



Admission Arrangements

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **A&A from WBC model**

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Chair of Governors Signature: **Mr Mark Hazelton**

2. Change History

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1	Sept 2014	No changes
2	Sept 2017	Amendments
2	June 2021	No changes

3. Website History

Version	Date on website
2	June 2021

WEST BERKSHIRE ADMISSION ARRANGEMENTS 2017-18 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 2017-18 academic year, the Council will be admitting pupils to Community and Voluntary Controlled schools at a single point of entry as follows:

September 2017 (Autumn Term) for a child whose 5th birthday falls between 1 September 2017 and 31 August 2018.

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.

4. JUNIOR SCHOOL NORMAL ADMISSION POINT

September 2017 for a child whose 8th birthday falls between 1 September 2017 and 31 August 2018.

5. SECONDARY SCHOOL NORMAL ADMISSION POINT

September 2017 (Autumn Term) for a child whose 12th birthday falls between 1 September 2017 and 31 August 2018.

6. ADMISSION NUMBERS

The LA's Admission Numbers for Community and Voluntary Controlled schools are listed below in Appendix 1.

7. ADMISSION TO YEAR 12

The 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 (excluding Englefield CE VA Primary School) 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.

9. OVERSUBSCRIPTION CRITERIA

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 remaining 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. 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. 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. Where necessary, priority will be given to siblings in catchment. 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 2016 – secondary; 15 January 2017 –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**).

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.

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

D. Non-Catchment Siblings

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

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 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.**

E. Other Non-Catchment 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, 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.

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

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.

The admission of 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 request – since without it we are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.

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.

Making a request for admission outside the normal age group In the normal admission round – delayed entry

- We first recommend that parents make an application for their child's normal year group by the closing date.
- At the same time parents can make a request in writing, providing the reasons why their child should be taught out of year by the same closing date.
- 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.
- Notification will be sent on the national offer 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 17 April. Such requests and requests submitted from 16 April 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 years normal admissions round.

In the normal admission round – early entry

- Parents can make a request in writing, providing the reasons why their child should be taught out of year by 15 September (Secondary) and 31 October (Primary).
- 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. 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.
- If the request is received after 15 September (Secondary) and 31 October (Primary) the request will be considered from 02 March. Such requests and requests submitted from 02 March 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.

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 the 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

Community and Voluntary Controlled Primary Schools

School Name	Admission Number
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	77
Calcot Junior School	77
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	30
Cold Ash St. Mark's CofE School	28
Compton CofE Primary School	26
Curridge Primary School	15
Downsway School	30
Falkland Primary School	60
Francis Baily Primary School	75
Garland Junior School	15
Hampstead Norreys CofE Primary School	15
Hermitage Primary School	30
Hungerford Primary School	75
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
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 Primary School	15
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	14
Shefford CofE School	12
Speenhamland Primary School	45
Springfield Primary School	42
Spurcroft Primary School	75
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 Schools

School Name	Year 7-11	Year 12
John O'Gaunt School	120	180
The Willink School	0	20

APPENDIX 2

YEAR 12 ADMISSIONS 2017-18

WEST BERKSHIRE COUNCIL YEAR 12 ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS 2017-18

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 in Appendix 1.

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:

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 above.

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

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 school's 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

www.westberks.gov.uk/secondaryadmissions