

APPENDIX A

WEST BERKSHIRE ADMISSION ARRANGEMENTS 2014/15 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.

3. PRIMARY AND INFANT SCHOOL NORMAL ADMISSION POINT

For the 2014/15 academic year the Council will be admitting pupils to Community and Voluntary Controlled schools at a single point of entry as follows:

September 2014 (Autumn Term) for a child whose 5th birthday falls between 1 September 2014 and 31 August 2015.

Parents will be able to request the opportunity for their child to defer entry or 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 2014 for a child whose 8th birthday falls between 1 September 2014 and 31 August 2015.

5. SECONDARY SCHOOL NORMAL ADMISSION POINT

September 2014 (Autumn Term) for a child whose 12th birthday falls between 1 September 2014 and 31 August 2015.

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 as outlined below.

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

B. Catchment Area Pupils, i.e.

Children whose permanent home address (**See Note 1**) is within the catchment area of the school shown on the map at www.westberks.gov.uk/catchments. It is the child's normal permanent home address where he or she lives with his or her parents/carers and are living at the closing date for applications in the normal admissions round (**31 October 2013 – secondary; 15 January 2014 – primary**) that is used to decide in which school's catchment area the child lives. Future addresses must not be used and will not be accepted. (**See Note 1 & Note 2**)

Where parental responsibilities are shared, the permanent home address will normally be considered to be with the parent/carer with whom the child spends the majority of days 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. Where there is any doubt about the split of the residence then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week (**See Note 2**).

Where catchment areas have changed and parents/carers are applying for a school where they were resident in the catchment area before the change, they will still be considered as catchment for that school if :

- a) the child for whom a place is being sought has a sibling (sibling defined in criteria 3 of the oversubscription criteria) and
- b) the application was made for the sibling from the same permanent home address as the current address.

Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted (**See Note 1**).

If parents/carers are in the process of moving from one address to another and want to use the new address for the school place allocations, evidence that they have moved and are already living in the new address will need to be provided before allocations begin.

Even if a move is planned, a future address must not be used and will not be accepted (**See Note 3**).

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). For 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 non denominational 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 preceding 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 a 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 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 those subject to a direction or an admission 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.

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.

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 or 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 coordinated and In-Year admissions scheme for the normal admissions round or within 20 school days from the date of the offer or refusal letter.

APPENDIX 1

ADMISSION NUMBERS for 2014/15

Community and Voluntary Controlled Primary Schools

<u>School Name</u>	<u>Admission Number</u>
Aldermaston CofE Primary School	28
Basildon CofE Primary School	20
Beedon CofE Primary School	10
Beenham Primary School	15
Birch Copse Primary School	60
Brimpton CofE Primary School	7
Bucklebury CofE Primary School	18
Burghfield St. Mary's CofE Primary School	30
Calcot Infant School and Nursery	84
Calcot Junior School	84
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	30
Cold Ash St. Mark's CofE School	30
Compton CofE Primary School	30
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	60
Hampstead Norreys CofE Primary School	15
Hermitage Primary School	30
Hungerford Primary School	75
The Ilsleys Primary School	15
Inkpen Primary School	12
John Rankin Infant and Nursery School	90
John Rankin Junior School	90
Kennet Valley Primary School	30
Kintbury St. Mary's CofE Primary School	30
Lambourn CofE Primary School	30
Long Lane Primary School	30
Mortimer St. John's CofE School	60
Mrs Bland's Infant School	60
Pangbourne Primary School	30
Parsons Down Infant and Nursery School	90
Parsons Down Junior School	90
Purley CofE Infant School	15
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	11
Shefford CofE School	12
Speenhamland Primary School	45
Springfield Primary School	40

Spurcroft Primary School	75
Streatley CofE Voluntary Controlled School	15
Thatcham Park CofE Primary School	60
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	60
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

APPENDIX 2

YEAR 12 ADMISSIONS 2014-15 **WEST BERKSHIRE COUNCIL YEAR 12 ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2014/15**

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 prerequisite qualifications for the course.

Admission Numbers

Admission numbers for year 12 are listed above.

Oversubscription

The highest priority is Looked After children and children who were Looked After, 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.

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.

NOTES

Note 1

If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:

1. your owned property is rented and
2. you have been living at the rented address for at least 1 year (we will require proof) and
3. your rental agreement shows you will continue to live in the rented property for at least a year after the application for a school place.

In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

If you own two or more houses we may ask for evidence of your previous and current Council Tax bills or other evidence we deem appropriate to determine which of them is the permanent home address.

Note 2

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. Where there is any doubt we will ask you for evidence which we then review and make a judgement about which address we will use for the purpose of determining whether or not to offer a place.

To establish where the child resides we may ask for the following information:

- any legal documentation confirming residence such as the legal separation documents
- information on the actual pattern of residence
- the length of time the residence arrangements have been in place
- confirm past residence arrangements from previous schools
- Where the child is registered with the GP
- Council Tax bill payments

We may request additional documents as well.

Note 3

If parents/carers are moving or plan to move, and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if evidence such as exchange of contracts or a tenancy agreement to confirm a completed move and actual residence at the new address is received by 1 January for a secondary place, or 31 January for a primary place (see moving house in the School admission guides at:

www.westberks.gov.uk/primaryadmissions and www.westberks.gov.uk/secondaryadmissions.