

	<p><b>THE BRAKENHALE SCHOOL</b></p> <p><b>Statutory Policy</b></p> <p><i>High Expectations and Challenge for All</i></p>	
---	--	---

Policy Title
<b>Admissions Policy 2018</b>

<b>Version No</b>		<b>Approved</b>	Headteacher	<b>Status</b>	Statutory
-------------------	--	-----------------	-------------	---------------	-----------

<b>Summary</b>
<p><b>Bracknell Forest Council's Admissions Arrangements are adopted by The Brakenhale School.</b></p> <p><b>The arrangements can be seen online at the following address:</b></p> <p><a href="http://www.bracknell-forest.gov.uk/secondarieschooladmissions">http://www.bracknell-forest.gov.uk/secondarieschooladmissions</a></p>

<b>Staff responsible</b>	Headteacher	<b>Implementation by</b>	Headteacher
		<b>Review Date</b>	Bracknell Forest Council Policy Annually by Greenshaw Learning Trust

## Content

1. **Admissions for September 2018 Entry: Year 7**
    - 1.1 Oversubscription
    - 1.2 Notification and Acceptance of Offers
    - 1.3 Late Applications
    - 1.4 Waiting Lists
    - 1.5 Appeals
  2. **Mid Term Admissions to Years 7 to 11**
  3. **Applications for students outside of the normal age group**
  4. **Admission to the Sixth Form**
- 

### 1. **Admissions for September 2018 Entry: Year 7**

The Brakenhale School is part of the Bracknell Forest co-ordinated admissions scheme for secondary admissions. Bracknell Forest residents can apply for a place either on line or using a Common Application Form (CAF). You must use this form even if the school to which you wish to apply is outside of the Borough.

Residents not living within the Borough of Bracknell Forest should use their home Local Authority form or apply via the internet site of their home Borough.

Further information regarding secondary school admissions can be found on [www.bracknell-forest.gov.uk](http://www.bracknell-forest.gov.uk)

#### **1.1. Oversubscription**

The school has 210 places available in Year 7, which includes Statemented students.

Places for Year 7 September entry will be allocated so that the total number allocated under priorities 1, 2, 3, 4 and 5 including any Statemented children, offered places is no more than 210.

Children with a Statement of Special Educational Needs that name the school will be allocated a place before other applicants are considered. In this way, the number of places offered, as set out below will be reduced by the number of children with a Statement that has named the school.

In the event of oversubscription, the following admissions criteria will be applied in the following order:

**Priority 1** : Looked After Children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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).

**Priority 2** : Children who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why attendance at this school rather than at any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school. Applications must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Borough School Attendance Officer, which will be assessed by the governors Admissions Committee against a set of criteria. (Refugees and Asylum Seeking children may be included under this criterion, depending on individual circumstances.) Evidence submitted after the closing date will not be considered. Only in exceptional circumstances the Admission Authority may apply discretion to consider evidence submitted after the closing date. It is therefore important that

all relevant evidence is submitted at the time of application. But in any event all relevant evidence must be submitted before the closing date to ensure full consideration.

**Priority 3** : Children who live in the designated area of the school. Children must be living in the designated area at the closing date of 31<sup>st</sup> October 2017 to be considered under this criterion. Maps showing the designated area of a school are available to view on the Bracknell Forest website, at the school, at the main Bracknell library or at a council office upon request.

**Priority 4** : Children of permanent staff where:

- The member of staff has been employed at Brakenhale School for two or more consecutive years; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

In order of the proximity of their home address to Brakenhale School, with the closest having the highest priority.

**Priority 5** : Students who have a sibling at the school, up to and including Year 13, at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner, and in every case, who is living as part of the same family unit at the same address, Monday to Friday. Where a sibling is in Year 11 or Year 12 at the time of application, they will be deemed as being in the school at the time of admission, unless the parent has specifically expressed that they will not be continuing into the following academic year.

**Priority 6** : The remaining places will be offered on the basis of proximity to the Brakenhale, measured using direct distance calculations within a computer system.

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school, and where there is only one place remaining, the child to be allocated will be selected by the drawing of lots.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

## **1.2 Notification and Acceptance of Offers**

Notification of offers of places will be sent to parents/carers by the relevant LA on the National Offer Day. Written acceptance of the offer of a place should be received by the home LA by the closing date as determined in the offer letter. Failure to do so may result in the offer being withdrawn

## **1.3 Late Applications up to National Offer Day**

Application forms received after the closing date will be considered after those that are received on time, unless exceptional circumstances apply. These must comply with the Local Authority's ruling on late applications. If you are unsure whether your circumstances would be regarded as a 'good reason', you can contact your home LA for further advice.

## **1.4 Waiting Lists**

Where there are more applicants than places available, the waiting list will be maintained according to the oversubscription criteria shown in Section 1.1 and without regard to the date the application was received or when a child's name was added to the waiting list.

The waiting lists for Year 7 admission will be kept open until the end of the Autumn Term 2018. Parents/carers wishing to remain on the list after this date must write to the Brakenhale School by 31<sup>st</sup> December 2018 stating their wish and providing the child's name, date of birth and the name of their current school. After 31<sup>st</sup> December 2018 parents/carers, whose children are not already on the waiting list but wish them to be so, must apply for Mid-Term Admission through their Home Local Authority. Waiting lists for other year groups will be reviewed at least twice a year.

Your son/daughter's position on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have a greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the Brakenhale School as a preference, ask to go on the waiting list after the initial allocation date.

### **1.5 Appeals**

Parents/carers have a statutory right of appeal under the School Standards & Framework Act 1998 if a place is not offered.

Appeals for entry in September 2018 must be received by Friday 28<sup>th</sup> April 2018 at the latest if these are to be heard by the Independent Appeals Committee by Friday 7<sup>th</sup> July 2018. Appeals received after Friday 28<sup>th</sup> April where possible, will be heard by Friday 7<sup>th</sup> July 2018; however, this will depend on the date the appeal is lodged and cannot be guaranteed.

Parents/carers wishing to appeal must send a written request for an Appeals Pack to [admissions@greenshaw.co.uk](mailto:admissions@greenshaw.co.uk) or;

Head of Admissions  
The Greenshaw Learning Trust  
Grennell Road  
Sutton  
SM1 3DY

## **2. In-Year Admissions for Years 7 to 11**

Brakenhale School is part of Bracknell Forests Co-ordinated Admissions Scheme for In-Year Admissions. Applications for admission to Year 7 after 1<sup>st</sup> September 2018 and for admission into Years 8 to 11 in 2018/2019, must be made to Bracknell Forest Council on an In-Year application form. If you wish to apply for a place at Brakenhale School, you must name the school as one of your preferences on the application form.

Waiting lists will be maintained for each year and reviewed at least twice a year, and will be based upon the admissions criteria used for the original Year 7 entry for that cohort. For the new Year 7 intake, the waiting list will be reviewed at the end of the Autumn term.

Parents/carers have a statutory right of appeal if a place cannot be offered. An appeal form is available from the school upon receipt of a written request. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

## **3. Applications for students outside of the normal age group**

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The School will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to apply to submit a request, parents should visit the school. The headteacher will be able to explain the provision on offer to children in the year of entry, how it is tailored to meet the needs of all

students and how the needs of these students 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.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day.

#### **4. Admission to the Sixth Form**

Year 11 students currently studying at the Brakenhale School and students in the appropriate age range currently studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given, on request, the appropriate information related to courses and the process of application. Where assistance is requested in regard to the completion of the application it will be provided.

If a candidate has attained grades that meet the minimum requirements for the courses they wish to study they will be offered a place in the Sixth Form.

If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made on the basis of the academic qualifications that the student currently holds.

The application process is clearly set out in the Sixth Form prospectus and is freely available to all students on request.

If a student is refused admission, parents/carers and the student have the right to appeal either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.