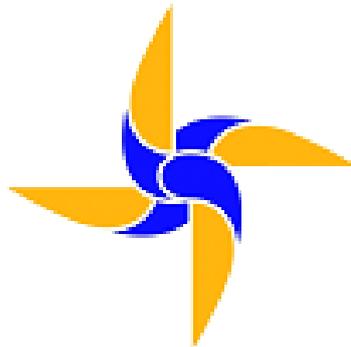


Great Hollands Primary School

In-Year Admission Arrangements

**For entry in
2017-2018**



Maiden Erlegh Trust

IN YEAR APPLICATIONS FOR GREAT HOLLANDS PRIMARY SCHOOL 2017/18

If an application is received for Great Hollands Primary School within Bracknell Forest the following will apply:

In circumstances where more applications than places are received for Great Hollands Primary School or if a year group has already reached its admission number then the application will be refused and ranked on the appropriate waiting list in the following criteria order:

Children with a Statement of Special Educational Needs or 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 Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after.
- (B) Children who have either medical or social grounds for admission to a particular school. This evidence must set out the particular reason why the school in question is the only suitable school and the difficulties caused if the child had to attend another school. Maiden Erlegh Trust decision is final.
- (C) Children who live in the designated area of the school and 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.
- (E) Children who do not live in the designated area and have siblings at the school, and who will still be attending the school at the time of the child's admission.
- (F) Other children

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.

¹ 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.

² 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).

³ 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.

⁴ 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).

If in the event that two or more children live at the same distance from school (for example for families living 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 Council.

SOCIAL GROUNDS OR MEDICAL GROUNDS (CATEGORY B)

If a parent has indicated on their In Year application that they wish 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 School Admissions Team along with supporting written evidence from a professional at the time of application. 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 in question is the **only** suitable school and the difficulties caused if the child had to attend another school. This evidence must be specific to the school in question; it must show why only that 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. Maiden Erlegh Trust will **not** contact professionals involved with the family as it is for the applicant to supply this information when submitting the social/medical form. Maiden Erlegh Trust reserves the right to ask parents to supply further evidence or clarification where the Trust considers necessary. It is important that applicants seeking to rely on these grounds provide the fullest supporting evidence they can. It is the parent's responsibility to produce this evidence. If further evidence is required and it is not supplied at the time of application, it could result in a delay of processing your application.

- **Appeals**

If parents have been refused a place at one or more of their preferences they will be informed of their right of appeal. Maiden Erlegh Trust will hear appeals submitted by within 30 school days.

- **Waiting lists**

The local authority will maintain waiting lists on behalf of Maiden Erlegh Trust. 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 LA will maintain the waiting lists for all Bracknell Forest maintained schools 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.

End