.

Name of member of clergy: .....

Signature..... **Date:** .....

Name of Church: .....

Contact Telephone No.: .....

Email Address.....

Notes: By **regular worship** we mean attendance at any services, or meeting, arranged by the church for the purpose of worship or bible study.

If you have moved into the area, or changed your place of worship, within the last two years, please photocopy this form and obtain confirmation from your previous church.

Church Stamp

For 2025/26 Reception Applications, this completed form must be returned to the School Office by 28th February 2025. Your Common Application Form (CAF) should be returned directly to the LA by 15th January 2025.

PREFERENCE COPY

Wildmoor Heath School

Admission Arrangements 2025/26

Wildmoor Heath School is an academy in 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 Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

The arrangements were determined by the Board of Trustees at the Greenshaw Learning Trust on: 9 February 2024.

The Arrangements are due for review by: **summer term 2024.**

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1 Admission for entry to Reception, September 2025

Wildmoor Heath School has a Published Admission Number of 30 for entry into Reception in September 2025.

Wildmoor Heath School is part of Bracknell Forest Council's Co-ordinated Admissions Scheme. Applications for admission to Reception at Wildmoor Heath School must be made in January in the year of admission for a place in Reception to the child's home Local Authority on their Common Application Form, and naming Wildmoor Heath School as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's home Local Authority no later than 15 January.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

1.1 EHCP

Children with an Education Health Care Plan that names 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 an EHCP that has named the school.

1.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied;

Priority 1: Looked After Children

Priority for Looked After Children or children who were Previously Looked After.

A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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: Exceptional medical/social

Priority for children who have an exceptional social and/or medical need.

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. Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website www.wildmoorheath.org.uk The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer.

The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 15 January via email to s.m@greenshawlearningtrust.co.uk or posted to, Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.

The CAF must be submitted directly to the child's home Local Authority no later than 15 January.
Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Trust 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. However, in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

Priority 3: Children of members of staff

Priority for children of members of staff of the school.
Where;

- The member of staff has been employed at Wildmoor Heath School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

Priority 4: Siblings

Priority for children who will have a sibling at the school at the time of admission.
Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application.

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.

Siblings in Year 6 at the time of an application to start Reception will not qualify as a sibling.

Priority 5: Children living within the Designated Area

Priority for children living in the school's designated area.

Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 15 January 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 6: Distance (outside of the designated area)

Any remaining places will be offered to children living outside of the designated area based on proximity of the child's home address to the school. Distances will be measured in a straight-line distance using the computerised system as specified by Bracknell Forest Council.

The address on the application must be the child's permanent place of residence. The address will normally be the parents' address. It should not be a business or carer's/childminder's address. It should also not be a relative's address unless the child lives at that address as their normal place of residence. Parents must not use a temporarily rented address to secure a school place for their child if they still possess or rent a property previously used as a home address. Nor will a temporary address be accepted if we believe that the temporary address is being used solely for the purpose of obtaining a school place when an alternative address is still available to that child.

Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the school.

If no joint declaration is received by the closing date for applications, then if the residence is not split equally between both parents the home address will be determined to be the address where the child spends the majority of the school week; if residence is split equally between both parents the home address will be determined to be the address where the child is registered with the doctor. However, all evidence will be taken in to account.

All school admission applications for school places are subject to address checks to ensure school places are allocated fairly and in accordance with published admission arrangements. These checks will be conducted by the home Local Authority. Where a fraudulent address or an address of convenience are found to have been used, the application and any subsequent offer may be withdrawn.

Applicants living outside of England may submit an application if they have a linked address within the Local Authority area, and documentary evidence must be supplied to show they will return to the address prior to the September of the year of entry; this address must not be an address of convenience. Where a linked address is <u>not</u> available the overseas address will be used to determine the home to school distance.

For families of service personnel with a confirmed posting to the area, or crown servants returning from overseas to live in the area, who do not currently live in the area, a Unit postal address or quartering area address will be used as the home address, provided that the application is accompanied by an official letter that declares a relocation date and the address.

Applications are ranked in accordance to the home to school distance within each priority. The distance measurement used is defined within Priority 6, for distance.

1.3 Tie Breaker

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust shared service who is independent of the school's admissions process.

2.1 Deferred entry (Reception)

Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made.

To request a deferred admission, parents must apply for a place during the standard application process timeline for their child's chronological age group. Parents should seek guidance on the application process from their home Local Authority.
Parents should contact the Headteacher to discuss their request.

2.2 Applications for students outside of the normal age group

Children are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age. Parents may request for their child to be held back a school year (to start school in the September after their fifth birthday) if the following both apply;

- They were born in the summer (1 April to 31 August).
- Parents do not think they are ready to start in the September after they turn 4.

The Headteacher will decide whether or not the 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.

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 in the normal way.

The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

3.1 Late Applications

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.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Reception will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 16 April. *Written* acceptance of the offer of a place must be sent to the Local Authority to be received by the closing date as stated in the offer letter.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Reception until 31 December. Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school. The waiting list will be prioritized according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

4 In-year Admissions

To apply for a place at Wildmoor Heath School other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

Positions 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 school as a preference, ask to go on the waiting list after the initial allocation date.

5 Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an Independent Appeal Panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Appeals for entry in September 2025 must be received by **20 May 2025** at the latest if these are to be heard by the Independent Appeal Panel by **18 July 2025**. Appeals received after **20 May 2025** where possible, will be heard by **18 July 2025**; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents wishing to appeal must send a written request for an Appeals Pack to:

- admissionappeals@greenshawlearningtrust.co.uk or;
  Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton, SM1 4AF.

Wildmoor Heath School Supplementary Social and Medical Information Form

PREFERENCE COPY

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 along with supporting written evidence from a professional **by the given closing date to; s.m@greenshawlearningtrust.co.uk or by post to; Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

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 a 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 **Wildmoor Heath School** 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.

Applications will be assessed against the evidence and determined as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

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

Child's Name:	Date of birth:
Address:	

Please set out the particular reasons why **Wildmoor Heath School** is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

REFERENCE COPY

Please list the supporting evidence that is being submitted to support this application under this criterion (include total number of pages attached):

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 Greenshaw Learning Trust, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Greenshaw Learning Trust reserve the right to collect this information as part of their statutory duties and that they 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 on the 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 **Wildmoor Heath School** as published.

Signature of Parent/Carer: _____

Print Name: _____

Date: _____

Once completed scan and return this form with any relevant documentation to:
s.m@greenshawlearningtrust.co.uk **or by post to; Head of Admissions, Greenshaw Learning Trust, Oru Sutton, 7 Throwley Way, Sutton SM1 4AF.**

REFERENCE COPY

Binfield C.E. Primary School (VA)

School Admissions Arrangements

2025/2026

Date Produced / Signed off:

Next Review Date:

Status:

Binfield C of E Primary School (VA) is a voluntary aided school. As such, the Governing Body is the admissions authority for the school. The school is a partner in the coordinated admissions arrangements for primary admissions in Bracknell Forest LA. All the dates and processes of application and consideration will conform to the Bracknell Forest LA's Coordinated Admissions Scheme, which will be published when finalised and will then be common to all schools within the LA.

Our Mission:

Binfield C of E Primary School (VA) welcomes all children from the neighbourhood whatever their beliefs. The school promotes attitudes of mutual respect and responsibility and is committed to our children developing their full potential academically, spiritually, socially, emotionally and physically. It strives to provide a caring, Christian environment and to lay the foundations for the children to take part in adult life. We value the uniqueness of everyone in our community, fostering pride in ourselves and respect for each other.

Admissions Process:
In line with the Planned Admission Number (PAN) of sixty, the Governing Body of Binfield C of E Primary School (VA) will admit up to sixty children in the school year 2025/2026.

Children who become five years of age on or between 1st September 2025 and 31st August 2026 will be eligible to be considered for admission. It is intended that places will be offered for entry in September 2025. Parents of a children born between 1 September 2020 and 31 March 2021 may request that their child is not admitted until later in the school year 2025/26 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children born between 1 April 2021 and 31 August 2021 (summer-born children), parents who do not wish them to start school in school year 2025/26, but to be admitted to the Reception Year in September 2026, should proceed as follows:

- They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. *NB: parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible.*

- If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2025) for a Reception place in September 2025.

- If their request is refused, the parents must decide whether to wait for any offer of a place in September 2025 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2026 for a Year 1 place in September 2026.

- **Parents should be aware that the Year 1 group may have no vacancies, as it could be full with children transferring from the 2025/26 Reception Year group.**

It is the governors' policy not to reconsider applications within the same academic year unless there is a major change in circumstances. If the child's needs are considered profound the school would wish to offer only a part time place until the child's needs have been properly assessed and the appropriate provision put in place.

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

Applications for a place at the school should be made on the Common Application Form (CAF) provided by the Bracknell Forest LA. If applying from outside Bracknell Forest applications should be made using the CAF of the home LA. The CAF must be completed and returned to the LA by **15th January 2025**.
As an alternative to completing the paper Common Application Form (CAF), parents will be able to apply for a primary place online via their home LA's website. The Bracknell Forest Council site will be open for applications for first entry to school in 2025/26 from mid October 2024 to (midday on) 15th January 2025.
Applicants will still have to send in a paper copy of their current council tax statement, in order to prove their residency.

This documentary evidence will then be matched to their on-line application.

The Bracknell Forest LA will collate the information and send copies of that information to the school for consideration by the Governing Body.

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

Over subscription criteria
Children with a statement of Special Educational Needs or with an Education, Health and Care (EHC) Plan naming the school will always be admitted.

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

1) Looked-after children and children who were previously looked after, but ceased to be so because, **immediately after being looked after**, they became subject to an adoption, child arrangements or special guardianship order. This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of adoption. Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order) (See Note 1).

2) Families who have exceptional medical or social needs (see Note 2) that make it essential that their child attends Binfield Church of England Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.

3) Children whose parents are members of staff (see Note 3).

4) Children with a sibling (see Note 4) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

5) Children with a normal home address (see Note 5) in the designated area detailed on the map held by Bracknell Forest LA, Binfield C of E Primary School (VA) School Office and Bracknell Public Library (this is the designated area, as in previous years). [Appendix 1].

6) All other children whose parents (see Note 6) have chosen this school.

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

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

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

Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school – known as the 'C' point, as defined in the Local Land and property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each distance measured.

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

Drawing of Lots

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

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

The Governing Body will make its decision about the allocation of places based on the above order of criteria, and will submit (a) a ranked list of all applications to the LA by 13th March 2025 and (b) an explanation of how places have been allocated so that this may be sent out to unsuccessful applicants.

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

Notes:

Note 1:

- *By a "looked-after child" we mean 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.*
- *An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46).*

- *A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).*

- *A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).*

Note 2:

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

When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Binfield Primary School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary. (Taken directly from ODBE Admission Guidance 2022/2023)

Note 3*:*

- *Members of staff are those staff who:* o *a) are employed permanently and directly by the Governing Body and have been for at least two years at the time the application is made, or*
    - *b) staff employed for 15 hours or more a week by contractors appointed by the Governing Body and work solely on the school site, for at least two years or*
    - *c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment method.*

Note 4:

"A sibling" refers to brother or sister, half-brother or half-sister, step brother or step sister, or the child of 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.

Note 5:

"Home address" is the address at which the child and parent resides for the majority of each week.

Note 6:

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

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

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

Exceptional Circumstances – Multiple Births

In cases where there is one place available, and the next child on the list is a twin, triplet etc., we would admit both twins (and all children in the case of other multiple births) even if this meant exceeding the agreed admission number of 60 for the Reception Classes 2025-26 or the number of places (60) in other year groups.

Admissions Policy for Binfield C of E Primary School (VA) for 2025/2026

Admission Outside Normal Age group

Requests for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Late Applications

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

In Year Admissions

The Governing Body of Binfield C of E Primary School (VA), is a party to the 'In Year Fair Access Protocols' of Bracknell Forest Council. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant school year group and also take priority for admission over any child on the waiting list.

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

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2012 and all relevant legislation, including that on infant class sizes and equal opportunities.

Admissions Policy for Binfield C of E Primary School (VA) for 2025/2026

Waiting List

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

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

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

Tel: 01344 860106

Email: secretary@binfieldschool.com

Further information about the Co-ordinated admissions scheme is available from the LA at Bracknell Forest School Admissions Team Time Square Market Street Bracknell RG12 1JD

Admissions Policy for Binfield C of E Primary School (VA) for 2025/2026

In the year **2020/21**, 116 applications were received for children to enter foundation and they were placed in the following categories***:

Category	Number of Applicants	Ranking number
1		
2	0	0
3 & 4	9	1-9
3 only	37	10-46
4 only	8	47-54
5 only	62	55-116
Late Applications	**0**	

There were no appeals

Note: The categories above relate to:
Looked after child, 2) Staff child/ren, 3) Designated area, 4) siblings, 5) all other children whose parents have chosen this school.

In the year **2021/22**, 91 applications were received for children to enter foundation and they were placed in the following categories:

Category	Number of Applicant	Rank
1	1	1
2	0	0
3&4	20	2-21

3 only	20	22-41
4 only	4	42 - 46
5 only	46	47 - 81
Late Application	0	

There were no appeals

Note: The categories above relate to:
Looked after child, 2) Staff child/ren, 3) Designated area, 4) siblings, 5) all other children whose parents have chosen this school.

In the year **2022/23**, 98 applications were received for children to enter foundation and they were placed in the following categories:

Category	Applicant	Rank
1&2	0	0
3 Only	0	0
4&5	15	1 - 15
4 Only	11	16 - 27
5 Only	25	28 - 53
6	47	54 - 98
Late Applications	0	

There were no appeals.

Admissions Policy for Binfield C of E Primary School (VA) for 2025/2026

Note: The categories above relate to: 1) Looked after child, 2) Medical Needs, 3) Staff Children, 4) Siblings, 5) Designated area, 6) all other children whose parents have chosen this school.

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

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

There were no appeals.

Note: The categories above relate to:

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

Admissions Policy for Binfield C of E Primary School (VA) for 2025/2026

Right of Appeal

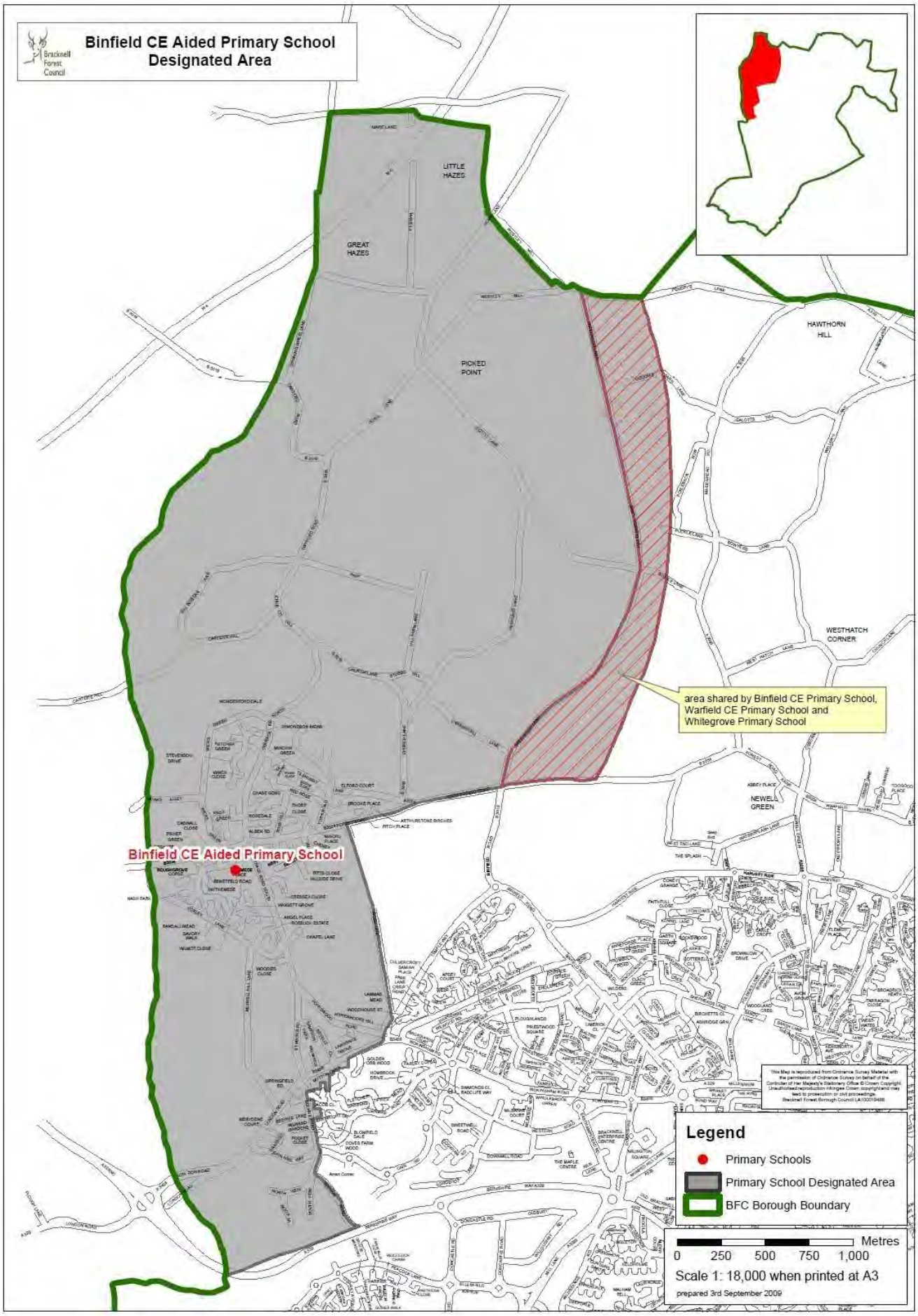
In accordance with the 1998 School Standards and Framework Act, parents whose children are refused admission have the right of appeal. The appeal will be heard by an independent panel.

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

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

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

Admissions Policy for Binfield C of E Primary School (VA) for 2025/2026



St Joseph's Catholic Primary School

Gipsy Lane, Bracknell, Berkshire, RG12 9AP
Tel: (01344) 425246 Website: www.stjosephsbracknell.co.uk

ADMISSIONS ARRANGEMENTS 2025-26
Including SUPPLEMENTARY INFORMATION FORM (SIF)
STATUTORY

Adopted by the Governing Body at its meeting on:	2nd November 2023
Signed:	
Name:	Chris Proctor
Position:	Co-Chair of Governors
Date:	2nd November 2023
Review Date:	Autumn 2024
Responsibility:	Admissions Committee

If you would like help understanding or translating this policy, please contact the school office.
TEL: 01344 425246 EMAIL: secretary@stjosephsbracknell.co.uk

'Growing together with Jesus in our hearts, heads and hands.'

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Gipsy lane, Bracknell, Berks. RG12 9AP

ADMISSION POLICY 2025-26

St. Joseph's Catholic Primary School was founded by the Catholic Church to provide education for children of Catholic families. Whenever there are more applications than places available, priority will always be given to Catholic children in accordance with the oversubscription criteria listed below. The school is conducted by its governing body as part of the Catholic Church in accordance with its trust deed and instrument of government, and seeks at all times to be a witness to Our Lord Jesus Christ.

As a Catholic school, we aim to provide a Catholic education for all our pupils. At a Catholic school, Catholic doctrine and practice permeate every aspect of the school's activity. It is essential that the Catholic character of the school's education be fully supported by all families in the school. We therefore hope that all parents will give their full, unreserved and positive support for the aims and ethos of the school. This does not affect the right of an applicant who is not Catholic to apply for and be admitted to a place at the school in accordance with the admission arrangements.

The governing body is the admission authority and has responsibility for admissions to this school. The local authority undertakes the co-ordination of admission arrangements during the normal admission round[1] The admission authority has set its Published Admission Number ('PAN') at 30 pupils to the Reception year group in the school year which begins in September 2025.

The admission authority will, where logistically possible, admit twins and all siblings from multiple births where one of the children is the last child ranked within the school's PAN.

Pupils with an Education, Health and Care Plan (see note 1)

The admission of pupils with an Education, Health and Care Plan is dealt with by a completely separate procedure. Children with an Education, Health and Care Plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)

[1] This is for admission to the school at the start of the school year in September and not for applications made in-year.

2. Catholic children of regularly practising Catholic families who are resident in the parish community of St. Joseph and St Margaret Clitherow. (see notes 3,4,8&9)
3. Catholic children of occasionally practising Catholic families who are resident in the parish community of St Joseph and St Margaret Clitherow. (see notes 3,4,8&9)
4. Other Catholic children of regularly practising Catholic families. (see notes 3&4)
5. Other Catholic children of occasionally practising Catholic families. (see notes 3&4)
6. Other Catholic children. (see note 3)
7. Other looked after and previously looked after children. (see note 2)
8. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
9. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
10. Any other children.

Within each of the categories listed above, the following provision will be applied.

The attendance of a brother or sister at the school at the time of enrolment will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).

Tie Break

Priority will be given to children living closest to the school determined by the shortest distance. Distances are calculated [on the basis of a straight-line measurement between the front door of the child's home address (including the community entrance to flats) and the main entrance of the school] [using the local authority's computerised measuring system on the following basis **(see note 9)**.

In the event of distances being the same for two or more children where this would determine the last place to be allocated, random allocation will be carried out and supervised by a person independent of the school. All the names will be entered into a hat and the required number of names will be drawn out.

Application Procedures and Timetable

To apply for a place at this school in the normal admission round[2], you must complete a Common Application Form available from the local authority in which you live. You are also strongly requested to complete the Supplementary Information Form attached to this policy if you wish to apply under oversubscription criteria 1 to 6 and 8 to 9. The Supplementary Information Form should be returned to **School Secretary, St Joseph's School, Gipsy Lane, Bracknell, Berks. RG12 9AP** by **28th February 2025.**

For in-year applications the Supplementary Information Form should be returned to **School Secretary, St Joseph's School, Gipsy Lane, Bracknell, Berks. RG12 9AP** with the application form or within 7 days of receipt of this form.

You will be advised of the outcome of your application on 16th April or the next working day, by the local authority on our behalf. If you are unsuccessful (unless your child gained a place at a school you ranked higher) you will be informed of the reasons, related to the oversubscription criteria listed above, and you have the right of appeal to an independent appeal panel.

[2] This is for admission to the school at the start of the school year in September and not for applications made in-year.

If you do not provide the information required in the SIF and return it by the closing date, together with all supporting documentation, your child may not be placed in criteria 1 to 6 or 8 to 9, and this may affect your child's chance of being offered a place.

All applications which are submitted on time will be considered at the same time and after the closing date for admissions which is 15th January 2025.

Late Applications

These are applications received after the closing date of 15 January 2025. If you are moving to Bracknell Forest before 3 February 2025, contact School Admissions for advice. Please make sure all your supporting documents are submitted with your application. You should check your emails regularly. School Admissions may contact you for further information to verify your application. Applications received after 15 January 2025 will be considered as late. These applications will be processed in the second round of admissions. This means your application will be processed from 3 May 2025 (after the initial round of admissions). This may affect your offer of a school place should your preferred school or schools remain full following the initial round of admissions. You will receive your offer of a school place by email from 3 May 2025. If you choose to receive an offer letter rather than an email, this will be posted from 3 May 2025. Applications are processed from 3 May 2025. You are not guaranteed to receive your offer on this date. Please make sure the email address used is accessible. If you choose to receive an offer by letter, note that there will be delay in receiving the offer. School Admissions will not confirm the offer of a school place over the phone. Late applications received after 3 May 2025 will be processed as and when received.

Admission of Children Below Compulsory School Age and Deferred Entry

A child is entitled to a full-time place in the September following their fourth birthday. A child's parents may defer the date at which their child, below compulsory school age, is admitted to the school, until later in the school year but not beyond the point at which they reach compulsory school age, or beyond the beginning of the final term of the school year for which an offer was made. A child may take up a part-time place until later in the school year but not beyond the point at which the child reaches compulsory school age. Upon receipt of the offer of a place a parent should notify the school, as soon as possible, that they wish to either defer their child's entry to the school or take up a part-time place.

Admission of Children Outside their Normal Age Group

A request may be made for a child to be admitted outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child, i.e. a child born between 1st April and 31st August, may request that the child be admitted out of their normal age group, to reception rather than year 1.

Any such request should be made in writing to Headteacher, St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berks. RG12 9AP. at the same time as the admission application is made. The admission authority will make its decision about the request based on the circumstances of each case and in the best interests of the child. In addition to taking into account the views of the headteacher, including the headteacher's statutory responsibility for the internal organisation, management and control of the school, the admission authority will take into account the views of the parents and of appropriate medical and education professionals, as appropriate.

Waiting Lists

In addition to their right of appeal, unsuccessful children will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained in order of the oversubscription criteria set out above and ***not*** in the order in which applications are received or added to the list. Waiting lists for admission will operate throughout the school year. The waiting list will be held open until 31 July 2026 unless applicants request in writing to remain on the list.

Inclusion in the school's waiting list does not mean that a place will eventually become available.

In-Year Applications

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. Application should be made to the school by contacting School Secretary, St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berks. RG12 9AP. https://stjosephsbracknell.co.uk/

Where there are places available but more applications than places, the published oversubscription criteria, as set out above, will be applied.

If there are no places available, the child will be added to the waiting list (see above).

You will be advised of the outcome of your application in writing, within a maximum of 15 school days of receipt, and you have the right of appeal to an independent appeal panel

Fair Access Protocol

The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admission round the admission authority is empowered to give absolute priority to a child where admission is requested under any locally agreed protocol. The admission authority has this power, even when admitting the child would mean exceeding the PAN (subject to the infant class size exceptions).

Footsteps Nursery

For children attending the Footsteps nursery, application to the reception class of the school must be made in the normal way, to the home local authority. Attendance at Footsteps nursery does not automatically guarantee that a place will be offered at the school.

The admission authority reserves the right to withdraw the offer of a place or, where the child is already attending the school the place itself, where it is satisfied that the offer or the place was obtained by deception.

Notes (these notes form part of the oversubscription criteria)

1. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.
2. A 'looked after child' has the same meaning as in section 22(1) of the Children Act 1989, and means any child who is (a) in the care of a local authority or (b) being provided with accommodation by them in the exercise of their social services functions (e.g. children with foster parents) at the time of making application to the school.

   A 'previously looked after child' is a child who was looked after but ceased to be so because he or she was adopted or became subject to a child arrangements order or special guardianship order. Included in this definition are those children who appear (to the admission authority) to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

3. ‘Catholic’ means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic.

   For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

4. For the purpose of this policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

   Regular: attendance at Sunday (or Saturday evening) Mass weekly
   Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

   Priority will be given to applications in the above order.

   In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

   If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

5. “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above.

   All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

6. “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include:

   - A religion which involves belief in more than one God, and
   - A religion which does not involve belief in a God.

   Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a supreme being and an expression of belief in that supreme being through worship.

7. Siblings (brother or sister) includes:

   (i) all natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and

(ii) the child of a parent's partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

8. A 'parent' means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

   For the purposes of this policy, parish boundaries are as set out on the school website https://stjosephsbracknell.co.uk/ . A paper copy is available on request.

9. A child's "home address" refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form ("CAF"). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week.

Catholic Diocese of Portsmouth

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

Gipsy Lane, Bracknell, Berks. RG12 9AP

SUPPLEMENTARY INFORMATION FORM

2025 / 2026

REFERENCE COPY

If you are expressing a preference for a place for your child at **St. Joseph's Catholic primary School** in Bracknell Forest local authority **and wish to apply under a faith criterion**, you should complete this Supplementary Information Form.

- The completed Supplementary Information Form, together with all supporting documentation (see Notes below), should be **returned to School Secretary, St Joseph's Catholic primary School, Gipsy Lane, Bracknell, Berks. RG12 9AP by 28th February 2025.**
- If you are applying for a place outside the normal admission round, i.e. an in-year admission,
- please return this form and supporting documentation with your application form or within 7 days of receipt of this form.
- If you are applying to more than one Catholic school or academy you will need to complete a separate Supplementary Information Form for each school/academy.
- **If you do not provide the information required in this form and return it to the school/academy, with all supporting documentation, by the closing date, your child may not be placed in the appropriate faith category and this may affect your child's chance of being offered a place.**
- Remember – you must also complete the Common Application Form by 15th January 2025.

Name of child: _____

Address of child: _____

_____

_____

Parent/Carer Details

Parent/Carer Name: _____

Parent/Carer Email: _____

Please read the relevant school Admissions Policy, noting in particular any faith criteria, and your Local Authority booklet, before completing this form.

NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided the admission authority of the Catholic school may not be able to place the application within the correct criteria.

Religious Status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)

Criteria	Tick Box	Evidence
1. Catholic child of practising Catholic family. *(see notes 1&2)* Regular practice Occasional practice	☐ ☐	• A certificate of baptism or certificate of reception into the full communion of the Catholic Church and • Countersignature below by parish priest certifying regularity of practice. *(see note 2)*

For completion by parish priest who can verify practice of applicant:	
Name: Parish: I confirm, to the best of my knowledge, the above statement to be a true reflection of the applicant's Catholic practice as described in the school admission policy. ..... (Signature of Parish Priest)	**PARISH SEAL**

2. Catholic *(see note 1)*	☐	• A certificate of baptism or certificate of reception into the full communion of the Catholic Church.
4. Member of other Christian denomination *(see note 4)*	☐	• Letter confirming membership of a Christian denomination. *(see note 4)*
5. Member of other faith *(see note 4)*	☐	• Letter confirming membership of another faith. *(see note 4)*

Catholic parish in which your child lives:

In compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

- We are St Joseph's Catholic Primary School, Gipsy Lane, Bracknell, Berks. RG12 9AP

REFERENCE COPY

- Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
- The person responsible for data protection within our organisation is Data protection Education and you can contact them with questions relating to our handling of the data. You can contact them by email: dpo@dataprotection.education.
- We require the information we have requested for reasons relating to our functions as the admission authority of the school.
- It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR).
- To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
- It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the UK GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of domestic law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the UK GDPR).
- If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
- If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
- To read about your individual rights you can refer to the school's fair processing notice and data protection policies.
- If you wish to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting Data Protection Education, dpo@dataprotection.education . If you are unhappy with how your complaint has been handled, you can contact the Information Commissioner's Office via their website at: ico.org.uk.

REFERENCE COPY

I confirm that I have read the Admissions Policy of the school and that the information I have provided is correct. I understand that I must notify the school immediately if there is any change to these details and that, should any information I have given prove to be inaccurate, the Admission Authority may withdraw any offer of a place even if the child has already started school.

Signed..... Date.....

Notes

1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The admission authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

2. Evidence of Catholic Practice

If application is being made for a place at the school for a Catholic child from a practising Catholic family the applicant is required to indicate how frequently they attend Sunday Mass.

For the purpose of the admission policy practice is defined as attendance at Sunday (or Saturday evening) Mass over the last 12 months. Practice is broken down into the following two levels:-

Regular: attendance at Sunday (or Saturday evening) Mass weekly

Occasional: attendance at Sunday (or Saturday evening) Mass at least monthly

This then needs to be countersigned by the family's parish priest, or the priest in charge of the church where the family practises. Where it is not possible for the priest to physically sign the form an email confirming the applicant's attendance may be signed electronically and emailed direct to the school from the priest's or church's email account.

In the event that during the period specified for attendance at worship the church has been closed for public worship and has not provided alternative premises for that worship, the requirements of these [admissions] arrangements in relation to attendance will only apply to the period when the church [or relevant place of worship] or alternative premises have been available for public worship.

If the church, relevant place of worship or alternative premises have been unavailable to the public for Sunday Mass for the entire period covered by this policy then this oversubscription criteria will not apply.

4. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith evidence confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The evidence should be provided at the same time as this form is returned to the school alternatively the evidence may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

REFERENCE COPY

Checklist:

Have you?

- Enclosed a copy of baptism or certificate of reception into the Catholic Church (where applicable).
- Arranged for your parish priest to countersign your statement regarding regularity of practice (where applicable)
- Enclosed evidence confirming membership of a Christian denomination or other faith (where applicable) signed by the appropriate minister or faith leader.

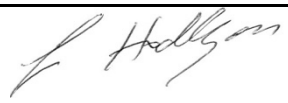
REFERENCE COPY

Policy

St Michael's Easthampstead CE Primary School

Admissions Policy

At St Michael's we are a community of active learners who **go above and beyond** in everything we do, equipping ourselves to make a difference in our own lives and in the lives of others.

Policy Name	Admissions Policy
Brief Description:	This document provides details of the school's admissions arrangements, setting out how children will be admitted and the criteria that apply if there are more applications than places.
Status: Statutory/non-statutory	Statutory Policy
Approval level: HT/Governors/FGB	FGB
Policy determined by the Governing Board on:	5 February 2024
Frequency to be reviewed	Annually
Date of Last Consultation	2022
Next Consultation Due	October 2029
Signed:	
Position:	Chair of Governors
Date of Signature:	22 February 2024

Go above and beyond with love:
Kindness, Respect, Honesty and Aspiration

Our vision
A community of active learners who go above and beyond in everything they do, equipped to make a difference in their own lives and the lives of others.

Our ethos
St Michael's Easthampstead School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can flourish, develop a love of learning and acquire the skills to make a difference in their own lives and the lives of others. We welcome applications from families of all worldviews and ask all families applying for a place at the school to be respectful of our ethos and values.

St. Michael's is a voluntary aided Church of England primary school and as such the Governing Body of the school is the admissions authority and determines the policies and arrangements by which pupils will be admitted to the school. The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities. This policy is based on the Diocese of Oxford model policy for admissions. The Local Authority for the borough of Bracknell Forest operates a scheme for co-ordinating arrangements for admissions to primary schools within their area. St Michael's school is a part of this scheme.

Admission arrangements to the Reception Year in September 2025
At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025. There are 30 places (the published admission number or PAN) available.

Deferred entry
Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2025/26), although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Summer born children
For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 (summer born children) who do not reach compulsory school age until September 2026, parents who do not wish them to start school in school year 2024/25 but to be admitted to the Reception Year in September 2026 should proceed as follows: They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. Parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day (17 April 2025), and their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2025 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of

the of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2025/26 Reception Year group. NB agreement by the school in 2025 to defer does not guarantee a place in September 2026 – the normal over-subscription criteria apply.

Application process
Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2025 must complete the common application form (CAF) provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2025. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be sent by the home LA on 17 April 2025.

Parents living within Bracknell Forest are encouraged to apply using the online application site via the council's website. Information on how to do this will be available in the Parent's Guide and on the Bracknell Forest Council's website.

Over-subscription criteria
Children with an Education, Health and Care (EHC) Plan naming St Michael's Easthampstead School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)

2. Families who have exceptional medical or social needs that make it essential that their child attends St Michael's Easthampstead School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)

3. Children with a normal home address (See Note 4) within the Ecclesiastical Parish Easthampstead and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

4. Children with a normal home address within the Ecclesiastical Parish of Easthampstead.

5. Children with a normal home address outside the Ecclesiastical Parish of Easthampstead and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

6. All other children.

Home to school distance
Proximity of the child's home, as measured by the radial distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. 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.

All other admissions
Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places. Applications must be made directly to the school using the application form available on the school's website or directly from the school. If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-6 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term [using the three-term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

Admission outside normal age group
Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher 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.

Waiting lists
The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. 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. The school maintains the waiting list until the end of each academic year. Parents wishing their child to remain on the waiting list for the next academic year must make a new application.

Multiple births
In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2024/25 or the number of places 30 in other year groups.

Fair access
The school participates in Bracknell Forest's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Appeals
There are established arrangements for appeals against non-admission. Parents will be informed of their right of appeal if they are refused a place. An appeal against refusal of a place at the school should be made by the parent(s) to the Bracknell Forest Council. The Appeals Clerk will be asked to arrange a hearing before an independent panel, at which the parents will be expected to attend. A school Governor will present the case on behalf of St Michael's Easthampstead Primary School at the appeal hearing. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through the Admissions Secretary at the school.

Further information
Further information can be obtained from the Admissions Secretary at the school
St Michael's Easthampstead C of E (Aided) Primary School,
Crowthorne Road,
Easthampstead,
Bracknell
RG12 7EH
01344420878
secretary@stmicheast.co.uk

Notes
Note 1: "Parent" is defined in law (The Education Act 1996) as either:
a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person.
If you are in any doubt, please contact the school for advice.

Note 2: 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. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3: When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Michael's Easthampstead School. This supporting evidence must clearly demonstrate why the school is the only school suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: The normal home address means the address where the parent or legal carer of the child lives with the child unless it can be proved that the child is resident elsewhere with someone else who has legal care and control of the child. Childcare arrangements are not sufficient reason for listing another address.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

All addresses for Bracknell Forest residents will be checked via the Revenue Services department. Non-Bracknell Forest residents will be required to provide a copy of their current council tax notice. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. Providing an address where the child does not live permanently in order to secure a place at a school may amount to a fraudulent act. 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 used for determining their designated area, unless the owned house has been rented out for 12 months prior to the date the form was received. 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. a solicitor's letter showing completion. 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 parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

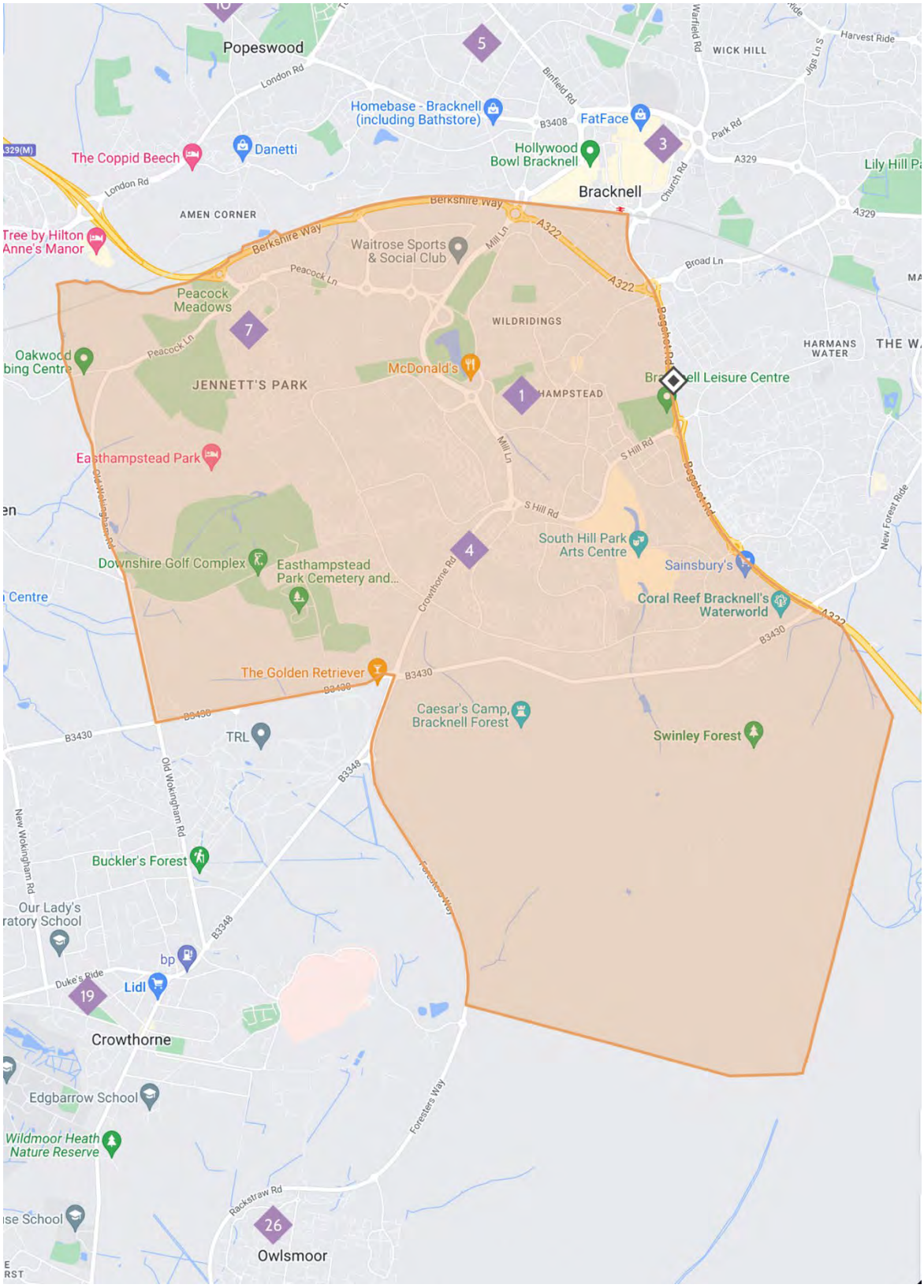
Families of UK service personnel with a confirmed posting to the Bracknell Forest area (or Crown Servants returning from overseas to live in Bracknell Forest) will be able to make an application for a

school place if it is accompanied by an official government letter declaring a relocation date and a Unit postal address or quartering address. For those who already live in Bracknell Forest a formal letter from their chain of command verifying their address would be accepted. Families must indicate on the application form if they are a service family and wish to be considered under this category.

Note 5: Sibling is defined in these arrangements as children who live as brother or sister in the same family unit at the same address, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6: The radial distance used to determine proximity of the home to the school will be measured by Bracknell Forest's Geographical Information System: 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.

Map of Ecclesiastical Parish of Easthampstead



You can check whether or not you live in the Ecclesiastical Parish of Easthampstead using this tool:https://www.achurchnearyou.com

Go above and beyond with love:

Kindness, Respect, Honesty and Aspiration

Admissions in September 2024 (This information will be added once known.)
The school received ___ applications expressing a preference for admission to the Reception Year in 2024 by the closing date in January 2024. These were ranked as follows:

Children with statements or EHC plans naming the school
Category 1
Category 2
Category 3
Category 4
Category 5
Category 6
____ places were offered.

Admissions in September 2023
The school received 67 applications expressing a preference for admission to the Reception Year in 2023 by the closing date in January 2023. These were ranked as follows:

Children with statements or EHC plans naming the school - 0
Category 1 - 0
Category 2 - 0
Category 3 - 1
Category 4 - 2
Category 5 - 10
Category 6 - 54
30 places were offered.

The admissions criteria that applied for admission in September 2023 were as follows:

Category 1: Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.(See note 6)

Category 2: Both category 2 requirements must be satisfied in order to fall within this category.

a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2)
where one parent, who lives with the child, attended an Anglican church service* within the parish of Easthampstead (see Parish Map attached), as listed in Appendix II, at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary.

b) The vicar, priest or minister of the applicant's church must complete the section of the Supplementary Form confirming the parent(s) attendance at church.

Category 3: Both category 3 criteria must be satisfied in order to fall within this category.

a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) within the Anglican parishes of Easthampstead or Bracknell Team Ministry (as shown on the maps attached), where one parent, who lives with the child, attended another

Anglican church* at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Anglican parish will be necessary.

b) The vicar, priest or minister of the applicant's church must complete the section of the Supplementary Form confirming the parent(s) attendance at church.

Category 4: Both category 4 criteria must be satisfied in order to fall within this category.

a) Children whose parent or parents (see note 1) live/s with the child at their usual home address (see note 2) within the Anglican Parishes of Easthampstead or the Bracknell Team Ministry (as shown on the map attached), where one parent, who lives with the child, attended another Christian church* that is part of the group of Churches Together in Britain and Ireland or of the Evangelical Alliance at least twice a month during at least 10 months in both of the two years prior to the date of application (i.e. 10 months in year 1 and 10 months in year 2). The first qualifying church attendance must be two or more years prior to the date of application. If attendance is under two years, proof of similar attendance from a previous Christian church will be necessary.

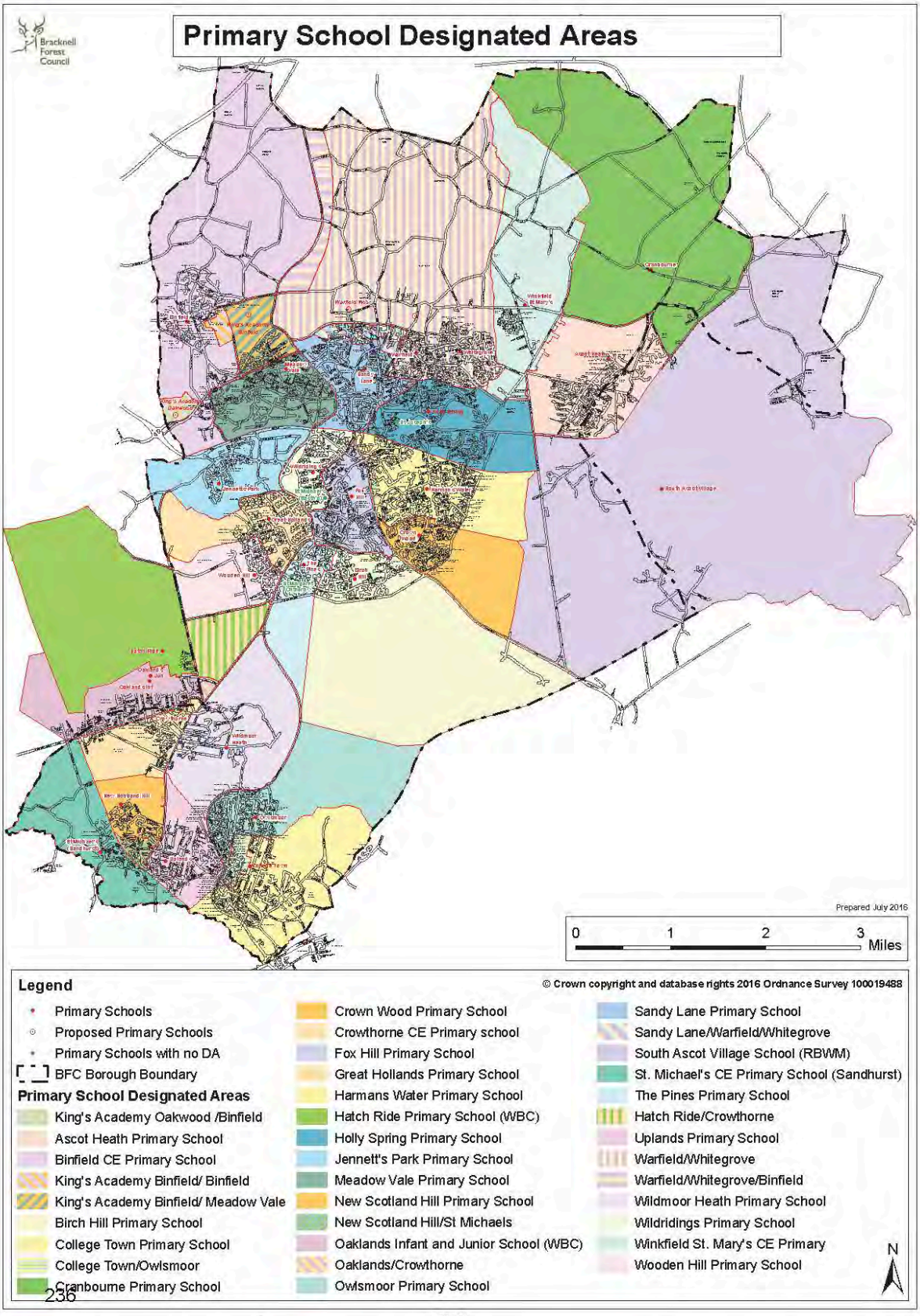
b) The vicar, priest or minister of the applicant's church must complete the section of the Supplementary Form confirming the parent (s) attendance at church.

Category 5: Either, children who already have a sibling (see note 3) for whom the parent also has parental responsibility who is on roll in St Michael's School at the time of the application and who is expected still to be in attendance at the time of the applicant's child's admission,

Or

Children of members of staff who a) are employed directly by the Governing Body and have been for two or more years at the time the application is made; such staff must work an average of 15 or more hours per week during school term time to qualify for this category, or b) children of any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods.

Category 6: Other children


Bracknell Forest Council
Primary School Designated Areas
Prepared July 2016
0 1 2 3 Miles
Legend
© Crown copyright and database rights 2016 Ordnance Survey 100019488
Primary Schools
Proposed Primary Schools
Primary Schools with no DA
BFC Borough Boundary
Primary School Designated Areas
King's Academy Oakwood /Binfield
Ascot Heath Primary School
Binfield CE Primary School
King's Academy Binfield/ Binfield
King's Academy Binfield/ Meadow Vale
Birch Hill Primary School
College Town Primary School
College Town/Owlsmoor
Cranbourne Primary School
Crown Wood Primary School
Crowthorne CE Primary school
Fox Hill Primary School
Great Hollands Primary School
Harmans Water Primary School
Hatch Ride Primary School (WBC)
Holly Spring Primary School
Jennett's Park Primary School
Meadow Vale Primary School
New Scotland Hill Primary School
New Scotland Hill/St Michaels
Oaklands Infant and Junior School (WBC)
Oaklands/Crowthorne
Owlsmoor Primary School
Sandy Lane Primary School
Sandy Lane/Warfield/Whitegrove
South Ascot Village School (RBWM)
St. Michael's CE Primary School (Sandhurst)
The Pines Primary School
Hatch Ride/Crowthorne
Uplands Primary School
Warfield/Whitegrove
Warfield/Whitegrove/Binfield
Wildmoor Heath Primary School
Wildridings Primary School
Winkfield St. Mary's CE Primary
Wooden Hill Primary School
N

Allocation History

The following tables show many preferences were expressed for Bracknell Forest schools last year (2024/25) and which criteria places were allocated to for these schools within Bracknell Forest. (If this has not been provided, then it is likely that the school is their own admissions authority or, the school is not a Bracknell Forest school. You should contact the relevant admission authority directly for this information.)

Oversubscribed Schools

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

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

This information is important to consider when deciding on your preferences but cannot predict/ guarantee what will happen this academic year - 2025/26.

Allocation breakdown for admission to primary school. Reception, from September 2024
Bracknell Forest Community Schools

The following information is based on the initial allocation on 16th April 2024 of applications received by the deadline of 15 January 2024. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been 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 radial distance from the applicant's home address to the school has been used to separate applications.

The admission arrangements for the school can also be found within The Guide.

Community Schools	Preferences received	Number of places available (PAN)	Education Health Care Plan (EHCP)	Looked After Children	Social and Medical grounds	Staff	Designated area & Sibling	Designated Area	Sibling	All other children	Alternative Allocation (no preferences met)	**Total Number Allocated**
Criterion				**(A)**	**(B)**	**(C)**	**(D)**	**(E)**	**(F)**	**(G)**		
Ascot Heath Primary School	120	**60**	0	0	0	0	16	18	8	18	0	**60**
Birch Hill Primary School	82	**60**	0	0	0	0	7	13	4	16	0	**40**
College Town Primary School	96	**90**	0	0	0	1	20	23	9	8	1	**62**
Cranbourne Primary School	94	**30**	0	0	1	0	5	2	3	19	0	**30**
Fox Hill Primary School	70	**30**	0	0	0	0	11	16	3	0	0	**30**

Harmans Water Primary School	133	**60**	1	0	0	0	17	42	0	0	0	**60**
Holly Spring Primary School	126	**90**	0	1	0	0	14	36	14	9	10	**84**
Meadow Vale Primary School	97	**90**	0	0	0	0	15	20	10	14	0	**59**
New Scotland Hill Primary School	74	**30**	1	0	0	0	13	8	8	0	0	**30**
Owlsmoor Primary School	96	**90**	0	0	0	0	28	16	10	6	0	**60**
The Pines School	91	**30**	0	0	0	1	8	5	11	5	0	**30**
Uplands Primary School	83	**30**	0	0	0	0	9	13	1	7	0	**30**
Whitegrove Primary School	153	**60**	2	1	0	0	24	26	5	2	0	**60**
Wildridings Primary School	44	**60**	0	0	0	1	4	13	11	15	1	**45**
Wooden Hill Primary School	59	**60**	0	0	0	2	6	10	11	13	0	**42**

School Name	PAN	Allocation
Ascot Heath Primary School	60	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G) 'All Other Children' to a distance of 4.018 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Birch Hill Primary School	60	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
College Town Primary School	90	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There was also 1 pupil allocated to this school as an alternative placement, as their preferences could not be met.
Cranbourne Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G) 'All Other Children' to a distance of 5.52 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Fox Hill Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (F) 'Sibling' to a distance of 0.734 miles.

		There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Harmans Water Primary School	60	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (E) 'Designated Area' to a distance of 0.607 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Holly Spring Primary School	90	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There were also 10 pupils allocated to this school as an alternative placement, as their preferences could not be met.
Meadow Vale Primary School	90	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
New Scotland Hill Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (F) 'Sibling' to a distance of 1.283 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Owlsmoor Primary School	90	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.
The Pines School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G) 'All Other Children' to a distance of 0.427 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Uplands Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G) 'All Other Children' to a distance of 0.787 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Whitegrove Primary School	60	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G) 'All Other Children' to a distance of 0.705 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Wildridings Primary School	60	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There was also 1 pupil allocated to this school as an alternative placement, as their preferences could not be met.
Wooden Hill Primary School	60	All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places.

Allocation breakdown for admission to primary school. Reception, from September 2024

Bracknell Forest Voluntary Controlled Schools

The following information is based on the initial allocation on 16th April 2024 of applications received by the deadline of 15 January 2024. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been 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 radial distance from the applicant's home address to the school has been used to separate applications.

For further information regarding how places are allocated please see, The guide to primary education 2024 to 2025 (bracknell-forest.gov.uk)

The admission arrangements for the school can also be found within The Guide.

Voluntary Controlled Schools with a denominational criterion

		Crowthorne CE Primary School
	Preferences Received	90
	Number of Places	**30**
	Education Health Care Place (EHCP)	0
(A)	Looked After Children	0
(B)	Social & Medical Grounds	0
(C)	Staff	0
(D)	Designated Area, Sibling & Denominational	1
(E)	Designated Area & Sibling	8
(F)	Designated Area & Denominational	1
(G)	Designated Area	12
(H)	Sibling & Denominational	1
(I)	Sibling	0
(J)	Denominational	1
(K)	All Other Children	6
	Alternative Allocation (no preferences met)	0
	Total Number of Places Allocated	**30**

Voluntary Controlled Schools <u>without</u> denominational criterion

		Warfield CE Primary School	Winkfield St Mary's CE Primary School
	Preferences Received	158	72
	Number of Places	**60**	**30**
	Education Health Care Place (EHCP)	2	0
(A)	Looked After Children	0	0
(B)	Social & Medical Grounds	1	0
(C)	Staff	1	0
(D)	Designated Area & Sibling	21	3
(E)	Designated Area	35	6
(F)	Sibling	0	8
(G)	All Other Children	0	13
	Alternative Allocation (No preferences met)	0	0
	Total Number of Places Allocated	**60**	**30**

School Name	Number of Places	Allocation
Crowthorne CE Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (K) 'All Other Children' to a distance of 0.544 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Warfield CE Primary School	60	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (E) 'designated area' to a distance of 0.663 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.
Winkfield St Mary's CE Primary School	30	The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (G) 'All Other Children' to a distance of 3.07 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.

Allocation breakdown for admission to primary school, September 2024 **Great Hollands Primary School**

The following information is based on the initial allocation on 16 April 2024 of applications received by the deadline of 15 January 2024. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been 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 radial distance from the applicant's home address to the school has been used to separate applications.

For further information regarding how places are allocated please see, The guide to primary education 2024 to 2025 (bracknell-forest.gov.uk)

The admission arrangements for the school can also be found within The Guide.

National Offer Day: 16 April 2024

GREAT HOLLANDS

Preferences Received	65
Number of Places Available	**60**
Criteria	
Education Health Care Plan (EHCP)	0
(1) Looked After Children	1
(2) Children of Staff	0
(3) Designated Area and Sibling	11
(4) Designated Area	15
(5) Sibling	4
(6) All other children	5
Alternative Allocation (no preferences met)	1
Total Number of Places Allocated	**37**

All applicants who expressed a preference and where no higher ranked preference could be offered were allocated places. There was also 1 pupil allocated to this school as an alternative placement, as their preferences could not be met.

Allocation breakdown for admission to primary school, September 2024 **King's Academy Binfield**

The following information is based on the initial allocation on 16 April 2024 of applications received by the deadline of 15 January 2024. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been 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 radial distance from the applicant's home address to the school has been used to separate applications.

For further information regarding how places are allocated please see, The guide to primary education 2024 to 2025 (bracknell-forest.gov.uk)

The admission arrangements for the school can also be found within The Guide.

National Offer Day: 16 April 2024 ***KINGS ACADEMY BINFIELD***

Preferences Received	172
Number of Places Available	**60**
Criteria	
Education Health Care Plan (EHCP)	1
(1) Looked After Children	0
(2) Social and Medical Grounds	0
(3) Sibling	19
(4) Staff	1
(5) Designated Area	14
(6) All other children	25
Total Number of Places Allocated	**60**

The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (6) 'All Other Children' to a distance of 1.389 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.

Allocation breakdown for admission to primary school, September 2024 **Kings Academy Oakwood**

The following information is based on the initial allocation on 16 April 2024 of applications received by the deadline of 15 January 2024. This information provides you with a statement on how places were allocated in line with the published admission arrangements.

Places have been 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 radial distance from the applicant's home address to the school has been used to separate applications.

For further information regarding how places are allocated please see, The guide to primary education 2024 to 2025 (bracknell-forest.gov.uk)

The admission arrangements for the school can also be found within The Guide.

National Offer Day: 16 April 2024 ***KINGS ACADEMY OAKWOOD***

Preferences Received	93
Number of Places Available	**30**
Criteria	
Education Health Care Plan (EHCP)	0
(1) Looked After Children	0
(2) Social and Medical Grounds	0
(3) Sibling	13
(4) Staff	0
(5) Designated Area	16
(6) All other children	1
Total Number of Places Allocated	**30**

The school was fully allocated. Places were offered down to those applicants who fulfilled criterion (6) 'All Other Children' to a distance of 0.162 miles. There were insufficient places for the applicants ranked below this. These applicants have been placed on a waiting list.

Statement issued by the Governing Body of St Joseph's Catholic Primary School in relation to the ranking of applications for the Academic Year 2024-25.

For admission to the reception class in the academic year 2024-25 there are 30 places available. On the 21st February, 83 applications were received from Bracknell Forest Borough Council for the governors of St Joseph's Catholic Primary School to rank. As a Voluntary Aided School, St Joseph's is its own admissions authority.

The information extracted from the Common Application Form (CAF) by the Local Authority (LA), together with the information provided on the school's Supplementary Information Form (SIF), was given careful consideration by the Admissions Committee at a meeting held on the 6th March 2024.

Applications were then ranked in accordance with the admissions criteria detailed in the St Joseph's Catholic Primary School Admission Arrangements 2024-25. In the cases of those applicants applying on denominational grounds evidence of baptism is required and evidence of worship is a prior consideration under the oversubscription criteria.

Distance between the home address and school is then used to determine the order of all applicants. Distance is provided by the LA.

The ranked list was then forwarded to the LA - applicants with a higher ranking parental preference for another school were offered their higher ranking school and places were then offered to the first 30 on the ranked list.

83 applications were received to which the governors applied the school's admissions criteria as follows:

Category	No. of Applications	Ranked
SEN / EHCP	0	0
1	1	1
2	16	2-17
3	9	18-26
4	0	0
5	0	0
6	6	27-32
7	0	0
8	16	33-48
9	5	49-53
10	30	54-83
Late Applications		To be ranked after 3rd May 2024

Other Admissions Relating to Primary Education

The following processes relate to admission within the primary phase of education but do not apply to applications for the Reception from September 2025.

ADMISSION TO JUNIOR SCHOOL 2025.26

There are no junior schools within Bracknell Forest. If you are a Bracknell Forest resident and your child currently attends an infant school outside of Bracknell Forest and you wish to apply for a junior school place for September 2025, then you should refer to the information below.

Bracknell Forest residents with a child attending an infant school outside of Bracknell Forest will be required to make and application for junior school, there is no automatic transfer.

When do I apply?

You will need to contact the relevant admission authority for the school in which you are applying for to find out when their admission process for infant to junior transfers begins. However, you must still apply to your home local authority.

The closing date for this process is national and will close on the National Closing Date as detailed within the key dates on page 9.

How do I apply?

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

You can apply for a junior school place by requesting a paper application form from the Bracknell Forest School Admissions Team. A reference copy of this form has been provided on page 37.

You can contact us to request this form using the details on page 8.

Forms are also available online using the link below.

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

What happens after I apply?

Before submitting your application, you should've read all the information published by the relevant admissions authority for the school in which you are applying for. By submitting your application,

you have confirmed you have read and understood all the information provided by the admissions authority including the Admissions Arrangements for the school.

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

Applicants who applied on time will receive their outcome by email on National Offer Day, 16 April 2025. It is important that you use a valid, accessible email address. Please avoid using work email addresses.

Once you receive your offer you will need to finalise your application by accepting or refusing the school place offered. This must be done by 30 April 2025.

Failure to do so may result in the school place being withdrawn.

Further details will be provided with your outcome.

What if I am not offered my preferred school?

If you are unable to be offered any of your preferences the information available will explain why, and your child will not be offered an alternative school place within Bracknell Forest. This is because the borough does not have any Junior Schools (schools that take a Year 3 intake) details will be provided in your outcome letter on how to apply for an in-year school place within Bracknell Forest.

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

All of the Key Dates, Key Terms and definitions (such as home address) within this booklet also apply to Junior School Admissions. If you have any queries regarding your application or the process, please do not hesitate to contact School Admissions. Our contact details are noted on page 8.

[OFFICIAL-SENSITIVE]

Bracknell Forest Council

Common Application Form

Admission to Junior Schools

This form MUST be returned to School Admissions by the National Closing Date

Only complete this form if you are a Bracknell Forest resident.

REFERENCE COPY

Section 1
Child's Personal Details

Child's Forename	Click or tap here to enter text.	**Child's Date of Birth**	Click or tap here to enter text.
Child's Surname	Click or tap here to enter text.	**Childs Gender**	Click or tap here to enter text.
Child's Current Pre-School (If applicable)	Click or tap here to enter text.		

Childs Home Address
Click or tap here to enter text.
Click or tap here to enter text.

Town	Click or tap here to enter text.	**Postcode**	Click or tap here to enter text.

Section 2
Parent/ Carer Personal Details (Living at the same address as the child)

Parent/Carer Title	Click or tap here to enter text.
Parent/ Carer Forename	Click or tap here to enter text.

This form and any other supporting documentation if applicable,
must be returned to School Admissions by the National Closing Date
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

Parent/ Carer Surname	Click or tap here to enter text.
Relationship to child	Click or tap here to enter text.
Parent/ Carer Email Address *For all Correspondence*	Click or tap here to enter text.
Parent / Carer Contact Number	Click or tap here to enter text.

Section 3

Other Relevant Information

Does your child have an Education, Health and Care Plan?	**YES ☐/ NO☐**
Looked After Children (LAC)	
**** Is your child a Looked After Child? (in the care of the Local Authority)**	**YES☐/NO☐**
**** Has your child been previously Looked After but ceased to be so because they were adopted (or became subject to a child arrangement order or special guardianship order) immediately following having been looked after?**	**YES☐/NO☐**
****Has your child been in state care outside of England but ceased to be in state care as a result of being adopted?**	**YES☐/NO☐**
**** If YES please confirm the name of the Local Authority that is/ was providing care for your child**	Click or tap here to enter text.

REFERENCE COPY

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***** 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 looked after 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 (you can list up to three) in your preferred order. Before completing this section of the form ensure you have:

- **Read 'The Guide to Primary Education**
- **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 Primary Education
www.bracknell-forest.gov.uk/applyforprimary

Please note, only Junior Schools can be named on this application.

1st Preference School	Click or tap here to enter text.
Reason **(This is not a required field)**	Click or tap here to enter text.

2nd Preference School	Click or tap here to enter text.
Reason **(This is not a required field)**	Click or tap here to enter text.

REFERENCE COPY

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[OFFICIAL-SENSITIVE]

3rd Preference School	Click or tap here to enter text.
Reason **(This is not a required field)**	Click or tap here to enter text.

Does your child currently have a sibling at one of your preferred schools who is currently and will continue to attend the school at the time of your child's admission?

If YES, please confirm the sibling's details below

Sibling's Forename: Click or tap here to enter text.

Sibling's Surname: Click or tap here to enter text.

Sibling's Date of Birth: Click or tap here to enter text.

School the sibling attends: Click or tap here to enter text.

Please note this criterion can only be applied to applicants who fulfil the sibling criterion as defined in the admission arrangements for your preferred school. You should refer to the school's admission arrangements for further information.

Are any of the parents/carers living with the child a member of staff at one of your preferred schools?

If YES, please confirm the parent/carer details below

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Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

REFERENCE COPY

[OFFICIAL-SENSITIVE]

Parent/ Carer Full Name: Click or tap here to enter text. **School preference in which this applies to:** Click or tap here to enter text.
Please note this criterion can only be applied to applicants who fulfil the staff criterion as defined in the admission arrangements for your preferred school. You should refer the school's admission arrangements for further information.

Are you applying under social and medical grounds?	**YES☐/ NO☐**
IMPORTANT- for the social and medical criterion to be considered, a supplementary information form may be required to be submitted alongside the school application. For Bracknell Forest schools these are available on our website or the school's website. Please ensure you check the admissions arrangements for your preferred school/s to ensure this criterion is relevant to the school and for further information on the correct process to follow/ if additional forms are required.	

Section 5

Additional Information

Is your child a twin, triplet etc. (one of a multiple birth)?	**YES☐/ NO☐**
****Is your child a member of a service or crown servant family, who are returning/ moving to take up duties?**	**YES☐/ NO☐**
****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.***	

REFERENCE COPY

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Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

[OFFICIAL-SENSITIVE]

Are you making any other school applications for children within the same family?	**YES☐/ NO☐**
If YES, please confirm the children's details below	
Child's Forename: Click or tap here to enter text. **Child's Surname:**Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.	**Child's Forename:**Click or tap here to enter text. **Child's Surname:** Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.
Child's Forename: Click or tap here to enter text. **Child's Surname:**Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.	**Child's Forename:**Click or tap here to enter text. **Child's Surname:**Click or tap here to enter text. **Child's Date of birth:**Click or tap here to enter text.

Section 6

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 am this child's parent as defined by section 576 of the Education Act 1996 and I have the right to make this application.

REFERENCE COPY

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Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
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[OFFICIAL-SENSITIVE]

I have read and understood The Parents Guide to Primary 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 School Admissions/ the Admissions Authority(s) that my child lives at the address that is stated on the form.

For overseas nationals entering the UK ONLY.

Overseas nationals entering the UK must confirm that they have the right to abode and that the conditions of their visa permit them to access a state funded school.

By submitting this form, you are agreeing that you as the responsible parent/ carer for the child named on this form have checked that your child's visa complies with the above.

Parent/ Carer Signature: Click or tap here to enter text. **Date:** Click or tap to enter a date.

Print Name: Click or tap here to enter text.

REFERENCE COPY

This form and any other supporting documentation if applicable, must be returned to School Admissions by the National Closing Date
Preferably, please return by email: school.admissions@bracknell-forest.gov.uk
Or post; School Admissions Team, Time Square, Market Street, Bracknell, RG12 1JD

IN-YEAR ADMISSIONS

If you are applying for a place outside of the normal admission round you will need to use the in year application process. To do this you need to complete an in year application form which is available from the Bracknell Forest website, ***Changing schools - in-year application | Bracknell Forest Council*** alternatively, a paper form can be obtained from the School Admissions Team.

You will also need to read 'The Guide to In-Year Admissions'. The information in this booklet is not relevant to those applicants making an in-year application and the relevant booklet must be obtained before completing an in year application form.

FAIR ACCESS PROTOCOL

The School Admissions Code states that each local authority must have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that outside the normal admissions round unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority must ensure that no school – including those with available places- is asked to take a disproportionate number of children who have been excluded from other schools, or who have challenging behaviour. The protocol must include how the local authority will use provision to ensure that the needs of pupils who are not ready for mainstream schooling are met.

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

