

# **Great Hollands Primary School**

## **Annual Admission Arrangements**

**2018-2019**



Maiden Erlegh Trust

Great Hollands Primary School is part of the Maiden Erlegh Trust and is a vibrant and exciting community-based school located in south-west Bracknell. Many of our children come from the local areas of Jennett's Park and Great Hollands, with others coming from the wider Bracknell / Ascot area. All classes are currently taught in single aged year groups.

We believe every child is special and we are an inclusive school. Great Hollands Primary School is a caring, nurturing school which works in partnership with parents to support children in achieving their full potential."

Applications for Great Hollands Primary School will be processed according to the local authority of Bracknell Forest Council published co-ordinated scheme for 2018-2019. The scheme and the admissions arrangements will be published in the local authority composite prospectus. This is entitled 'A Parent's Guide to Primary School Admissions in Bracknell Forest for children starting at an infant or primary school in the school year starting September 2018 and those children applying for a junior school place in year 3 starting in September 2018'. This guide will be available from 12th September 2017.

### **Admission number**

The school has an admission number of 60

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received the school will offer places at the school to all those who have applied.

### **Oversubscription criteria**

In circumstances where more applications than places are received for Great Hollands Primary school the following criteria will be used.

Children with an Education Health & Care Plan that names a specific school must, by law, be admitted to that school.

After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children<sup>1</sup> 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<sup>2</sup> (or became subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after.
- (B) Children who have either medical or social grounds for admission to a Great Hollands Primary School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The Trustees decision in these matters is final.
- (C) Children who live in the designated area of the school and who have a sibling who will still be attending the school at the time of the child's admission.
- (D) Children who live in the designated area of the school

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<sup>1</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>2</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>3</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

- (E) Children who do not live in the designated area but have siblings at the school, and who will still be attending the school at the time of the child's admission.
- (F) Other children

Children must be living in the designated area at the closing date of 15 January 2018 to be considered under this criterion.

### **Tie Break**

After this, if there are still insufficient places, and no distinction can be made between the applicants or if they do not fulfil any of the above criteria, a final decision will be made on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured. This can be to three, four or five decimal places where necessary.

If in the event that two or more children live at the same distance from school and it cannot be separated, for example where families live in flats and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Maiden Erlegh Trust. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

Where demand exists, the school will admit up to their admission number and no places are reserved for pupils moving into their designated area.

### **Social grounds or medical grounds (criteria B)**

If a parent has indicated on the Common Application Form that they would like their application to be considered on either social or medical need it is their responsibility to obtain a form which must be completed and returned to the Local Authority along with supporting written evidence from a professional by the given closing date. All of this information along with the application form will be forwarded to the Maiden Erlegh Trust. The supporting evidence for medical grounds should be from the relevant registered professional(s) involved with the child or family. Examples include registered health professionals, such as Consultant, GP, Psychologist, Psychiatrist; or registered social care professionals such as a Social Worker / Care Manager. Please note, evidence from childminders will not normally be accepted as sufficient evidence. All evidence must be on letter headed paper.

This evidence must set out the particular reasons why the school is the **only** suitable school and the difficulties caused if the child had to attend another school. This evidence must be specific to Great Hollands Primary School; it must show why only this school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support. Where relevant this school must be the most appropriate for the family circumstances. However it will not be possible to consider an application under this criterion if no supporting evidence is supplied. Neither the school nor the Maiden Erlegh Trust will contact professionals involved with the family as it is for the applicant to supply this information when submitting the social/medical form. The Maiden Erlegh Trust reserves the right to ask parents to supply further evidence or clarification where they consider necessary. It is important that applicants seeking to rely on these grounds provide the fullest supporting evidence they can by the closing date. It is the parent's responsibility to produce this evidence. Where further

evidence is required it will need to be supplied by the closing date so that the decision can be made alongside all other applications for places at the particular school. Evidence submitted after the closing date will not be considered. Only in exceptional circumstances will the Maiden Erlegh Trust apply its discretion to consider evidence submitted after the closing date. It is therefore very important to submit all relevant evidence together with the application to avoid possible delay. But in any event all the relevant evidence must be submitted by the closing date to ensure full and proper consideration.

The Maiden Erlegh Trust reserves the right to apply their discretion in exceptional circumstances.

- **Medical**

If a child or the parent/ carer of that child has a medical condition, that is a serious chronic health condition, or one that would cause significant hardship or risk if the child could not attend Great Hollands Primary School it must be indicated on the application.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

- **Social**

If a child or the parent/ carer of that child has a social need that would cause significant hardship or risk if the child could not attend Great Hollands Primary School it must be indicated on the application.

Also considered under this criterion on social grounds are circumstances where a parent has made an on time application for an older child for their designated area school as a higher preferred school than Great Hollands Primary School and the local authority were unable to meet this preference and a place has been allocated to this older child at Great Hollands Primary School as agreed by the Maiden Erlegh Trust.

If the parent then makes an on time application for Great Hollands Primary School for a younger child (and the older child will still be attending at the date of admission of the younger child) then the applicant must indicate on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied. This information will be assessed as published in the procedure for dealing with social or medical applications.

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded at the time and will be used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

Late applications that could have been made by the closing date will not be assessed as fulfilling this criterion.

### **The procedure**

Applications on social or medical need will be considered by the Maiden Erlegh Trust. They will consider information on the social/medical application form and any evidence from the relevant professional(s).

The decision on the application will be recorded and a letter will be sent informing the parent/carer if the application is to be considered under the social/medical criterion or whether it is being considered under the remaining admissions criteria, and not the social or the medical criterion.

### **How the decision will be made:**

The Maiden Erlegh Trust will objectively assess whether the evidence supplied supports why it is more suitable for the child to attend **only** this school and no other school. Applications will be considered in accordance with the Equalities Act 2010.

It is important that applicants submit the very best evidence that they can in support of their applications by the due date.

Going to the Nursery class will not usually on its own be considered to be a ground warranting consideration under the social or medical need.

Child care arrangements would also not usually on its own is considered to be a ground warranting consideration under the social or medical need.

## **Appeals**

If parents have been refused a place at one or more of their preferences they will be informed of their right of appeal. All appeals must be submitted by 14 May 2018. We will then endeavour to hear all appeals submitted by this date within 40 school days.

## **Waiting lists**

The local authority will maintain the school waiting list on behalf of the Maiden Erlegh Trust. Applicants not offered a place at Great Hollands Primary School will automatically be placed on a waiting list. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list, for example someone moving into the area is placed on the appropriate place on the waiting list. Waiting lists must be maintained in criteria order at all time. The local authority will maintain the waiting list on behalf of the Maiden Erlegh Trust for the school year for which they have applied. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. No reminders will be sent.

## **Late applications**

Great Hollands Primary School will adopt the same process as published by the local authority in the co-ordinated scheme.

## **General information**

- **Deferred Entry**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5<sup>th</sup> birthday (or on their fifth birthday if it falls on the prescribed day). The prescribed days are 31 August, 31 December and 31 March. For further information applicants should refer to the co-ordinated scheme.

- **Multiple Births**

Where the LA has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) may be admitted as an exception.

- **Home address**

The address where the child lives at the closing date of 15 January 2018 will be used to process the application. It is for the applicant to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn. If a parent/carer owns a property within the Borough which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, the address of the property they own will be the address used for determining their designated area, unless the owned house has been rented out for 12 months prior to the closing date for the return of the Common Application Form.

If an applicant already owns a property within the borough which is in the process of being sold Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support eg. a solicitor's letter showing exchange of contracts. The address must be a permanent address; temporary addresses are not acceptable. If applicants are in the process of moving house within Bracknell Forest they should contact the local authority for further advice.

- **Looked After and Previously Looked After Children**

Criteria A includes those children from whom a request for the allocation of a place for a child has been made and who is Looked After Children<sup>5</sup> 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<sup>6</sup> (or became subject to a child arrangements order<sup>7</sup> or special guardianship order<sup>8</sup>) immediately following having been looked after.

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application., for example a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

### **In-year admissions**

Admission to other years at the school, or to the Reception class (once offers of places have been made), depends on whether or not there are places available. If an application is received after the academic year has started it will be treated as an 'in year' application. The local authority will administer all "in year" applications on behalf of the Maiden Erlegh Trust.

Parents moving into the area and wishing to apply for a place at Great Hollands Primary School will need to complete the Bracknell Forest In-Year Application Form.

Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School In-Year Application Form obtainable from the Headteacher of your child's current school.

The local authority will pass on all applications to the Maiden Erlegh Trust so that it can make a decision about a place.

### **Fair access protocol**

The school participates in Bracknell Forest's Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **Admission of children outside their normal age group**

Where the parents of a summer born child does not wish to send their child to school until the September following their fifth birthday, they may request that they are admitted out of their normal age group – to reception rather than year 1.

The parent will be required to contact the local authority with a request (supported by evidence\*) for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child's date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent.

The local authority will forward the request to Maiden Erlegh Trust for their decision regarding the request. The Maiden Erlegh Trust decision will be sent to the parent from the local authority and this decision is final.

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<sup>5</sup> A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>6</sup> This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders).

<sup>7</sup> Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

<sup>8</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).



Applications for places outside a normal age group (e.g. for gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health) will be considered carefully. Each case will be considered on its own merits and circumstances, taking into consideration professional advice supplied or sought. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's best interest. In such cases, it is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

- **Appeals**

If an application is refused then with the refusal letter will be sent information on the right to appeal. The LA will also inform parents about the appeals process on behalf of the Maiden Erlegh Trust. Appeals must be heard within 30 school days of the appeal being lodged.

- **Waiting lists**

If there is not a place at the preferred school then the applicant will be asked if they wish their child's name to be placed on a waiting list of their preferred school. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list, for example someone moving into the area is placed on the appropriate place on the waiting list. The LA will maintain the waiting lists on behalf of the Maiden Erlegh Trust. A new application will only be required after the first working day in July each year to be placed back on a waiting list for the following academic year.

## **Definitions**

- **Parent**

A Parent is defined under S576 of the Education Act 1996 as:

- all natural parents, whether they are married or not
- any person who, although not a natural parent, has parental responsibility for a child or young person
- any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

- **Sibling**

Refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

- **Designated areas/catchment areas**

A map showing the designated area of Great Hollands Primary School is available to view at the school, on the school website, on the Bracknell Forest Council's website, at the main Bracknell library or at a council office on request. A copy is also attached to this document.

Parents can also find out if they live in the designated area of Great Hollands Primary School on the Bracknell Forest Council's website <https://www.bracknell-forest.gov.uk/schools-and-learning/schools/schools-directory> and entering road name or postcode.