



WEST BERKSHIRE ADMISSION ARRANGEMENTS 2024-25 FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS

Introduction

These arrangements will explain how school applications are processed in the normal admissions round. This applies to the Reception year in Infant and Primary Schools, year 3 in Junior Schools and year 7 and 12 in secondary 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 and applications are processed by the schools.

Co-ordinated admission scheme

Each year all local authorities must formulate and publish on their website a scheme by 01 January in the relevant determination year to co-ordinate admission arrangements for all publicly funded schools within their area

The Scheme should be read alongside the admission arrangements because it includes when and how applications can be made and by who and how late applications will be processed and it also explains certain responsibilities of admission authorities.

Primary and infant school normal admission point

September 2024 (Autumn Term) for a child whose 5th birthday falls between 1 September 2024 and 31 August 2025.

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

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Junior school normal admission point

September 2024 for a child whose 8th birthday falls between 1 September 2024 and 31 August 2025.

Secondary school normal admission point

September 2024 (Autumn Term) for a child whose 12th birthday falls between 1 September 2024 and 31 August 2025.

Admission numbers

Admission Numbers for Community and Voluntary Controlled schools are listed in **Appendix 2**. The admission number is the number of children to be admitted in the normal admission round if there is such demand.

Oversubscription criteria

Oversubscription criteria are applied to each applicant in order to produce a ranked list in case there are more applications than places for a school.

Children with an Education Health and Care plan are allocated school places through a separate review process and will be included in the number of children allocated to the school.

For Community and Voluntary Controlled schools that are oversubscribed, the following criteria in that order are used to determine which children will be offered places.

A. looked after children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

And:

Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Evidence will be required to support an application and the admission authority will determine if the evidence provided is sufficient.

B. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

C. Feeder Schools (this criteria only applies to junior school applications)

Children who attend the infant school that links to the junior school as detailed below:

- Calcot Junior School - The Feeder school is Calcot Infant School.
- Garland Junior School - The Feeder school is Mrs Blands Infant School.
- John Rankin Junior School – The Feeder school is John Rankin Infant School.
- Parsons Down Junior School - The Feeder school is Parsons Down Infant School.
- Westwood Farm Junior School - The Feeder school is Westwood Farm Infant School.

D. Catchment Area Pupils, i.e.

Children whose permanent home address (**defined in Appendix 1**) is within the school catchment area (**shown in Appendix 3**) of the school.

E. Non-Catchment Siblings

Pupils with a brother or sister (including step/foster sibling and children of the parent's/carer's partner living in the same family unit) who is already attending the preferred school (in the Reception year to year 11) and will continue to attend compulsory education (up to year 11) at

the school during the following academic year. A child or children with a multiple birth sibling who has a confirmed EHCP that names the school in advance of starting the school will also be considered a sibling.

For infant and junior school applications, the brother or sister will also be considered a sibling if they are already on the roll of the partner infant or junior school of the preferred school and will continue to attend compulsory education (Reception to year 11) at the school during the following academic year.

Where the child's sibling is currently in year 2 of the partner infant school they will be considered a sibling if:

1. An application for the partner Junior school is received for the sibling
and
2. The admission team are in a position to offer the sibling a place at the partner junior school.

F - Children of staff at the school

- a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Schools will be asked to confirm the points above.

G. All Other applicants - Those who do not meet any of the Oversubscription criteria A-F

Tie-breaker

Priority will be given within any of the over-subscription criteria in the following order:

1. For Criteria A-E, priority will be given first to siblings (the definition of sibling is as explained in criteria F of the oversubscription criteria).
2. **For reception applications only.** A child entitled to the Early Years Pupil Premium Grant (during the application period, 12 September to 15 January) who attends the nursery school that is linked to the school.

Parents must have applied to the West Berkshire Council early years team for the early years pupil premium grant and been entitled between 12 September and 15 January for consideration with their on-time school application. Parents must indicate within their reasons for applying for a school place that they are entitled to the Early Years Pupil Premium Grant and this will be verified by the school admissions team.

Where parents apply for and are entitled to the Early Years Pupil premium Grant after 15 January and while their child still attends the nursery that is linked to the school, this will be taken into account after the national offer date (16 April).

This applies to the following schools that have a nursery on site that is managed by the school:

- Calcot Infant School
- John Rankin Infant School
- Mrs Bland's Infant School
- Pangbourne Primary School
- Purley Primary School
- Robert Sandilands Primary School

- Springfield Primary School
 - Spurcroft Primary School
 - Thatcham Park Primary School
 - The Willows Primary School
 - The Winchcombe Primary School
 - Theale Primary School
 - Westwood Farm Primary School
3. Child 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).
 4. Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. In order to ensure fairness the School admissions team will administer the lottery system overseen by the head of the education service. The applicant's names will be drawn in order and that order will be applied to their ranked order in the admission list for the school.

Multiple Births

Where the last child offered a place is from a multiple birth and one or more of the siblings would fall below the limit of the admission number in the ranking, all of the children will be offered a place which will exceed the school's admission number.

Fraudulent or intentionally misleading applications

Any child offered a school place based on fraudulent or intentionally misleading information 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.

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 on the list until a place can be offered within the academic year, or until the end of the academic year for which they have applied.

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.

Late applications

Late applications are considered as detailed in the co-ordinated admissions scheme.

In-year applications (after the normal admissions round)

Schools are expected to admit to their admission number throughout the first year of entry and the same admission policy will continue to be used in the 2024/25 academic year. Details on making an in-year application are published on the West Berkshire website:

www.westberks.gov.uk/inyearadmissions

Admission outside normal age group

Parents can request that their child is taught outside of their normal age group. The school admission authority is responsible for making the decision on which year group a child should be admitted to. The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned.

Deferring entry for summer born children

While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age.

Whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay your child's entry to school, we recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils will continue to be met as they move up through the school. They may also be able to allay any concerns the parent may have about their child's readiness for school.

It is also important to note that, whether children attend a primary school or an early years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play.

The parents of summer born children are able to make a decision about whether their child is ready to go to school before compulsory school age and the admission authority will make the decision about the year group they should be admitted to. The decision will be made in the child's best interests.

We will take into account the child's individual needs and abilities and consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

The submission of evidence by parents

Parents are expected to provide information in support of their out of year request – since without it we are unlikely to be able to make a decision on the basis of the circumstances of the case.

In some cases parents may have professional evidence that would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. Requests that are not accompanied by professional evidence will still be considered. In such cases the supporting information might simply be the parent's statement as to why they have made their request.

Process for making a request for admission outside the normal age group in the normal admission round

Delayed entry, not statutory school age until September 2025 – applies only to reception applications

- We first recommend that parents make an application for their child's normal year group by the closing date 15 January 2024.
- At the same time parents can make a request in writing, providing the reasons why it is in their child's best interests to delay starting reception until September 2025 by the same closing date.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. A decision will be made by the Admissions Manager based on the information provided and discussions with appropriate head teachers.
- Notification will be sent by the national offer date (if received by the closing date) so that parents can make the decision to accept or decline an offer for a school place for their child's normal age group.
- If the request is received after the closing date but before the national offer date the request will be considered from 01 May. Such requests and requests submitted from 01 May will be considered and a response provided within 6 school weeks.
- If the request is granted, parents will be entitled to apply for the schools requested in the next year's normal admissions round.

Out of year entry for September 2024 – All transition points

- We would normally expect parents to have contacted the admission authority prior to the application round opening but understand there are reasons why this may not have been possible.
- Parents can still make a request in writing, providing the reasons why their child should be taught out of year by 31 September for secondary year 7 applications and 31 October for primary reception and junior year 3 applications.
- Parents may provide evidence from professionals to support their request.
- The decision will be made by 20 October (Secondary) and 05 January (Primary) which if agreed will enable parents to apply by the admission round closing dates.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- If the request is received after 30 September (Secondary) and 31 October (Primary/Junior) the request will be considered from 15 March (Secondary) and 01 May (Primary/Junior). Such requests will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the schools requested, but will be considered as late applications.

In year admissions

- Parents can apply for a school place in any year at any time.
- However if a parent would like their child to be taught in a different year to their normal year group they must first submit a written request.
- Parents may provide evidence from professionals to support their request.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out

of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.

- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- Such requests will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the agreed year group in the schools requested.

Appeals against an admission decision

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 the preferred schools. 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 admissions scheme for the normal admissions round in order to be heard in the bulk appeals round.

Year 12 admissions policy

The Willink School is the only Community or Voluntary Controlled Secondary School within West Berkshire.

The Willink School year 12 admission policy

These arrangements apply to new students entering The Willink School at Year 12 for the first time and 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.

Oversubscription

Students are required to have achieved at least five Grade 5s at GCSE including English and Maths. Please refer to subject pages in the 6th form prospectus (available on the school website) for specific course requirements.

Students are expected to study three or four subjects in Year 12 and 13 with the aim of achieving a minimum of three A levels or the equivalent by the end of Year 13; this may be a mixture of A Levels, AS Levels and/or BTECS.

Appeals against a 6th form admission decision

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.

Definition of a permanent home address

The child's permanent home address is where he or she lives with his or her legal parents/carers and are living at the closing date for applications in the normal admissions round (**31 October 2023 – secondary; 15 January 2024 –primary**) Future addresses must not be used on the application form.

In the majority of cases, applicant's rent or own one property, however, family circumstances vary so we have identified below how we will consider different cases.

- 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)

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, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address.
- If your permanent home address is not owned or rented (for example living with parents) we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show that you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.
- If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.
- Where parental responsibilities are shared and the child/children live at both parent's addresses during the school week on a permanent arrangement, either address will be considered the permanent home address.

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

1. Any legal documentation confirming residence if such an agreement exists.
 2. Information on the actual pattern of residence.
 3. The length of time the residence arrangements have been in place.
 4. Council Tax bill and other utilities bill.
- Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if: The application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

- If parents/carers move after the closing date and are applying for a school place in the normal admission round, the new address will be accepted for the forthcoming allocation if this is prior to admission processes taking place. Admission processes normally begin after 1 January for a secondary place, or 01 February for a primary place. Evidence will be required to show that the new address is the permanent home address, i.e. lived in.

Appendix 2

Admission numbers

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	60
Calcot Junior School	60
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	30
Cold Ash St. Mark's CofE School	30
Compton CofE Primary School	26
Curridge Primary School	15
Downsway School	30
Falkland Primary School	60
Garland Junior School	60
Hampstead Norreys CofE Primary School	15
Hermitage Primary School	30
Hungerford Primary School	56
The Ilsleys Primary School	12
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
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	30
Parsons Down Junior School	30
Purley CofE Primary School	15
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	14
Shefford CofE School	12
Springfield Primary School	42
Spurcroft Primary School	60
Streatley CofE Voluntary Controlled School	15
Thatcham Park CofE Primary School	60
Theale CofE Primary School	45
Welford & Wickham CofE Primary School	14
Westwood Farm Infant School	60
Westwood Farm Junior School	60
The Willows Primary School	60
The Winchcombe School	60

Community Secondary School
School Name

The Willink School

Admission Number

Year 7

208

Year 12

20

School Catchment Area Maps

School catchment area maps for West Berkshire Voluntary Controlled and Community Infant, Junior, Primary and Secondary Schools

Catchment area maps are provided at: www.westberks.gov.uk/school-catchment-areas

There is an automated facility for parents to check which school catchment area they are in and the unique property identification points are used to inform which catchment a property falls within. If a catchment boundary line runs through a property boundary, the unique property identification points within the National Land and Property Gazetteer (NLPG) will be used to determine which school catchment area the property falls within.

Parents can type their postcode into the search facility on the website to select their address and property information is displayed which includes the catchment school.