



Oakbank School

Admission Arrangements 2025/26

Oakbank School is an academy in the Greenshaw Learning Trust and the Greenshaw Learning Trust is the admissions authority for the school.

The admissions process is administered by the school in accordance with these Admission Arrangements, in accordance with and pursuant to the Admission Policy of the Greenshaw Learning Trust.

The Admission Arrangements is the responsibility of the Headteacher.

Contents

- 1** 1.1 EHCP
1.2 Oversubscription criteria
1.3 Tie Breaker
- 2** Children of UK Service Personnel (UK Armed Forces)
- 3** Applications for students outside of the normal age group
3.1 Late Applications
3.2 Notifications and Acceptance of offers
3.3 Waiting Lists
- 4** In-Year Admissions
- 5** Appeals

1 Admission for entry to Year 7, September 2025

Oakbank School has a Published Admission Number of 112 for entry into Year 7 in September 2025.

Oakbank School is part of Wokingham Borough Council's Co-ordinated Admissions Scheme.

Applications for admission to Year 7 at Oakbank School must be made in October of the year before admission for a place in Year 7, to the child's home Local Authority on their Common Application Form, naming Oakbank School as a preference on the form.

The Common Application Form (CAF) must be submitted to the child's home Local Authority no later than 31 October.

Applications must be made by the Parent. Parent refers to the person with 'parental responsibility' for the child or the child's designated carer. Where the applicant is not the natural birth parent this should be indicated on the application form.

1.1 EHCP

Students with an Education Health Care Plan that names 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 an EHCP that has named the school.

1.2 Oversubscription criteria

If the school receives more applications than there are places available, the following criteria will be applied.

Priority 1: Looked After Children

Priority for Looked After Children or children who were Previously Looked After.

A "looked after child" or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 function (see the definition in Section 22(1) of the Children Act 1989)

Priority 2: Siblings

Children with a sibling attending the school in Years 7, 8, 9 or 10 at the time of application.

Siblings are defined in these arrangements as half, full, step, adoptive or foster brother or sister living predominantly in the same home as the child at the time of application and/or at the time of admission.

In the event of there being more siblings than there are remaining places in a year group, it is possible that a sibling under these circumstances would not be offered a place. Where siblings exceed the remaining places in a year group, places will be allocated by the drawing of lots.

If siblings in the same year group are split by the operation of the oversubscription criteria, the school will go above its published admission number to accommodate all children unless this would make the class too large and prejudice the education of the other children.

Priority 3: Nearest School

Children where Oakbank School is the closest state funded, non-selective, mainstream school admitting children to the relevant year group to the child's home address.

Distance will be measured in a straight line from the Post Office Address Point of the home to the Post Office Address Point of the school, calculated electronically to three figures after the decimal point (e.g. 1.543 miles).

The home address is considered as the address where the child lives for the majority of term time with a parent/carer (as defined in section 576 of the Education Act 1996). Where a child lives normally during the school week with more than one parent/carer at different addresses, the home address accepted for the purposes of school admissions will be the one where the child spends the majority of term time.

If a parent/carer can show that their child spends an equal amount of time at two addresses during school term time with a parent/carer, they can choose which address to use on the application. If a parent/carer has more than one home, we will accept the address where the parent/carer and child normally live for the majority of the school term time as the home address.

Priority 4: All other children

Other children by distance from Oakbank School with priority for admission given to children who live nearest to the School. Distances will be measured and home address will be defined as above.

1.3 Tie Breaker

The oversubscription criteria are listed in the order we apply them. If it is necessary to distinguish between more than one applicant in any criteria, the next criteria will be applied until the tie-breaker is used. In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, Oakbank School will use random allocation as a tie breaker to decide between applicants. This process will be independently verified by someone who does not work at the school or the local authority.

2 Children of UK Service Personnel (UK Armed Forces)

In order to support the military covenant aimed at removing disadvantage for UK service personnel (UK Armed Forces), and Crown Servants returning from abroad the following arrangements will apply:

- If an application is supported by an official letter declaring a posting and a relocation date then an intention to move to a confirmed address or quartering within the UK will be accepted for a child for the purposes of implementing the oversubscription criteria.
- Where an application is not supported by an official letter declaring a posting and relocation date, or is not being made due to a new posting then the child's current address will be used to examine the application against the oversubscription criteria until the child is formally resident in the new address.
- Proof of intended occupation of the residential address such as mortgage statement, exchange of contracts or signed tenancy agreement will be required. For applicants participating in the Future Accommodation Model trial, a letter accepting an address under the scheme will be accepted if a signed tenancy agreement cannot be provided.
- An offer may be withdrawn if a child does not reside at the address listed on the application form if the school is oversubscribed and use of an incorrect address has resulted in a place being denied to another child who would otherwise have been offered the place.
- If a family has provided the required proof of posting, a unit postal address will be accepted for the purposes of operating the oversubscription criteria if parent(s)/carer(s) are unable to provide an address or prefer to use the unit address. This unit will be the base to which the parent/carer has been posted.

In all cases where an applicant is considered after national offer day of the admitting year and parent(s)/carer(s) can demonstrate that the child is a child of a crown servant returning from abroad or is a child of a serving member of the armed forces, the School will consider whether to offer a place at a School even if the School has reached its official PAN. When making the decision whether to offer over PAN the School will consider the circumstances of each case including:

- If the applicant would have been offered a place, had they applied on time in the admissions round of the year of entry.
- Whether there is any child on the reserve list with higher priority under the oversubscription criteria.
- Whether admission of a further student would prejudice the efficient education and efficient use of resources and this prejudice would be excessive.

The School has discretion to admit above the admission number in these circumstances but they are not obliged to do so. If a place is refused, parent(s)/carer(s) will be informed of their right of appeal.

3 Applications for students outside of the normal age group

Students are normally educated in school with others of their age group. However, parents may request that their child is exceptionally admitted to an age group outside of the child's actual age.

Parents should submit a request for education outside of the normal age group in writing (by letter or email) at the time of the application. The request should be sent with the application to the address detailed on the application form.

The decision will be made based on whether or not the child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering in which year group these needs can best be met. Such requests will only be agreed in exceptional circumstances.

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.

Parents may wish to include 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 in the normal way. The request for later admission should accompany the submission of the Common Application Form to the home Local Authority. This enables the application to be processed, and a school place secured in the child's actual age group if the request for admission to an age group below the child's actual age is refused.

The decision will be made as a joint decision of the Greenshaw Learning Trust Head of Admissions and the school's Headteacher.

3.1 Late Applications

Application forms received after the closing date will be treated as "late" applications and considered after those that are received on time.

The reason for lateness must be supported with documentary evidence. If no evidence is provided, the application will be considered as "late" and not processed until after those that are received on time.

To make a late application please download and complete the Late Starting Secondary School Application Form which can be found on the Wokingham website and submit it to schooladmissions@wokingham.gov.uk.

It is the responsibility of the parent/carer to check the admission policies of other Local Authority's for information regarding late applications.

3.2 Notification and Acceptance of Offers

Notification of offers for admission to Year 7 will be sent to parents by their home Local Authority. Offers are made by the home Local Authority on or about 1 March.

Parents must accept or decline the school place by the closing date as instructed in the letter sent by the Local Authority.

An offer found to have been gained fraudulently may be withdrawn. This may also be the case after the child has started at the school.

3.3 Waiting lists

If the school is oversubscribed a waiting list will be held for Year 7 until 31 December.

Parents wishing to remain on the waiting list after 31 December should write to the school by 31 December stating their wish and providing their child's name, date of birth and the name of their current school.

The waiting list will be prioritised according to the school's oversubscription criteria and without regard to the date the application was received or when a child's name was added to the waiting list.

4 In-year Admissions

To apply for a place at Oakbank School other than at the specified dates of entry, parents should contact the school to obtain the In-Year Admission Form. The In-Year Admission Form should be completed and returned directly to the school.

Where there are more applicants than places available, the school will maintain a waiting list according to the oversubscription criteria without regard to the date the application was received or when a child's name was added to the waiting list.

Positions 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 school as a preference, ask to go on the waiting list after the initial allocation date.

Waiting lists are cancelled at the end of the academic year. Parents must re-apply if they wish for their child to be considered for a place at the school after this point by completing a new in-year application.

5 Appeals

Parents have a statutory right of appeal against the decision not to offer a place at a school, under the School Standards & Framework Act 1998.

Appeals will be heard by an Independent Appeal Panel established by the Greenshaw Learning Trust to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal, the school is required to admit the child.

Further information on how to lodge an appeal can be found [here](#)