



MAIDEN ERLEGH
TRUST



Great Hollands Primary School

Annual Admission Arrangements

2019-2020

Great Hollands Primary School, an academy member of Maiden Erlegh Trust, 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.

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 2019-2020. 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 2019 and those children applying for a junior school place in year 3 starting in September 2019. This guide will be available from 12th September 2018.

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.

o Oversubscription Criteria for Great Hollands Primary School

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:

- (1) Looked after children or children who were looked after:¹

- (2) The children of staff at Maiden Erlegh Trust whose main place of work is Great Hollands Primary School at the time of the closing date for applications, where that member of staff is the legal parent or guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more consecutive years at the time of

¹ A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Academy Trust by 1 July of the year of application and made available on the school website.

- (3) Children whose permanent home address is inside the designated area of the school and who have a sibling at the school at the time of application who is expected to be attending the school when the child will enter the school ².
- (4) Children whose permanent home address is inside the designated area of the school
- (5) Children whose permanent home address is outside the designated area of the school and who have a sibling at the school, at the time of application who is expected to be attending the school when the child enters the school ²
- (6) Any other children

Children must be living in the designated area at the closing date of 15 January 2019 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.

² A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the Sixth Form at the school.

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 21 May 2019. 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 5th 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 2019 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**

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.

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**

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 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 via 'findmynearest' and entering their road name or postcode.