

# **WEST BERKSHIRE ADMISSION ARRANGEMENTS 2012-13 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 2012-13 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 2012/13 academic year the Council will be admitting pupils to Community and Voluntary Controlled schools at a single point of entry as follows:

September 2012 (Autumn Term) for a child whose 5th birthday falls between 1 September 2012 and 31 August 2013.

**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 2012 for a child whose 8<sup>th</sup> birthday falls between 1 September 2012 and 31 August 2013.

## **5. SECONDARY SCHOOL NORMAL ADMISSION POINT**

September 2012 (Autumn Term) for a child whose 12th birthday falls between 1 September 2012 and 31 August 2013.

## **6. ADMISSION NUMBERS**

The LA's Admission Numbers for Community and Voluntary Controlled schools are listed in Appendix A.

## **7. ADMISSION TO YEAR 12**

Admission process will be applied as detailed in Appendix B.

## 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 over-subscription 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 (Appendix C).

## 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

#### 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). Where necessary, priority will be given to siblings in catchment. The Home address is taken to be the address at the closing date for applications in the normal admissions round (**31 October 2011 – secondary; 15 January 2012 – 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.

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.

<b>Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area</b>
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#### 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 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 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 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 (Appendix C).

##### **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 (Appendix C).

##### **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.

**Appendix A**  
**Published Admission Numbers 2011/12**  
**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	20
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	20
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	45
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**

	<b>Admission Number 7 -11</b>	<b>Admission Number Year 12</b>
John O'Gaunt School	120	5
Kennet School	280	20
Park House School	205	30
The Willink School	170	20
Theale Green Community School	227	40
Trinity School	187	112

## **Appendix B**

### **West Berkshire Council Year 12 Admissions Policy for Community and Voluntary Controlled Schools 2012/13**

#### **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.

#### **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.

## Appendix C

### **CO-ORDINATED AND IN-YEAR ADMISSION SCHEME FOR ALL MAINTAINED WEST BERKSHIRE SCHOOLS 2012/13**

#### **Introduction**

This is the qualifying co-ordinated and in-year admission scheme adopted by admission authorities for all maintained schools in the area of West Berkshire for the 2012/13 academic year pursuant to Section 89B of the School Standards and Framework Act 1998.

The admission authorities to which the scheme applies are the following:

West Berkshire Local Authority (for all Community and Voluntary Controlled Schools) and the Governing Bodies of all West Berkshire Foundation and Voluntary Aided Schools.

The scheme has been formulated following consultation with all maintained schools in the area and neighbouring local authorities having regard to advice and recommendations from the West Berkshire Admissions Forum. The scheme aims to secure admission arrangements to schools in the areas of different local authorities that are, 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 2011.

#### **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 2012** (for secondary admission) or **15 April 2012** (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 2011** (for secondary admissions) or **15 January 2012** (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 2011** and the offer date of **1 March 2012** will be processed together from **4 March 2012**.

Late applications received between **2 March 2012** and **31st March 2012**, will be processed together from **1 April 2012**.

Late applications received from **1 April 2012** will be processed by date of receipt.

For **primary** applications, allocation procedures normally begin on **15 January 2012** and all late applications will be processed in accordance with the following timetable:

Late applications received between **16 January 2012** and the offer date of **15 April 2012** will be processed together from **16 April 2012**.

Late applications received between **16 April 2012** and **30 April 2012**, will be processed together from **1 May 2012**.

Late applications received from **1 May 2012** will be processed by date of receipt.

### **In-Year Applications (after the Normal Admissions Round from 1 August 2012)**

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 2012** (for secondary admissions) or **15 April 2012** (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**

<b>31 October 2011</b>	Closing date for applications
22 November 2011	LA transfer of applications data to other LAs.
28 January 2012	First provisional allocation list sent to other LAs.
<b>1 March 2012</b>	<b>Offers and refusals issued to parents</b>
15 March 2012	Parents' acceptance of offer
31 March 2012	Closing date for appeals

**Primary Schools – Normal Admissions Round Timetable**

<b>15 January 2012</b>	Closing date for applications
14 February 2012	LA transfer of applications data to VA Governing Bodies (Additional data received later from other LAs will be transferred for inclusion)
4 March 2012	West Berkshire VA Governing Bodies' ranked lists to the LA
<b>15 April 2012</b>	<b>Offers and refusals issued to parents</b>
29 April 2012	Parents' acceptance of offer
6 May 2012	Closing date for appeals

**This co-ordinated and in-year scheme for school admissions for 2012/13 has been adopted by the Governing Body of**

..... **School.**

**Signed..... (Chair of Governors)**

**Date.....**