

Individual Decision

The attached report(s) will be taken as
Individual Portfolio Member Decision(s) on:

Wednesday, 30th November, 2011

Ref:	Title	Portfolio Member(s)	Page No.
ID2377	Consultation on Admission Arrangements for Community and Voluntary Controlled Schools & Co-ordinated Admissions Scheme for 2013-14	Councillor Irene Neill	1 - 32



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Individual Executive Member Decision

Title of Report:	Consultation on Admission Arrangements for Community and Voluntary Controlled Schools & Co-ordinated Admissions Scheme for 2013-14
Report to be considered by:	Individual Executive Member Decision
Date on which Decision is to be taken:	30/11/2011
Forward Plan Ref:	ID2377

Purpose of Report: To agree the consultation of the West Berkshire Council Admission Arrangements & Co-ordinated Admissions Scheme for 2013-14

Recommended Action: To approve the consultation on the proposed Admission arrangements and Co-ordinated Admission Scheme for 2013-14

Reason for decision to be taken: Statutory Requirement

Other options considered: None

Key background documentation: West Berkshire Admission Arrangements 2012-13
School Admissions Code

Portfolio Member Details	
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Implications

Policy: Consultation will inform determined admission arrangements to be agreed later and Co-ordinated Scheme to be agreed by all schools in West Berkshire in due course.

Financial: None

Personnel: None
Legal/Procurement: None
Environmental: None
Property: None
Risk Management: None
Equalities Impact Assessment: Yes

Consultation Responses

Members:

Leader of Council: Councillor Graham Jones
Overview & Scrutiny Management Commission Chairman: Councillor Brian Bedwell
Ward Members: All
Opposition Spokesperson: Councillor Alan Macro

Local Stakeholders: Governing Bodies and Heads of all maintained nursery, primary and secondary schools in the relevant areas of West Berkshire. Governing bodies of Voluntary Aided primary schools and of Foundation and Academy secondary school within 3.2 or 8 kilometres respectively from the West Berkshire border, Church of England and Catholic Diocesan boards of Education, Neighbouring LAs, Members of West Berkshire council, Admission Forum members, Parish Councils and members of the Early Years Development and Childcare Partnership.

Officers Consulted: Margaret Goldie, Ian Pearson, Caroline Corcoran

Trade Union: not sought

Is this item subject to call-in.	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval	<input type="checkbox"/>	
Delays in implementation could have serious financial implications for the Council	<input type="checkbox"/>	
Delays in implementation could compromise the Council's position	<input type="checkbox"/>	
Considered or reviewed by O&SMC or associated Task Groups within preceding six months	<input type="checkbox"/>	
Item is Urgent Key Decision	<input type="checkbox"/>	

Supporting Information

1. Background

- 1.1 Regulations require Local Authorities to consult on and determine Admission Arrangements for Community and Voluntary Controlled schools in the relevant area by 15 April each year. They must comply with the requirements of the School Admissions Code and the adopted Co-ordinated & In-Year Admission Scheme, which is currently subject to consultation with schools and has been to the Admissions Forum.
- 1.2 Consultation must be undertaken over 8 weeks between 1 November and 1 March annually. It will be undertaken with all West Berkshire schools, Council Members, Parish Councils, neighbouring LAs and school admission authorities, Diocesan Boards, Early Years Development and Childcare Partnership and the West Berkshire Admissions Forum. Responses will be reported with proposed arrangements to be determined by the Executive Member for Children and Young People in February 2012.
- 1.3 Proposed 2013/14 admission arrangements are attached as Appendix A. There is a new requirement in the new draft Admissions code which is currently going through parliament, for the highest oversubscription criteria to be amended to include not only currently Looked after children, but also children who ceased to be looked after because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after. The attached Admission Arrangements 2013-14 has this new wording for this criterion.
- 1.4 Proposed Co-ordinated & In-Year Admissions Scheme for 2013/14 are attached to the proposed admission arrangements in Appendix A. The proposed Co-ordinated & In-Year Admissions Scheme is out to consultation with schools and will finish on 11 December and will inform the final determination of arrangements in due course.
- 1.5 The In-Year Fair Access Protocol is included for information as Appendix B.
- 1.6 Proposed Nursery Admission Arrangements are outlined in a separate consultation document (Appendix C). Arrangements are unchanged to those for the 2012/13 year but do include the setting provision of 15 hours per week.

Appendices

- Appendix A - Proposed Admission Arrangements 2013/14 document which includes the Proposed Co-ordinated & In-Year Admissions Scheme 2013/14
- Appendix B - West Berkshire In-Year Fair Access Protocol
- Appendix C – Proposed Nursery Admission Arrangements 2013/14
- Appendix D – Equality Impact Assessment – Stage One

Equality Impact Assessment – Stage One

Name of item being assessed:	2013-14 Admission Arrangements for Community and Voluntary Controlled Schools
Version and release date of item (if applicable):	12 October 2011
Owner of item being assessed:	Mwazwita Mundangepfufu
Name of assessor:	
Date of assessment:	

1. What are the main aims of the item?
To seek approval to consult on the Admission arrangements 2013-14 for community and Voluntary controlled schools

2. Note which groups may be affected by the item, consider how they may be affected and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation)

Group Affected	What might be the effect?	Information to support this.
Age	Positive impact	Legislation determines the process to be followed and the consulted on and agreed admission arrangements determine how places will be allocated if there are more applicants than places. This applies to all children who have reached their 4 th birthday before the application date for primary school and those who are 11-16 for secondary schools.
Disability	Positive impact	All pupils must be given a school place irrespective of any disability.
Gender	Positive impact	Gender is not a distinguishing factor all are treated equally in both legislation and determined arrangements and all applications assessed in the same way.

Race	Positive impact	School places are provided for all pupils of primary school age and secondary school age irrespective of race.
Belief	Positive impact	Parents may choose any school they like when applying and may choose on the basis of belief or not.
Further comments relating to the item:		
Assessments, processes and policies are based on statutory requirements set out in School Admissions code.		

3. Result (please tick by double-clicking on relevant box and click on 'checked')	
<input type="checkbox"/>	High Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	Medium Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input type="checkbox"/>	Low Relevance - This needs to undergo a Stage 2 Equality Impact Assessment
<input checked="" type="checkbox"/>	No Relevance - This does not need to undergo a Stage 2 Equality Impact Assessment

For items requiring a Stage 2 equality impact assessment, begin the planning of this now, referring to the equality impact assessment guidance and Stage 2 template.

4. Identify next steps as appropriate:	
Stage Two required	
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	
Stage Two not required:	

Name:

Date:

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PROPOSED WEST BERKSHIRE ADMISSION ARRANGEMENTS 2013/14 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

1. EARLY YEARS ADMISSIONS

These arrangements apply to the normal admissions round for the first point of entry to a school, not to nursery education at a Nursery School or a Nursery Class at a school. Admissions to nursery education are subject to separate admission arrangements. Attendance at a Nursery School or a Nursery Class does not guarantee a place at any school; a separate application must be made for a school place.

2. NURSERY ADMISSIONS

The 2013/14 policy for admission to nursery classes at Community or Voluntary Controlled infant and primary schools and the two maintained Nursery schools is attached separately. The responsibility for applying the Nursery policy rests with the schools concerned.

3. PRIMARY AND INFANT SCHOOL NORMAL ADMISSION POINT

For the 2013/14 academic year the Council will be admitting pupils to Community and Voluntary Controlled schools at a single point of entry as follows:
September 2013 (Autumn Term) for a child whose 5th birthday falls between 1 September 2013 and 31 August 2014.

When allocated a place in the normal admissions round, parents have the opportunity to defer entry until statutory school age if the child's fifth birthday falls within the same academic year. Parents of summer born children, whose fifth birthday falls between 1st April 2014 and 31st August 2014, cannot defer entry to September 2014. A new application for entry into Year 1 for that academic year needs to be made.

Parents will be able to request the opportunity for their child to attend the school on a part-time basis until compulsory school age. The availability of such attendance, if any, will be determined by the governing body of the school and made available after the allocation of school places in the normal admission round, to be offered equally to those that request such attendance.

4. JUNIOR SCHOOL NORMAL ADMISSION POINT

September 2013 for a child whose 8th birthday falls between 1 September 2013 and 31 August 2014.

5. SECONDARY SCHOOL NORMAL ADMISSION POINT

September 2013 (Autumn Term) for a child whose 12th birthday falls between 1 September 2013 and 31 August 2014.

6. ADMISSION NUMBERS

The LA's Admission Numbers for Community and Voluntary Controlled schools are listed below.

7. ADMISSION TO YEAR 12

Admission process will be applied as detailed In the Year 12 section below.

8. CO-ORDINATED AND IN-YEAR ADMISSION SCHEME

West Berkshire council centrally administers admissions for all schools in the Local Authority in accordance with the agreed co-ordinated and in-year admission scheme. All applications will continue to be considered on an equal preference basis against the oversubscription criteria for each of up to three preferred schools, NOT considered on the basis of first preferences before other preferences. The admissions timetable is detailed in the scheme (see below).

9. OVERSUBSCRIPTION CRITERIA

For Community or Voluntary Controlled schools that are oversubscribed, places are allocated according to the over-subscription criteria for the school preferred as outlined below.

A. Looked After Children and children who were looked, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

B. Catchment Area Pupils, i.e.

Children whose permanent home address is in the school's designated catchment area (as shown on the maps in Appendices to the Parent's Guides) and on the council's website at www.westberks.gov.uk/secondaryadmissions and www.westberks.gov.uk/primaryadmissions . Where necessary, priority will be given to siblings in catchment. The Home address is taken to be the permanent address at the closing date for applications in the normal admissions round (**31 October 2012 – secondary; 15 January 2013 – primary**). Where parental responsibilities are equally shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available.

Children who are resident in a catchment area that has been subject to change, with a sibling who will be on the roll of the preferred school (or partner infant/junior school) that would have been the catchment area school if not for the change at the point of admission, will be considered as a Catchment Area Pupil.

It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. Normally if such evidence is received by 1 January for a secondary place, or for a primary place before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place

withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area

C. Siblings, i.e.

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Primary applications a sibling who will be on the roll of the preferred school (or partner infant/junior school) at the point of admission.

For Secondary applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.

D. Denominational/Non-denominational Requests, i.e.

(This category only applies to Primary school admissions).

Children whose parents are choosing the preferred school for denominational or non denominational reasons.

Requests will only be considered if:

1. the pupil is not resident in the catchment area of another school of the same denomination or another non-denominational school,
2. the preferred school is the nearest school of the same denomination or nondenominational school, and
3. when for a denominational school, a supporting letter from the leader of the parent's congregation of the same denomination to that of the preferred school is provided with the application for admission to confirm attendance at that congregation at least twice a month for the year immediately proceeding the date of application.

E. All other applicants.

10. TIE BREAKER

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

11. WAITING LISTS

Waiting lists will continue to be maintained for all Community and Voluntary Controlled schools and year groups where necessary for children not offered a school place at their first preference school. Placement will be determined by applying the over-subscription criteria.

They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to Looked After children and previously looked after children, and those allocated a

place at the school in accordance with the In Year Fair Access Protocol.

12. LATE APPLICATIONS

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme(see co-ordinated scheme below).

13. IN-YEAR APPLICATIONS (AFTER THE NORMAL ADMISSIONS ROUND)

The administration of applications outside the normal admission round is detailed in the coordinated and in-year admissions scheme (see co-ordinated below).

14. ADMISSION OUTSIDE NORMAL AGE GROUP

Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc. 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 between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the LA. Those refused places outside the normal age group will be informed of their statutory right of appeal.

15. APPEALS

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 21 days from the date of the offer or refusal letter.

ADMISSION NUMBERS for 2013/14

Community and Voluntary Controlled Primary Schools **School Name Admission Number**

Aldermaston CofE Primary School	24
Basildon CofE Primary School	19
Beedon CofE Primary School	7
Beenham Primary School	15
Birch Copse Primary School	56
Brimpton CofE Primary School	7
Bucklebury CofE Primary School	18
Burghfield St. Mary's CofE Primary School	28
Calcot Infant School and Nursery	75
Calcot Junior School	84
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	28
Cold Ash St. Mark's CofE School	27
Compton CofE Primary School	25
Curridge Primary School	15
Downsway School	30
Falkland Primary School	60
Fir Tree Primary School and Nursery	30
Francis Baily Primary School	75

Garland Junior School	60
The Willows Primary School	50
Hampstead Norreys CofE Primary School	14
Hermitage Primary School	27
Hungerford Primary School	56
The Ilsleys Primary School	12
Inkpen Primary School	12
John Rankin Infant and Nursery School	60
John Rankin Junior School	60
Kennet Valley Primary School	30
Kintbury St. Mary's CofE Primary School	28
Lambourn CofE Primary School	28
Long Lane Primary School (Infants)	30
Long Lane Primary School (Juniors)	20
Mortimer St. John's CofE School	60
Mrs Bland's Infant School	59
Pangbourne Primary School	28
Parsons Down Infant and Nursery School	86
Parsons Down Junior School	86
Purley CofE Infant School	17
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	11
Shefford CofE School	12
Speenhamland Primary School	43
Springfield Primary School	40
Spurcroft Primary School	60
Streatley CofE Voluntary Controlled School	16
Thatcham Park CofE Primary School	58
Theale CofE Primary School	30
Welford & Wickham CofE Primary School	12
Westwood Farm Infant School	60
Westwood Farm Junior School	60
Whitelands Park Primary School	54
The Winchcombe School	45

Community Secondary Schools

School Name Admission Number 7 -11 Admission Number Year 12

John O'Gaunt School	120	5
The Willink School	170	20
Theale Green Community School	227	40
Trinity School	187	20

YEAR 12 ADMISSIONS 2013-14

WEST BERKSHIRE COUNCIL YEAR 12 ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2013/14

General Criteria/principles

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students.

All schools offer a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although Admission is not dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental and student preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course.

Admission Numbers

Admission numbers for year 12 are listed in the Appendix B.

Oversubscription

The highest priority for is Looked after children and previously looked after children who meet the criteria under 1 and 2 below

Places will be offered on the basis of the following criteria

1. Criteria for academic courses:

Students who wish to follow the two year advanced courses should have at least five GCSE passes at grade C or better.

Students who wish to follow the one year level 2 courses, at least five GCSE passes at grade E or better.

A. Students choosing to take 4 or 5 A/Ss followed by 3 A2, or 2 A2 and 1 A/S will be expected to have achieved mainly As and A*s at GCSE.

B. Students choosing to take 4 A/Ss followed by 3 A2, or 2 A2 and 1 A/S will be expected to have achieved mainly Cs at GCSE with at least 5 Cs at GCSE.

C. Students choosing to take 3 A/Ss followed by 3 A2 will be expected to have achieved mainly Cs at GCSE with at least 5 Cs at GCSE.

2. Criteria for Vocational courses:

D. Students choosing BTEC courses will be expected to have achieved 2 Ds or above at GCSE.

E. Some subjects will apply their own criteria, usually requiring a grade B at GCSE in the relevant or related subject as detailed in schools' Sixth Form prospectus.

Appeals

Any parent not offered a school place for their child at their preferred school has the right of appeal to an independent appeals panel. The student concerned also has the right to a separate appeal. The appeal can be for a place at any one or more of the preferred schools.

Information on how to appeal will be provided with the result of the application.

CO-ORDINATED AND IN-YEAR ADMISSION SCHEME FOR ALL MAINTAINED WEST BERKSHIRE SCHOOLS 2013-14

Introduction

This is the qualifying co-ordinated and in-year admission scheme to be adopted by admission authorities for all maintained schools in the area of West Berkshire for the 2013/14 academic year pursuant to Section 89B of the School Standards and Framework Act 1998.

The admission authorities to which the scheme will apply are the following: West Berkshire Local Authority, (for all Community and Voluntary Controlled Schools) and the Governing Bodies of all West Berkshire Foundation, Voluntary Aided and Academy Schools.

The scheme will be finally agreed by the end of December 2011 following consultation with all maintained schools. The scheme aims to secure admission arrangements to schools in the areas of different local authorities that, so far as is reasonably practicable, compatible with each other. The LA must inform the Secretary of State of the adopted scheme by 15 April 2012.

The Normal Admissions Round

In relation to any application made in the normal admission round, each parent in the area shall receive a single offer of a school place, or a refusal, determined under the scheme, the result of which shall be communicated in writing to the parent on **1 March 2013** (for secondary admission) or **15 April 2014** (for primary admission), by the LA.

West Berkshire residents must make applications for school places online, via the West Berkshire web-site, or on a West Berkshire Common Application Form, where parents can express a preference for up to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home local authority Common Application Form and return them to those authorities. Relevant information will be forwarded by those local authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred. Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for online or on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for online or on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for online or on the Common Application Form the LA will either:

1. offer an alternative school place if that child is from the area, or
 2. Make no offer for an alternative school place if that child is not from the area.
- Children from the area with no allocated place will normally be offered a school place in the following order:

1. At the catchment area school if a place exists, using distance as a priority;
2. at the nearest school from the home address where a place exists. Should this occur, parents will be given the offer of advice regarding an appeal and any change of preferences having regard to the reasons expressed.
3. in the unlikely situation of there being no West Berkshire School places available, at the nearest West Berkshire school without breaking class-size legislation. Priority over waiting lists will be given.

The normal admissions round process will be undertaken in accordance with the timetables below.

Late Applications

The closing date for applications in the normal admission round is **31 October 2012** (for secondary admissions) or **15 January 2013** (for primary admissions).

The authority will only accept, so far as possible, applications received after this date for good reason, provided that they are received **before allocation procedures begin**.

For **secondary** admissions, allocation procedures normally begin on **1 January** and all late applications will be processed in accordance with the following timetable:

Late applications received between **1 November 2012** and the offer date of **1 March 2013** will be processed together from **4 March 2013**.

Late applications received between **2 March 2013** and **31st March 2013**, will be processed together from **1 April 2013**.

Late applications received from **1 April 2013** will be processed by date of receipt.

For **primary** applications, allocation procedures normally begin on **15 January 2013** and all late applications will be processed in accordance with the following timetable:

Late applications received between **16 January 2013** and the offer date of **15 April 2013** will be processed together from **16 April 2013**.

Late applications received between **16 April 2013** and **30 April 2013**, will be processed together from **1 May 2013**.

Late applications received from **1 May 2013** will be processed by date of receipt. No place will be allocated to children from waiting lists until 21 May 2012 when acceptances should have been returned.

In-Year Applications (after the Normal Admissions Round from 1 August 2013)

West Berkshire residents must make applications for school places on a West Berkshire Common Application Form where parents can express a preference for up

to three schools, rank those schools and give reasons for the preference. All preferences must be expressed on this form, including those for schools in a different area.

Residents of other areas should make their applications on their home local authority Common Application Form and return them to those authorities. Relevant information will be forwarded by those local authorities to West Berkshire for consideration if a preference is made for a West Berkshire School.

Each preference will be considered against the school's over-subscription criteria if necessary and, where more than a single school place could be offered, the place will be offered for the highest ranked preference. Information on applications stating preferences for schools for which the governing body is the admissions authority will be passed to the schools preferred.

Places will be offered after consultation with those schools regarding available places.

Where a child is eligible to be admitted to a single school applied for on the Common Application Form, a place will be offered for that school.

Where a child is eligible to be admitted to more than one school applied for on the Common Application Form, a place will be offered for the highest ranked school.

Where a child is not eligible to be admitted to any school applied for on the Common Application Form the LA will either:

1. Make no offer for an alternative school place if that child is from a different area but place the applicant on a waiting list, or
2. Where there are no available places within a reasonable distance from the home address, refer the application to the Pupil Placement Panel in accordance with the Council's In-Year Fair Access Protocol (Appendix E) Children placed by the PPP will be admitted as a priority irrespective of existing waiting lists.

Any child for which the West Berkshire In-Year Fair Access Protocol will apply shall have a placement, and subsequent registration, determined by the Pupil Placement Panel following appropriate referral and consideration.

Entry on the School Roll

A child **must** be included in a school's Admission Register for the beginning of the first day on which the school has agreed, or has been notified, that the child will attend the school.

The local authority will notify the parents and school of the date by which the child is to be admitted so that there is no ambiguity about the date from which the child is on the school roll.

The dates will normally be confirmed as follows:

For admissions in the normal admission round a child shall be registered at the start of the Autumn Term, or other appropriate Term subject to parental deferral or Voluntary Aided primary admission arrangements.

For the admission of a child in-year following a change of home address into the area, or further than a reasonable distance from their existing school, the last date by

which the child shall be registered shall be the first day of the second school week following the offer letter.

This will provide for at least one full week if required to arrange re-integration.

For the admission of a child in-year transferring between schools, one or both being within a reasonable distance from the home address, the last date by which the child shall be registered shall be the first day of the one of 6 West Berkshire School Terms following the offer letter.

In each of the above in-year situations a school may register a child earlier than the date provided if considered appropriate following re-integration discussion between the school and parents.

In the case of a school place being sought for a future date, applications will not be considered more than one West Berkshire Term ahead of the date by which a place is required when that is the start of a future term. Other applications will be considered before the start of the term in which the admission is required.

Children placed by the Pupil Placement Panel for whatever reason shall be registered, dually if appropriate, by the date provided on the outcome sheet. Actual attendance may be determined after periods of assessment elsewhere.

Duties of the LA

To forward application data received for places at Voluntary Aided or Foundation schools in the area to the governing body as soon as possible.

Where an application is made online or on the Common Application Form for a school outside the area, or received from another LA for a school within the area, to exchange details of that application with the other LA as soon as possible, and no later than the timetabled date for the normal admissions round.

To determine by reference to the LA's admission arrangements and over-subscription criteria the order in which any application for a place at a Community or Voluntary Controlled school is ranked.

To confirm with the Governing Bodies of Foundation and Voluntary Aided schools, by reference to their admission arrangements and over-subscription criteria, the order in which any application for a place at those schools is ranked.

To determine whether a child is to be granted or refused a school place at a school in the area in accordance with this scheme, and timetable for the normal admissions round.

To inform the governing body or other LA where appropriate of the decision whether to grant offers or refuse applications, and by the timetabled date in the normal admissions round.

To communicate the decision granting or refusing places at schools in the area to parents, including the date by which the pupil will be registered, on behalf of a governing body where appropriate, on **1 March 2013** (for secondary admissions) or **16 April 2013** (for primary admissions) for the normal admissions round.

In relation to in-year admissions, where an application is made for a school place in another area, or received from another LA for a school place within the area, to exchange details of that application with the other LA as soon as possible, and subsequently communicate the decision granting or refusing places, etc. to West Berkshire residents.

Infant Classes

Infant classes (i.e. those where the majority of children will reach the age of 5, 6, or 7 during the school year) **must not** contain more than 30 pupils with a single qualified school teacher.

While admission can be refused on normal prejudice grounds once an admission number of lower than 30 (or multiples of 30) has been reached, admissions **must** be refused on “infant class-size prejudice” grounds where the published admission number allows for classes of 30, and the school would have to take ‘qualifying’ measures to keep to the statutory class size limit if more children were admitted e.g. the employment of another teacher.

Duties of the Governing Bodies acting as Admission Authorities

To forward applications incorrectly received directly for places at the school to the LA as soon as possible.

To receive application data from the LA and determine by reference to the governing body’s admission arrangements and over-subscription criteria the order in which any application for the school will be ranked, and to notify the LA of the ranked list by the timetabled date for the normal admissions round.

To ensure that any determination under this scheme to offer or refuse a place at the school will only be communicated to the parent by the LA on behalf of the governing body.

Secondary Schools – Normal Admissions Round Timetable

31 October 2012	Closing date for applications
22 November 2012	LA transfer of applications data to other LAs.
28 January 2013	First provisional allocation list sent to other LAs.
1 March 2013	Offers and refusals issued to parents
15 March 2013	Parents’ acceptance of offer
31 March 2013	Closing date for appeals

Primary Schools – Normal Admissions Round Timetable

15 January 2013	Closing date for applications
14 February 2013	LA transfer of applications data to VA Governing Bodies (Additional data received later from other LAs will be transferred for inclusion)
4 March 2013	West Berkshire VA Governing Bodies’ ranked lists to the LA

16 April 2013	Offers and refusals issued to parents
3 May 2013	Parents' acceptance of offer
10 May 2013	Closing date for appeals

This co-ordinated and in-year scheme for school admissions for 2013/14 has been adopted by the Governing Body of School.

Signed..... (Chair of Governors)

Date.....

APPENDIX C

IN-YEAR FAIR ACCESS PROTOCOL

SUMMARY

This protocol has been established to meet the Government's expectations that local Admissions Forums agree a protocol, by consensus with all schools, the LA and others involved in supporting vulnerable children, for sharing hard to place children and to provide a fair and transparent process for swift allocation of appropriate education provision for all vulnerable West Berkshire pupils.

The West Berkshire Admissions Forum has agreed that a West Berkshire Pupil Placement Panel be established to consider the circumstances of vulnerable children, referred to them by an agreed process, and to identify the school that should admit the child, or alternative provision where appropriate, following consultation.

If the Admissions Forum had failed to agree a protocol on a voluntary basis the Secretary of State would consider whether to take out legislation requiring them to do so with the ability to impose a protocol if agreement cannot be reached; it was therefore important that a consensus is reached with a collective aim of securing a process that will benefit the individual needs of West Berkshire's vulnerable children.

This protocol will apply to both primary and secondary schools. It describes the circumstances in which it will be applied and sets out how decisions about admissions of vulnerable and hard to place pupils will be agreed. It will also be used to protect schools from admitting a disproportionate number of vulnerable pupils.

This protocol was consulted upon with all schools, governing bodies, diocesan boards and all other interested parties in September and December 2005. The Admissions Forum considered proposals and all representations made to determine a final protocol. It is hoped that the final protocol will be agreed, by consensus with all concerned, to enable the operation of the process with effect from the start of the Spring Term 2006.

Nothing in this protocol will override the provisions of Class Size legislation.

AIMS OF THE PROTOCOL

- To enable schools to work together with the LA on their wider responsibilities to provide places for vulnerable and hard to place pupils
- To work for the benefit of all children concerned
- To be more than just a shared aspiration to collaborate
- To reduce exclusions and provide the process for managed transfers
- To be reviewed annually by the Admissions Forum after consultation with schools

PRINCIPLES TO BE ADOPTED FOR THE PROTOCOL TO BE SUCCESSFUL

- In the best interests of the child, all schools in West Berkshire agree to share a collective responsibility with the LA to ensure admission to a suitable school or alternative provision as quickly as possible
- No school will be asked to take an excessive or unreasonable number of pupils excluded from other schools
- The Pupil Placement Panel will identify the school that should admit the child, or alternative provision if appropriate, and decisions apply to all schools, including Foundation and Voluntary Aided schools responsible for their own admissions
- Schools cannot cite oversubscription as reason for not admitting under the protocol
- Vulnerable pupils will be given priority for admissions over others on a waiting list or awaiting an appeal
- Schools must respond immediately to requests for admission from the Panel so that the admission is not delayed
- Schools cannot insist on an appeal being held before admitting a child under this protocol
- Schools will not refuse to admit a child who has been denied a place at that school at appeal, if the Panel identifies that school as the one to admit the child
- Consideration is given to all vulnerable and hard to place pupils, which may, or may not, include:
 1. Looked After Children for whom an authority acts as parent, and those in Kinship Care.
 2. Children whose family is subject to emergency housing by the authority or into a recognised refuge,
 3. Permanently excluded pupils,
 4. Children recognised as having challenging behaviour where it is considered that a change of school is in their best interests,
 5. Children attending PRUs who need to be reintegrated back into mainstream education,
 6. Children who have been out of education for longer than one school term,
 7. Children whose parents have been unable to find them a place after moving to the area, because of a shortage of places,
 8. Children withdrawn from schools by their family, following fixed term exclusions and unable to find another place,
 9. Children of refugees and asylum seekers not in accommodation centres,

10. Homeless children,
 11. Children with unsupportive family backgrounds, where a place has not been sought,
 12. Children known to the police or other agencies,
 13. Children without a school place and with a history of serious attendance problems, and
 14. Traveller Children.
- Alternative provision may not be appropriate for Looked After Children, who must be found a suitable school place quickly
 - Children requiring a school place may continue to be admitted in accordance with usual admission policies rather than the protocol when places are available
 - Parents/Carers and children's views will be considered – but they will not override the decision of the Panel if the preferred school is unable to take the pupil
 - Wherever possible, pupils with religious affiliations will be matched to a suitable school – but this will not override the decision of the Panel if the school is unable to take the pupil or if the pupil identified for the school does not have that affiliation
 - Monitoring of pupils in each year group and each school will be cumulative and take account of pupils already in any year group, including previously excluded pupils already in year group – unless they have been in school for 2 years without a fixed period exclusion.

PUPIL PLACEMENT PANEL

- Members to consist of:
 1. Chair: Development Manager: Inclusion
 2. 2 Primary Head Teachers (inc. Special & PRU) from pool of 8 inc. at least 1 Voluntary Aided (reviewed annually)
 3. 2 Secondary Head Teachers (inc. Special & PRU) from pool of 8 (reviewed annually)
 4. Principal Education Welfare Officer
 5. Children's Services representative
 6. Admissions Officer
 7. School Governors (1 Primary – 1 Secondary) from pool of 8
 8. Invited representatives who may already be involved in the child's case or may need to provide additional support once the child is admitted to the school.
- Head Teacher or Governor from the school being considered to receive a child, or having permanently excluded that child, shall be excused from the discussion concerning that child

- Pools of Head Teachers and Governors would allow for each to normally sit every two months
- Panel to sit fortnightly

PROCEDURE FOR REFERRAL & CONSIDERATION

- Referral Form to be completed (Appendix A – to be devised) and forwarded to the designated officer supporting the Pupil Placement Panel
- Referrals can be made by the following:
 1. Head Teacher of a school (inc. PRU)
 2. Education Welfare Officer
 3. School Admissions Officer
 4. Social Worker
- All referrals will be logged and the case reviewed to consider the extent to which normal admissions arrangements would allow for admission to preferred schools
- Each case to be considered at a weekly Pre-Panel Internal Discussion Group consisting of :
 1. PRU Head Teachers
 2. Admissions Officer
 3. Education Welfare Officer
 4. Social Worker
- Pre-Panel Discussion Group will establish the extent of reports and consultation to be undertaken prior to consideration by the Pupil Placement Panel. Reports/consultation will be obtained from:
 1. Parents or Carers (Robin Douglas in case of LAC)
 2. All schools involved – previously/currently attended and preferred by parents
 3. Education Welfare Officer
 4. Social Worker if applicable
 5. Professionals if applicable (EPS, BST, FRT)
 6. Admissions Officers
 7. SEN Officers
 8. Other LAs if applicable
- Multi-professional assessments and risk assessments will be undertaken when considered necessary. Risk assessments will be undertaken in cases with a history of violent or sexually aggressive behaviour towards pupils or staff.
- Education Welfare Officers will obtain reports to be passed to the designated support officer for presentation to Pupil Placement Panel Members.
- Panel to consider case and identify:

1. Appropriate school for admission or alternative provision
 2. Funding arrangements
 3. Transport implications and funding
 4. Multi-Agency Support required
 5. Any other additional resources considered appropriate
- Decisions to be conveyed to relevant school and others involved, including parents or carers, by an P&SAC Officer on behalf of the Panel.

CONSIDERATION BY PUPIL PLACEMENT PANEL

- Balance to be struck between finding a place quickly (eg in an undersubscribed school or one facing challenging circumstances) and finding a place that is appropriate for the child.
- No school will be asked to take an excessive or unreasonable number of pupils excluded from other schools
- Where schools reach a limit in any year group – consideration will be given to placement in alternative provision until a place becomes available – unless schools agree to exceed the limit following consultation
- Consideration will be given to whether good quality alternative provision provides a longer term solution for children who cannot tolerate a mainstream environment
- Where a pupil is permanently excluded the excluding school will pass the remainder of ‘age-weighted pupil unit’ (AWPU) for the financial year back to the LA. Money will be passed to the receiving school when admitted, or used for alternative provision if it is decided not to place the pupil in a school
- Similar funding will be arranged for pupils not permanently excluded when transferring between West Berkshire schools when considered appropriate by the Panel
- Where a pupil is not excluded or transferred between West Berkshire schools, support for transition from the Vulnerable Children’s Grant will be considered by the Panel
- Excluding **secondary** schools will be charged £1000 per term pro-rata for permanently excluded pupils, in line with guidance relating to Pupil Retention Grant
- Where appropriate, support for transition will be provided from PRUs or the Behaviour Support Team

- Consideration will be made whether to assist with transport assistance, normally limited to provision for attending schools beyond walking distance
- The Panel will take account of any genuine concerns about the admission, eg a previous serious breakdown in relationship between the school and the family, or a strong aversion to, or desire for, the religious ethos of the school.

RESULT OF CONSIDERATION

- The Panel decision will be either:
 1. Placement at an identified mainstream school
 2. Dual registration with a mainstream school and alternative provision
 3. Full-time placement in alternative provision with a scheduled review for re-integration into a mainstream school, or
 4. Full-time alternative provision, including within FE sector
 5. Refusal in support of an admission authority when considering whether or not the admission of a pupil, including those from out-of-area, will prejudice the efficient education or efficient use of resources in a school.
- If a school identified as the one to admit refuses to do so, the LA will refer the matter to the Department for Education & Skills (if VC or Community schools) or will direct the school to admit the pupil (if Foundation or Voluntary Aided). The DfES has stated that the School Admissions Code of Practice is to be amended to make this power clear.
- Once agreed which school will admit – a meeting or discussion will be arranged between the school and LA to discuss support needed and provided via the Panel.
- Admission to identified provision will be within 1-2 weeks
- Should this protocol consider an appropriate school place to be in conflict with the preferences of parents, or admission is refused to an out-of-area pupil on the grounds of prejudice to the efficient education and efficient use of resources, parents will be informed of their right of appeal. Any reports considered by the Pupil Placement Panel shall be available for the admissions authority when establishing their case for refusal.

MONITORING

- As a starting point the LA will identify current scale of in-year admissions and whether some schools are taking a disproportionate number of previously excluded pupils or others considered to be vulnerable. This will help analyse types of pupils that are hard to place in the area
- There will be both openness and fairness about these admissions
- Demonstration of the system being open and transparent will be established by working with schools and keeping them informed of any decisions or anything new happening – Statistics will be shared with head teachers each term to show how the protocol is working
- To ensure that a complete picture of how schools are working with the LA to share vulnerable pupils, all such admissions will be recorded. This will include those pupils that could be considered to have been referred to the Panel, but were not, due to admission under the normal admission arrangements. This will assist the Panel when considering cases and ensure that schools do not take a disproportionate number
- The protocol will be reviewed annually by the Admissions Forum, following consultation with all schools, to gauge its effectiveness.

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West Berkshire Council Nursery Admissions Policy for Community and Voluntary Controlled Schools 2013/14

NURSERY ADMISSIONS ARRANGEMENTS 2013/14

POLICY PROCESS

- This policy applies to Community Nursery Schools and Nursery Classes at Community and Voluntary Controlled Schools in West Berkshire for the 2013/14 academic year
- Governing Bodies of Voluntary Aided Schools with Nursery Classes will receive recommendation to adopt a similar policy with an aim of equitable access
- Policy will be reviewed annually alongside School Admission Arrangements, i.e. Consultation completed by 1 March and Determination by 15 April. (Governing Bodies of Voluntary Aided Schools should do similarly)
- Policy will be published on the Local Authority's (LA's) website.

RESPONSIBILITY FOR ALLOCATION

- The LA will delegate responsibility to Governing Bodies to apply this policy for Community and Voluntary Controlled Schools
- The Governing bodies of Voluntary Aided Schools are responsible for setting their own Nursery Admissions policy and applying that policy as they see fit
- The LA will offer support and advice to schools with the implementation
- It is recommended that full Governing Bodies establish an Admissions Sub-Committee consisting of, as a minimum, 2 Governors, the Headteacher and, if desired, a non-voting Nursery Teacher, to confirm allocations within the policy
- The Governing Body or Headteacher must not override the published policy and criteria
- Places must not be refused on grounds of information from other sources
- Places must not be refused due to perceived special educational needs
- Places must not be refused on grounds of previous difficult or challenging behaviour
- No priority will be given to children of school staff or governors

WEST BERKSHIRE PROVISION

- 2 Community Nursery schools
- 10 Community Schools with Nursery Classes
- 3 Voluntary Controlled Schools with Nursery Classes
- 1 Voluntary Aided School with a Nursery Class

SCHOOL	NO. P-T PLACES	OPENING TIMES	AGE RANGE
Community Nursery Schools			
Hungerford Nursery School	104	09.00 – 14.45*	3 - 5
Victoria Park Nursery School	156	08.10 – 15.10*	3 - 5
Community Schools with Nursery Classes			
Calcot Infant School & Nursery	52	08.50 – 15.10*	3 – 5
Fir Tree Primary School & Nursery	52	08.50 – 11.50*	3 – 5
The Willows Primary School	52	08.50 – 11.50*	3 – 5
John Rankin Infant & Nursery School	26	09.00 – 12.00*	3 – 5
Mrs Bland's Community Infant & Nursery School	52	08.45 – 15.30*	3 – 5
Pangbourne Primary School	26	08.50 – 11.30*	3 – 5
Robert Sandilands Primary & Nursery	30	09.05 – 12.05*	3 - 5
Springfield Primary School	52	08.45 – 15.30*	3 – 5
Spurcroft Primary School	52	08.45 – 15.30*	3 – 5
The Winchcombe School	52	09.00 – 15.00*	3 – 5
Voluntary Controlled Schools with Nursery Classes			
Lambourn Church of England Primary School	52	09.00 – 12.00*	3 – 5
Thatcham Park Church of England Primary School	44	08.45 – 15.15*	3 – 5
Theale Church of England Primary School	26	09.00 – 12.00*	3 – 5
Voluntary Aided School with a Nursery Class			
St John The Evangelist Infant & Nursery School	52	08.45 – 15.10*	3 - 5

* Please contact your preferred nursery for individual session times. Nursery contact details are available on the West Berkshire Council website www.westberks.gov.uk or telephone 01635 503409

- A pupil's final term will be the term in which he or she will attain the age of 5 unless offered and accepted a school reception place within the Local Authorities admission arrangements and co-ordinated scheme
- No fees or charges will apply at any time for the core entitlement. Please note, you could be offered additional sessions, where available, but these may be chargeable. These may, however, need to be withdrawn if required at a later date for another pupil as part of their free core sessions.

SESSION ALLOCATION

- The core entitlement will consist of a maximum offer of 15 hours per week–this may be offered flexibly if agreed with the parent
- Allocation limited to available hours
- Full-Time sessions only offered exceptionally on social grounds with independent professional supporting evidence, e.g. Health Visitor or Pre-School Teacher Counsellor and subject to available funding. To be agreed by the Governing Body or Sub-Committee
- The maximum free entitlement is available to all parents
- Parents will not be able to defer allocation of the free entitlement to a following term; the application must be considered afresh with the child remaining on the waiting list
- It is the responsibility of the school/nursery to find out if the child is being funded in the private or voluntary sector e.g. day nursery, pre-school or accredited childminder, or within another county

MEALS PROVISION

- Eligible children receiving the free entitlement before and after a lunch period will be eligible for a Free School Meal
- Eligibility will be assessed similarly as for Free School Meals in a school

TRANSPORT PROVISION

- Free home to school transport is not normally available for pre-compulsory aged children
- Refused applications have the right of appeal
- Fare-paying seats may be available on transport contracted by the LA. A graded fare-paying system exists based on radial distances and discounts are available for additional siblings

REGISTER OF INTEREST

- Parents should be able to register an interest in a nursery place from the age of 2
- No parent shall be guaranteed a place in the nursery
- No place will be allocated without completion of a Nursery Admission Form at the appropriate time

APPLICATION FORMS

- Forms will be available from the Nursery
- A Nursery Admission Form (NAF) will be produced by the LA on an annual basis
- No admission will be considered without completion of a NAF
- Admission Forms will request the following:
 1. Name
 2. DoB
 3. Gender
 4. Address
 5. Telephone Contacts
 6. Birth certificate / Passport check
 7. Declaration from parent/carer to determine if child is/would be attending another setting
 8. Ethnicity (Non- compulsory request)
 9. Parent / Carer details
 10. Signature and Date
 11. Session preference (a.m./p.m./flexible offer/No Preference – Where available) (N.B. the free entitlement will be allocated in order using the oversubscription criteria shown over the page)

ALLOCATION PROCESS

Please contact your preferred nursery for their individual allocation/entry dates. Nursery contact details are available on the West Berkshire Council website www.westberks.gov.uk or telephone 01635 503409

- Offered places must be accepted within 2 weeks or the place will be withdrawn and re-allocated
- Places will be available until the parent withdraws the child or he or she reaches compulsory school age
- There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested
- The LA will normally only consider cases where parents feel that this policy has not been applied correctly
- Applications will not be considered on the length of time on a waiting list or by date of application

ALLOCATION PROCESS

- Applications to be considered on a termly basis:

TERM TO COMMENCE NURSERY EDUCATION	APPLICATION DEADLINE DATE	NURSERY/SCHOOL TO NOTIFY PARENTS BY
Autumn	28 February	1 May
Spring	30 June	1 October
Summer	30 November	1 February

- Allocated places must be accepted within 2 weeks or withdrawn and re-allocated
- Places will be available until the parent withdraws the child or he or she reaches compulsory school age
- There will be no right to an appeal but parents should be given the opportunity to receive an explanation from the Headteacher in writing and personally if requested
- The LA will normally only consider cases where parents feel that this policy has not been applied correctly

Applications will not be considered on the length of time on a waiting list or by date of application

LATE APPLICATIONS

- Late applications will only be accepted for a good reason provided that they are received before allocation procedures begin
- All other late applications will be placed on the waiting list and if necessary considered in the following term's allocation process

ABSENCE

- Any child with un-authorized absence for a period of 15 consecutive school days may have their place withdrawn
- Any child with a withdrawn place must make a fresh application for a place and, if necessary, be considered in the following term's allocation process

OVERSUBSCRIPTION CRITERIA

- Priority will be given to children with Statements of Special Educational Needs and Looked After Children (regardless of age) before allocation of further places

Thereafter, applications will be considered against the following criteria:

Age	Oversubscription Criteria	Tie Breaker
5	A - All pre compulsory school age 5 year old children	Within any of the over-subscription criteria priority will be given to the oldest applicant (i.e. by date of birth); if necessary thereafter to whose permanent home address is nearest to the preferred nursery. Distances will be measured using the West Berkshire Geographical Information System available through the home page (www.westberks.gov.uk) taking a straight line from the home address and the nursery and not taking travelling distances.
4	B - Children with exceptional social/medical grounds	
	C - Siblings already in the Nursery or Nursery Class	
	D - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	E - All other applicants	
3	F - Children with exceptional social/medical grounds *	
	G - Siblings already in the Nursery or Nursery Class	
	H - Children living within Catchment Area of an attached Infant/Primary school. Where necessary, priority will be given to siblings in catchment.	
	I - All other Applicants	

* This may include disadvantaged 2 year olds providing the school is legally able to admit 2 year olds

- NB Community Nursery Schools do not have catchment areas.
- Exceptional Social/Medical Grounds – should be supported by professionals, e.g. Health Visitor or Pre-School Teacher Counsellor

WAITING LISTS

- Waiting lists will be established for those who have not been offered places and prioritised in the same order as the oversubscription criteria. Waiting lists will be amended with in term and non-compulsory school age applications; including 5 year olds of non-compulsory school age with the above criteria applying similarly
- Places will be allocated as they become available within the term

DEFINITIONS

- The definitions of the following terms will be as defined in the LA schools admission arrangements:
 1. Parent/Carer
 2. Sibling
 3. Home Address – including change of address process
 4. Free entitlement – 15 hours per week

NOTES REGARDING ADMISSIONS TO SCHOOLS

- There is no automatic transfer from a nursery class to a school
- A place at a nursery will provide no advantage when seeking a school place
- Applications for school places must be made on the LA Primary School Admission Form – hardcopy or on-line (example deadline dates below)

TERM TO COMMENCE SCHOOL EDUCATION	APPLICATION DEADLINE DATE	OFFERS MADE TO PARENTS DURING
Autumn 2013 (SEPT)	15 January 2013	16 April 2013

- All school places will be allocated in accordance with the Primary Co-ordinated Admissions scheme

If you have any questions, comments or queries regarding this policy please contact Andy Cordell, Pupil Placement Officer, Education Service, West Street House, West Street, Newbury, Berkshire RG14 1BZ. Response by e-mail would be welcome to acordell@westberks.gov.uk or telephone 01635 503409

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