

# School Admission Guide

Applying for a Primary School place



for September 2023



West Berkshire  
C O U N C I L

If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact the Admissions Team on 01635 551111 who will be able to help.

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# Foreword

Dear Parent,

Choosing your child's first school is a big step and we want to help make it as easy as possible for you to select the school that will best suit your child. This information booklet will help you prepare for this important decision. It provides you with information about the schools in West Berkshire and explains how and when you should apply for a school place.

I strongly recommend that you visit your local schools and talk to the headteachers before making a decision. Schools will welcome your enquiries and help you with the admissions process. The quality of education in West Berkshire schools is high and we are proud of the achievements of our pupils. Headteachers, staff and governors are committed to children's individual development and aim for the highest standards of achievement for all pupils regardless of ability, ethnic origin or gender.

As a parent you have a vital role to play in supporting your child's learning and we believe that a strong partnership between schools, parents and the community is the key to bringing out the best in children.

West Berkshire Council coordinates the arrangements for offering places at infant, primary and junior schools. This booklet gives you information about primary education in West Berkshire, and tells you how to apply for a place.

**If your child was born between 1 September 2018 and 31 August 2019, you should apply for a place at an Infant or Primary school.**

**If your child is already in Year 2 at an Infant school, you should apply for a place at Junior school.**

**The closing date for application is 15 January 2023.**

Yours sincerely,

**Ian Pearson**

**Head of Children's Services**  
(Communities)

## Applying for an Infant or Primary Place

Most children start school before they are 5 and are known as 'Rising 5s' in the Reception Year of the school. Legally your child does not have to start school until the beginning of the term after his or her fifth birthday. This is called 'compulsory' school age and they must then go to school full time. See page 24 to see how compulsory school age is worked out. You should still apply for their school place by the closing date even if you are not sure whether you want your child to start in September. You can consider whether delaying admission to school is appropriate for your child and you should discuss any concerns with the headteacher after the child's school place has been allocated. You can request the opportunity for your child to defer or attend on a part time basis. If your child is not of compulsory school age until September 2024 please see page 19.

## Applying for a Junior Place

**If your child is attending an infant school in year 2, you should apply for a Junior school place for September 2023.**

If your child is in Year 2 at a Primary school, the school provides education for children aged 4-11 and you do not need to apply.

Junior schools in West Berkshire

- Calcot Junior school
- Garland Junior school
- John Rankin Junior school
- Mortimer St Mary's CE (VA) Junior school
- Parsons Down Junior school
- St Nicolas CE (VA) Junior school
- Westwood Farm Junior school

### Special Educational Needs

Many children with special educational needs go to a local school and have some extra support to help them. As well as this, some schools (both mainstream with an Additional Resource Provision Unit and special schools) help children with particular needs. If your child has (or you expect them to have) an EHC Plan, you should contact the Special Educational Needs Team. Most parents of children with a Statement or an EHC plan will be advised of their child's school placement before the main allocation of places in April.

The team can be contacted by email at: [senassessmentteam@westberks.gov.uk](mailto:senassessmentteam@westberks.gov.uk)



# Making the Right Decision

As a parent, you have the right to express your preference about which school your child is allocated, but you are not guaranteed a place at the school of your choice.

Before you decide which schools to apply for, get as much information as possible. You should arrange to visit schools, including your catchment area school. Schools have pre-arranged days in the autumn term for this purpose.

Each school has a prospectus and a website. These are often good places to start getting to know the school:

- the school's aims and objectives
- standards and other achievements
- out of school activities and clubs
- information on policies such as behaviour and discipline

You might want to think about:

- the importance the school places on working with parents
- whether staff have high expectations of pupils with an emphasis on each child's achievement
- how the school supports all children, particularly those with additional needs
- the range of activities available for all ages and abilities
- how the school hopes to develop over the next few years

Further considerations:

- Consider how likely it is that your child will be offered a place in one of your preferred schools, bearing in mind the over-subscription criteria and previous year's allocation data (page 73-79)
- Which of the school's admission criterion do you meet?
- If the schools you choose are not available, we would allocate the nearest school with spaces, but it could be some distance away
- Consider the latest Ofsted report and how recently the report was written. Schools will be able to answer questions you raise.

## Consider how your child will get to school

**Free school transport is provided to your nearest available school and not your catchment school if it is not the nearest. (Other criteria apply)**

Further information about free home to school transport is on page 22 and includes information for low income families.

# School Catchment Areas

School catchment areas are used by most schools in their admission policy as one of their over-subscription criteria. Most schools have catchment area children as a high criterion so the large majority of catchment children are likely to receive an offer if they apply for it.

There is no guarantee of being offered a place in the catchment school because we may receive a higher number of catchment applications for a school than the school has places.

The catchment school is not always the closest and for that and other reasons parents may choose not to apply for it. We do recommend that if the catchment school is not your preferred school that you make it the 2nd or 3rd preference in case we can't offer the higher preference. We don't guarantee a place in the catchment school either but it is likely a place would be available for most catchment applicants. You do not have to apply for your catchment school.

There is no automatic placement in the catchment school. If applicants do not apply for their catchment school and do not receive an offer of a school place in one of their listed preferred schools, a place will not be offered in the catchment school if it is full from applicants who named it as a preference.

School catchment maps are available in this guide. An interactive map and school catchment checker are available on the website: [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment)

In the event that a catchment boundary runs through a property, the unique property identification points within the National Land and Property Gazetteer (NLPG) will be used to determine which school catchment area the property falls in. The school catchment checker will confirm your school catchment when you enter your address details.

## Making an on-line application

We recommend that you apply online for a school place because:

- There are clear, simple prompts to guide you through making your application, as well as additional step by step guidance on our website.
- It is quick, easy to use, safe and secure.
- You can view and change your application at any time before you submit it.
- You can still change your application and resubmit it up until the closing date of **15 January 2023**
- You will receive the outcome of your application by email – this will be sent out on **17 April 2023**. You can also view the outcome online on **17 April 2023**.

### Remember – Apply on Time

If you do not apply by the deadline you may disadvantage your child, as you will lose the opportunity to be considered in the first allocation round. This could severely affect your chances of getting a preferred school place for your child.





# What you need to do

## Closing date for applications 15 January 2023

### 1. Who can apply for a school place?

A child's parent/carer must make the application. If two parents with parental responsibility live at different addresses and both submit an application, we will respond to both parents to confirm that only one application can be made. We will not proceed with the application until we have confirmation from both parents as to which application should be considered.

### 2. Where do I find the form?

- If you live in West Berkshire you must fill in the West Berkshire form. You can apply online at [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions) between 12 September 2022 and 15 January 2023. You can obtain a paper form by calling the Council on 01635 551111.
- If you live outside of West Berkshire (for example, in Reading), you must fill in the form from your local Council by their deadline.

### 3. How do I complete the form?

- First read the admission policy in the school admissions guide for the schools you are applying for because you may need to supply supporting information or complete a supplementary application form.
- List up to **three preferences** and give reasons for your preferences. We would encourage you to use all three preferences and to rank (list) your schools in true order with the school you prefer highest. We will always offer you the highest preference we can. We will tell other councils and boroughs about West Berkshire children seeking a place in one of their schools.
- Tick any relevant box for your application. For example If you already have a child at the school or a partner infant or junior school you should fill in the 'sibling' box and let us know this child's name and date of birth. A sibling is a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. If you do not tell us you have a sibling you may not be given the sibling priority.
- If you list a Voluntary-Aided school, Academy or Free school amongst your preferences and want to apply under one of their rules, you may need to supply additional information. For example you may need to complete a supplementary form, provide a baptism certificate or write an accompanying letter as well as using our application system.

## Warning

We are required to make sure that applications are genuine. If your child moves into the home of a friend or relative during the process, or you provide an alternative address as a deliberate device to improve your child's priority for a school place, or other details are provided on the application form which prove to be untrue – this is a fraudulent application. If we have allocated a place and discover that the information is false, we will withdraw the school place offer for the child, even if the child has already started at the school.

# Primary Application Flow Chart

## Consider which School is best for your child

Application made using online form  
[www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)

Application form received (paper copy)

Details entered in  
Council's database

## Closing date for applications - 15 January

Applications are processed using parent preference  
and over-subscription rules.

Details entered in  
Council's database

Preferences that can be  
offered are identified

Information from other  
Councils on possible offers  
are added to the database

The highest preference  
order is decided and the  
pupil record is updated

## National Allocation day - 17 April

If you applied using the on-line portal and requested to be notified by email, an email will be sent.  
If not, a letter will be posted to you with the outcome of your application.

Your child's name is automatically added to the waiting lists for any  
higher preference West Berkshire schools that could not be offered

If a place becomes available, the child  
at the top of the waiting list will be  
offered the place. A child's position on  
the waiting list can move up and down.

Parents are given the right to  
appeal against all preferences not  
offered – deadline 19 May for  
submitting an appeal.



# Definition of a permanent home address

The child's permanent home address is where he or she lives with his or her legal parents/carers and are living at the closing date for applications in the normal admissions round (31 October 2022 – secondary; 15 January 2023 –primary) Future addresses must not be used on the application form.

In the majority of cases, applicant's rent or own one property, however, family circumstances vary so we have identified below how we will consider different cases.

- If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:

1. your owned property is rented and
2. you have been living at the rented address for at least 1 year (we will require proof)

In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

- If you own two or more houses, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address.
- If your permanent home address is not owned or rented (for example living with parents) we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show that you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.
- If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.
- Where parental responsibilities are shared and the child/children live at both parent's addresses during the school week on a permanent arrangement, either address will be considered the permanent home address.

To establish where the child resides we may ask for the following information:

1. Any legal documentation confirming residence if such an agreement exists.
  2. Information on the actual pattern of residence.
  3. The length of time the residence arrangements have been in place.
  4. Council Tax bill and other utilities bill.
- Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if: The application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

# Moving House

If you move house after 15 January, please let us know as soon as possible. If you advise us by 31 January, we will use the new address for allocations. Later notification may mean that we cannot use the new address for the application. Once we have announced the initial allocations on 17 April, we can re-assess your application, based on your new address. We will need proof of your new address and proof that you have left your old address. If you are returning to live in the UK from abroad, you must be resident in the UK before we will process your application for a school place.

**You must tell us straight away if you move house after making your application but before your child starts school.**

## School Admission Over-subscription Criteria Explained

Oversubscription criteria are applied to each applicant in order to produce a ranked list in case there are more applications than places for a school.

Children with an Education Health and Care plan are allocated school places through a separate review process and will be included in the number of children allocated to the school.

For Community and Voluntary Controlled schools that are oversubscribed, the following criteria in that order are used to determine which children will be offered places.

**A. looked after children 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 or became subject to a child arrangements order or special guardianship order.**

And:

**Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.** By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Evidence will be required to support an application and the admission authority will determine if the evidence provided is sufficient.

**B. Children who have exceptional social or medical needs,** supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.

**C. Feeder Schools (this criteria only applies to junior school applications)**

Children who attend the infant school that links to the junior school as detailed below:

- Calcot Junior School - The Feeder school is Calcot Infant School.
- Garland Junior School - The Feeder school is Mrs Blands Infant School.
- John Rankin Junior School – The Feeder school is John Rankin Infant School.
- Parsons Down Junior School - The Feeder school is Parsons Down Infant School.
- Westwood Farm Junior School - The Feeder school is Westwood Farm Infant School.



#### **D. Catchment Area Pupils, i.e.**

Children whose permanent home address (defined in Appendix 1) is within the school catchment area (shown in Appendix 3) of the school.

#### **E. Non-Catchment Siblings**

Pupils with a brother or sister (including step/foster sibling and children of the parent's/carer's partner living in the same family unit) who is already attending the preferred school (in the Reception year to year 11) and will continue to attend compulsory education (up to year 11) at the school during the following academic year. A child or children with a multiple birth sibling who has a confirmed EHCP that names the school in advance of starting the school will also be considered a sibling.

For infant and junior school applications, the brother or sister will also be considered a sibling if they are already on the roll of the partner infant or junior school of the preferred school and will continue to attend compulsory education (Reception to year 11) at the school during the following academic year.

Where the child's sibling is currently in year 2 of the partner infant school they will be considered a sibling if:

1. An application for the partner Junior school is received for the sibling  
and
2. The admission team are in a position to offer the sibling a place at the partner junior school.

#### **F - Children of staff at the school**

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Schools will be asked to confirm the points above.

#### **G. All Other applicants - Those who do not meet any of the Oversubscription criteria A-F**

##### **Tie-breaker**

Priority will be given within any of the over-subscription criteria in the following order:

1. For Criteria A-E, priority will be given first to siblings (the definition of sibling is as explained in criteria F of the oversubscription criteria).
2. For reception applications only. A child entitled to the Early Years Pupil Premium Grant (during the application period, 12 September to 15 January) who attends the nursery school that is linked to the school.

Parent's must have applied to the West Berkshire Council early years team for the early years pupil premium grant and been entitled between 12 September and 15 January for consideration with their on-time school application. Parents must indicate within their reasons for applying for a school place that they are entitled to the Early Years Pupil Premium Grant and this will be verified by the school admissions team.

Where parents apply for and are entitled to the Early Years Pupil premium Grant after 15 January and while their child still attends the nursery that is linked to the school, this will be taken into account after the national offer date (16 April).

This applies to the following schools that have a nursery on site that is managed by the school:

- Calcot Infant School
- John Rankin Infant School
- Mrs Bland's Infant School
- Pangbourne Primary School
- Purley Primary School
- Robert Sandilands Primary School
- Springfield Primary School
- Spurcroft Primary School
- Thatcham Park Primary School
- The Willows Primary School
- The Winchcombe Primary School
- Theale Primary School
- Westwood Farm Primary School

3. Child whose permanent home address is nearest to the preferred school. Distances will be measured using a Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

4. Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. In order to ensure fairness the School admissions team will administer the lottery system overseen by the head of the education service. The applicant's names will be drawn in order and that order will be applied to their ranked order in the admission list for the school.

### **Multiple Births**

Where the last child offered a place is from a multiple birth and one or more of the siblings would fall below the limit of the admission number in the ranking, all of the children will be offered a place which will exceed the school's admission number.

# Admission Over-Subscription Criteria for Voluntary-Aided schools, Foundation schools, Free schools and Academies

The over-subscription criteria for Voluntary-Aided schools, Foundation schools, Free schools and Academies may be different. These schools are maintained and controlled by their governing body. They are responsible for deciding and applying their own rules, in line with the National Admissions Code. The Council offers school places on behalf of these governing bodies.

If you plan to list a Voluntary-Aided, Foundation or Free school or an Academy in your application, you should read the rules for that school carefully.

A summary of the oversubscription criteria for each school in West Berkshire is provided in this guide. The full admission arrangements can be obtained from the schools. For schools outside West Berkshire, please contact the school or look at their website.

It is important to do this because schools of this type may use different criteria to allocate their school places. They may want you to provide written evidence if you are applying under church or faith rules.

## Voluntary Aided schools in West Berkshire

### Catholic Primary

- St Finian's Catholic VA School
- St Paul's Catholic VA Primary School
- St Joseph's Catholic VA Primary School

### Church of England Primary

- Bradfield Church of England Primary School
- Brightwalton Church of England (Aided) Primary School
- Enborne Church of England Primary School
- Englefield Church of England School
- St John the Evangelist Infant & Nursery School
- Stockcross Church of England Primary School
- Welford and Wickham Church of England Primary School
- Woolhampton Church of England Primary School
- Yattendon Church of England Primary School

### Church of England Junior

- Mortimer St Mary's CE VA Junior School
- St Nicolas CE VA Junior School

### Academies

- Fir Tree Primary School & Nursery (Newbury Academy Trust).
- Francis Baily Primary School
- Lambourn CE Primary School
- Speenhamland Primary
- Whitelands Park Primary School

### Foundation schools

There are no primary Foundation schools in West Berkshire.

### Free schools

There are no primary Free schools in West Berkshire.

## How Places are Offered

We will use the information in your application to work out how your child meets the over-subscription rules of the schools that you have ranked, and to see where they can be offered a place.

- Each of your preferences will be considered. We will inform other Local Authorities of any applications for schools in their area, and they will inform us of any applications from their area for West Berkshire schools.
- Each admission authority, including other councils and boroughs will use their own over-subscription criteria to rank the applications. They will tell us the order of priority for admitting the children who have listed the school.
- By applying the over-subscription criteria for each school to each application, a list is produced for each school that provides the order in which places will be offered. For example, if 200 applications are received for a school, applicants will be ranked from 1 – 200.
- We will then begin to determine school places. All schools have an admission number. For example, if the admission number was 150 pupils and there were 200 applicants, the first 150 applicants from the ranked list can be offered a place.
- If places can be offered to applicants who live in other Local Authorities, we will inform the relevant Local Authority. Other Local Authorities will also let us know if West Berkshire residents can be offered places in their schools.
- If more than one school place can be offered, we will look at the order of your preferences and offer your child a place at the school that you have listed highest.
- We will give each child only one offer of a place.
- We will let you know the school place we are offering by email if you apply using the online application ( emailed forms are not considered as online applications) and request to be notified by email on 17 April 2023. We post a letter on 17 April 2023 (2nd class) if you request to be notified that way or use the alternative application form.
- If the final offer we can make is not for a school that is your highest preference, or we are not able to offer a place at any of your preferred schools, then this will be because there were more applications than places available and after the application of each school's over-subscription rules, other children had a higher priority for the available places.
- If we are unable to offer a place at any of your preferred schools and you live in West Berkshire, we will offer your child a place at the nearest West Berkshire LA school with a place.
- We cannot guarantee that you will be offered a place at your catchment area school or at any of your preferred schools.
- You cannot choose your child's school but you have the right to express a preference.

**Date your child's school place is offered 17 April 2023**



# Confirming the School Place

We know that each year most parents are very happy with the school place offered, and all they need to do is accept the place.

## Remember - Accept the School Place

You can email us to confirm your acceptance at [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) or you can return the form we send you with your letter. **Please do not do both.** You must reply even where the school offered is in another LA area. **You have until 01 May to accept the offer of your school place.** We recommend you accept any place offered. This will not affect your child's place on the waiting list for your preferred school or your chances of success if you decide to appeal, but it will ensure your child has a school place for September.

## Waiting Lists

After the initial allocation, if we have not offered your child a place at your preferred school, we will automatically add your child to the waiting list for your preferred West Berkshire school (or schools). If you have been refused a space at a school outside of West Berkshire Council you need to contact the relevant Local Authority to make sure your child will be placed on a waiting list.

Waiting lists will be held until the end of the 2023-24 academic year. Parents would need to reapply if they want to be considered for a place in the following academic year.

A waiting list is held in over-subscription criteria order, and we will treat all preferences equally even if you made them after the closing date. We will offer any places that become free, in later allocation rounds only from the waiting list. To be considered, your child must be on this list.

Your child's place on a waiting list can go up or down, depending on whether other children join or leave it and where those children are ranked under the over-subscription rules compared to your child.

If we can offer a place from the waiting list, we will automatically take away the place we have already offered at a lower ranked school, and that place will be offered to another child. This is because we can offer your child only one place at any time.

**If your child is on the waiting list for a school you have ranked higher than the one we have offered, it is assumed that if we are able to offer a place at the higher ranked school then that is what you want us to do. We will not contact you to check first.**

You must let us know in writing (letter or email) if you want your child's name removed from a waiting list at any time. You may also like to contact the Admissions Team, who will be able to advise you about other local schools with vacancies.



# Admission Appeals

If we do not offer your child a place at your preferred school, you can appeal to an Independent Appeal Panel. For Community and Voluntary-Controlled schools, the Council's Appeals Team (Legal and Democratic Services) manages this process. An Academy, Foundation or Voluntary-Aided school will advise you how to appeal for a place at their school.

You can submit an appeal via the West Berkshire Council Website. There is a link on the Homepage titled School Admissions & Transport Appeals. The Website address is: [www.westberks.gov.uk/admissionappeals](http://www.westberks.gov.uk/admissionappeals) or you can contact the appeals clerk on 01635 519644.

The closing date to submit an appeal in the normal admissions round is 19 May. This will ensure that your appeal is heard in the main appeal round. Primary School appeals are normally heard in June and July depending on the volume of appeals that are received.

Appeals submitted late will still be heard but will be later in the academic year.

The decision of the Independent Appeal Panel is normally binding on all parties. We would expect any place offered to your child upon appeal to be accepted and your child enrolled at the school within two weeks of the start of the autumn term or within two weeks of receiving notification that the appeal was successful.

**Closing date for registering an appeal 19 May 2023**

## Late Applications

- The closing date for primary applications is **15 January**. The authority will accept, applications received after this date provided that they are received **before allocation procedures begin** and treat them as on time applications.
- Applications that are considered late, received on or before the offer date of **28 April** will be processed together from **01 May**.
- Late applications received from **28 April** will be processed by date of receipt with regard to of the admissions oversubscription criteria of the preferred school.
- No place will be allocated to children from waiting lists until **1 May** when acceptances should have been returned.

# Changing Schools during the School Year

Sometimes, a parent may wish a child to move school at a different point in the school year or when they are in a different year group. Parents are strongly advised to:

- Talk to your child's current school about the reasons for considering a move, and see what help/support the school can offer
- Take the time to visit potential new schools, and see whether they seem the right choice for your child.
- Consider the effect of the change you are considering on school transport especially if your child's is already in receipt of free transport or the change is from your catchment area school.

After considering your options, if you wish to move your child and you have decided which school(s) you prefer, you should apply by completing an application form. Your application must be made to the Local authority where the school is located except for applications for a place at Englefield school which must be sent to the school. Their address is on page 63 of this guide or you can contact the school direct by phone. Applications will be processed straight away, but it may take up to two weeks to confirm the offer of a place, if we have to liaise with other admissions authorities. This will depend on the school(s) you choose.

The new school place must be taken up on the date offered or can be withdrawn. Applications will not be processed until the requested start date is within 6 weeks.

If an application is made for a child where the address has not changed and an offer can be made, it will be for the start of the following term.

If a child is new to the area and without a school place, a school place will be offered to start on the Monday following a clear week from the date of the offer letter.

## Fair Access Arrangements

We have in place Fair Access arrangements, which means that for a small number of children in limited exceptional circumstances, we can secure educational places for vulnerable children in the school which best meets their needs. These arrangements also mean that we can look at where a child might be placed if they move during the school year. More information is available at [www.westberks.gov.uk/fairaccess](http://www.westberks.gov.uk/fairaccess)



# Can my child start school outside their normal year group?

Parents can request that their child is taught outside of their normal age group. The school admission authority is responsible for making the decision on which year group a child should be admitted to. The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned.

## The admission of summer born children

While most parents are happy for their child to start school in the September following their fourth birthday, some parents will have concerns about whether their child will be ready for school at this point, and will consider delaying their entry until compulsory school age. Whilst evidence shows that, statistically speaking, summer born children tend to perform less well in school tests, this does not mean that all children born in the summer term will struggle at school. Teachers are skilled at differentiating the curriculum to meet a diverse range of needs. Before deciding to delay your child's entry to school, we recommend that parents visit the schools they are thinking of applying for. The teachers will be able to explain the provision on offer to children in the reception class, how it is tailored to meet the needs of the youngest pupils and how the needs of these pupils 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 about their child's readiness for school.

It is also important to note that, whether children attend a primary school or an early years setting during the academic year following their fourth birthday, children will receive the Early Years Foundation Stage curriculum which is largely based around learning through play.

The parents of summer born children are able to make a decision about whether their child is ready to go to school before compulsory school age and the admission authority will make the decision about the year group they should be admitted to. The decision will be made in the child's best interests. We will take into account the child's individual needs and abilities and consider whether these can best be met in reception or year one. It will also involve taking account of the potential impact on the child of being admitted to year one without first having completed the reception year. The views of the head teacher will be an important part of this consideration.

## The submission of evidence by parents

Parents are expected to provide information in support of their request – since without it we are unlikely to be able to make a decision on the basis of the circumstances of the case. This should demonstrate why it would be in the child's interests to be admitted to reception rather than year one.

In some cases parents may have professional evidence that would be appropriate for them to submit, for example, when a child receives support from a speech and language therapist. However, there is no expectation that parents will obtain professional evidence that they do not already have. Requests that are not accompanied by professional evidence will still be considered. In such cases the supporting information might simply be the parent's statement as to why they have made their request.

# Process for making a request for admission outside the normal age group in the normal admission round

## Delayed entry, not statutory school age until September 2024 – applies only to reception applications

- We first recommend that parents make an application for their child's normal year group by the closing date 15 January 2023.
- At the same time parents can make a request in writing, providing the reasons why it is in their child's best interests to delay starting reception until September 2024 by the same closing date.
- Parents may provide evidence from professionals to support their request.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- Notification will be sent on the national offer date so that parents can make the decision to accept or decline an offer for a school place for their child's normal age group.
- If the request is received after the closing date but before the national offer date the request will be considered from 16 April. Such requests and requests submitted from 16 April will be considered and a response provided within 6 school weeks.
- If the request is granted, parents will be entitled to apply for the schools requested in the next year's normal admissions round.

## Out of year entry for September 2023 – All transition points

- We would normally expect parents to have contacted the admission authority prior to the application round opening but understand there are reasons why this may not have been possible.
- Parents can still make a request in writing, providing the reasons why their child should be taught out of year by 31 September for secondary year 7 applications and 31 October for primary reception and junior year 3 applications.
- Parents may provide evidence from professionals to support their request.
- The decision will be made by 20 October (Secondary) and 05 January (Primary) which if agreed will enable parents to apply by the admission round closing dates.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- If the request is received after 30 September (Secondary) and 31 October (Primary/Junior) the request will be considered from 01 March (Secondary) and 16 April (Primary/Junior). Such requests will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the schools requested, but will be considered as late applications.

## In year admissions

- Parents can apply for a school place in any year at any time.
- However if a parent would like their child to be taught in a different year to their normal year group they must first submit a written request.
- Parents may provide evidence from professionals to support their request.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- Such requests will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the agreed year group in the schools requested.

# School Meals

Primary children who have a healthy lunch are at least 3 times more likely to concentrate in the classroom and more able to function effectively during the school day than those who don't.

All food provided must meet the Government's national "Nutrient Based Standards". These ensure that children are provided with a healthy, balanced diet incorporating all the essential 14 nutrient groups, including:

- high-quality meat, poultry or oily fish regularly available
- at least two portions of fruit and vegetables available with every meal
- cereals and potatoes regularly available with bread available with every meal

## Free school meals<sup>1</sup>

Your child could receive a nutritious, healthy and tasty free school meal every day that they are at school, saving you over £380 per year.

Applying for free school meals in West Berkshire has changed. It is now faster and easier than ever.

If you are receiving any of the benefits listed below, you could qualify for Free School Meals for your child:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income Based Job Seekers Allowance\*
- Income related Employment Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- The guarantee element of State Pension Credit
- Child Tax Credit, provided you're **not also entitled to Working Tax Credit** and have an annual income of no more than £16,190
- Working tax credit run on-paid for four weeks after you stop qualifying for Working Tax Credit

You don't even need to provide any evidence.

For more information, or to apply online, go to [www.westberks.gov.uk/freeschoolmeals](http://www.westberks.gov.uk/freeschoolmeals) or call us on **01635 503622**

<sup>1</sup> Free School Meals eligibility is assessed from the date of application and cannot be backdated.

# Home to School Transport

**Parents are responsible for making sure that their children get to and from school at the appropriate times each day.** The Council supports sustainable and active travel to school, such as walking, scooting or cycling. Supporting these helps to improve children's health and fitness, make children more aware of their surroundings, and arrive at school more relaxed and ready to learn. Fewer cars outside the school gate helps to reduce congestion on our roads and improves road safety outside schools.

All schools in West Berkshire have School Travel Plans which set out what the school are trying to do to help and encourage children to walk or cycle to school. Schools are involved in a number of schemes, including walk to school reward scheme Go Kinetic, National standard cycle training (Bikeability) as well as theme days and weeks such as Walk to School Week and Bike Week. If you would like further information request the travel plan from your child's school or access the website [www.westberkshire.gov.uk/schooltransport](http://www.westberkshire.gov.uk/schooltransport)

## Free School Transport

Free school transport is only available when a child is compulsory school age which is the start of the term after their 5th birthday. Your child may receive free transport to the closest school if there is no available walking route or you are 2 miles or more (if your child is under 8 years old) or 3 miles or more (if over 8 years old) from the school.

You can check which school is closest to your home using the school checker at:  
[www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment)

To receive free transport you must be eligible and apply once you have been offered a school place. Transport is only provided for the purpose of attending school at the beginning of the day and returning home at the end of each day. To see if your child is eligible for free Home to School Transport and to apply, please read the criteria within the Home to School Transport policy:  
[www.westberks.gov.uk/schooltransport](http://www.westberks.gov.uk/schooltransport)

The criteria in the policy covers:

- Distance
- Low income families
- Safety of walking routes
- Special Educational Needs – mainstream or special school
- Temporary Medical Condition

## Discretionary Fare Paying Transport Scheme

The Council may fill any vacant seats on school buses contracted by the Council for pupils who are not entitled to free home to school transport. Please refer to the Fare payer Scheme Policy:

[www.westberks.gov.uk/schooltransport](http://www.westberks.gov.uk/schooltransport)

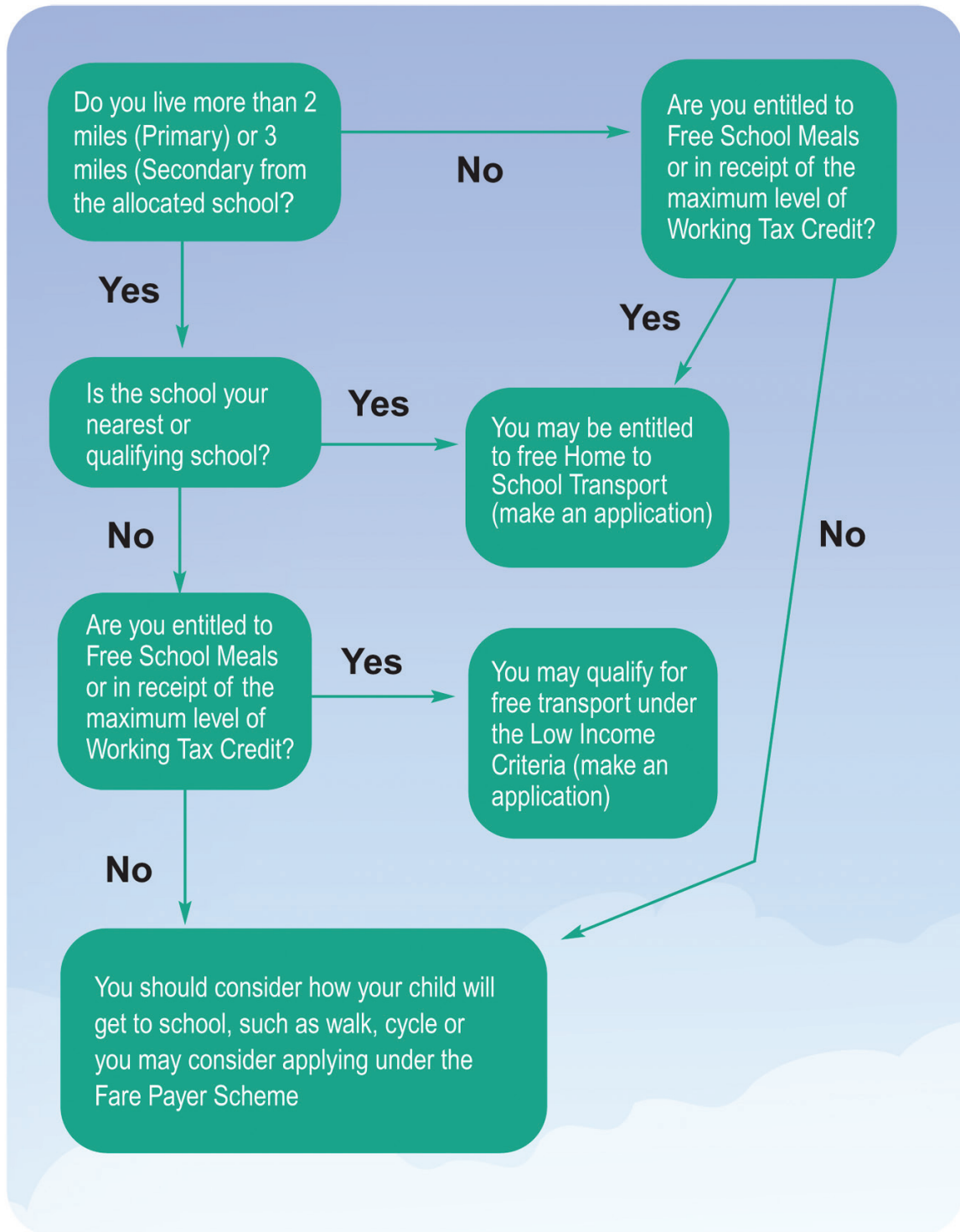
Apply from 25 April to 19 June for a fare paying seat (currently £840 per year – subject to change):

[www.westberks.gov.uk/farepaying](http://www.westberks.gov.uk/farepaying)

Free school transport is provided to your nearest available school and **not your catchment school** if it is not the nearest. (please read the full policy as other criteria apply)

*'Special Educational Needs Code of Practice*

# Home to School Transport Eligibility Flowchart





## Useful Information

**School uniform** - School uniform plays a valuable role in contributing to the ethos and tone of a school. The uniform that a school chooses should be widely available in high street shops, other retail outlets, and internet suppliers rather than expensive sole suppliers. Schools should have arrangements in place to make sure that no family feels unable to apply for a school place because the uniform costs are too high. Uniform information will be in a school's prospectus.

### Compulsory School Age

A child is of compulsory school age on the 1st January, 1st April or 1st September following their 5th birthday. Compulsory school age starts at different times as described below:

- Children becoming 5 years old between 1st January and 31st March are of compulsory school age at the beginning of the term after 1st April.
- Children becoming 5 years old between 1st April and 31st August are of compulsory school age at the beginning of the term after 1st September.
- Children becoming 5 years old between 1st September and 31st December are of compulsory school age at the beginning of the term after 1st January.

If you want to delay admission until your child is of 'compulsory school age' and this is after the end of the reception year, you may have difficulties. This is because by this time your child would have missed their reception year and would be going into Year 1. The school may no longer have places in Year 1 for your child.

**Infant Class sizes**- by law, no infant-aged pupil should be taught in a class where there are more than 30 pupils for each school teacher. An Infant class is one where most children will be five, six, or seven during the academic year. We will usually refuse to admit more than 30 children for each qualified teacher. You can appeal against this decision, but there are very limited reasons why your appeal would be successful.

**Looked After Children** – a child or young person who is looked after by the Local Authority. This covers accommodated children and children in care under a care order or interim care order.

**Parent** – this is defined in law (the Education Act 1996) as: any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person. A person who is the child's 'parent' should make the application. If two parents with parental responsibility live at different addresses, the parent the child lives with for most of the week should make the application with the full knowledge and consent of the non-resident parent. We may ask for evidence if circumstances have changed in the past 18 months.





## Remember

You must make sure that you understand the meaning given terms such as, sibling, family member, parent, baptised catholic, and others that are used in each school's determined admission policy.

# Admissions Criteria for Voluntary Aided Schools & Academy Schools

In this section we explain the admission criteria for all voluntary-aided schools and academies in West Berkshire. Their full admissions policies are available on their websites or by contacting them.

The Governing Bodies of the schools are responsible for deciding on admissions to their schools and producing their admission policy. The school's admission criteria are summarised in the following pages.

West Berkshire admissions team coordinate the application process. The details of which are outlined in the West Berkshire coordinated admissions scheme which is agreed by all schools in the authority. The scheme includes dates and the late application process that are also covered in this guide.

You can apply for a place at a voluntary-aided or academy school by including it as a preference on the application form. The governing bodies of these schools will be told about all of the children who have applied for their school. They will then consider the applications against their admission criteria and send the admissions team a ranked list of applicants.

## Providing supplementary information

Whilst none of the academies within West Berkshire require applicants to complete a supplementary form to meet one of their admission criteria, some of the Church of England schools and all of the Catholic Schools do. You also need to attach a copy of your child's baptism certificate in order to meet certain admission criteria. You must check the admission criteria for the school you want to apply for to check what is required, as this is what will be applied in processing your application.

Supplementary forms are available from the schools, this guide, or the website:  
[www.westberks.gov.uk/admissions](http://www.westberks.gov.uk/admissions)

**You must provide Supplementary information to the schools or West Berkshire Council School Admissions Team by the closing date, 15 January as well as completing the application form.**

You can still apply for a voluntary aided school if you don't meet their specified religious criteria and do not need to complete a supplementary form.



**Church of England Voluntary Aided Schools**

# Bradfield Church of England Primary School

**Admission Number:** 30

The admissions policy for Bradfield Church of England Primary School is available from the school.

## Oversubscription Criteria

Children with a Statement of Special Educational Need naming Bradfield CE Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to do so as a result of being adopted.
- ii Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Bradfield CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involve with the family.
- iii Children with a normal home address in the Parishes of Bradfield and Stanford Dingley and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected, in both cases, still to be in attendance at the time of entry to the school.
- iv Children with a normal home address in the Parishes of Bradfield and Stanford Dingley
- v Children with a normal home address outside the parishes of Bradfield and Stanford Dingley and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected, in both cases, still to be in attendance at the time of entry to the school.
- vi. Other children.

Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria i to vi should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

# Brightwalton Church of England Primary School

**Admission Number:** 15

The admissions policy for Brightwalton Church of England Primary School is available from the school.

## Oversubscription Criteria

In the event of there being a greater demand for admission than there are places available, then places will be offered in the following order:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that they attend Brightwalton School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address (See Note 4) in [catchment area description] and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. A child with a normal permanent home address in the designated area.
5. Children with a normal home address outside the [catchment area description] and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. All other children.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land

and Property Gazetteer (NLPG). In the event of two properties being equal distance from school, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

# Enborne Church of England Primary School

**Admission Number:** 10

The admissions policy for Enborne Church of England Primary School is available from the school.

## Oversubscription Criteria

Children with an Education, Health and Care (EHC) plan naming Enborne C of E Primary School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- i) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, including those children who appear to have been in state care outside England.
- ii) Families who have exceptional medical or social needs that make it essential that their child attends Enborne School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- iii) A child with a permanent home address in the designated catchment area (as shown on the map at [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment), a copy of which is attached to this policy and is available on the school website) and with a sibling in attendance at Enborne School at the time of the application and who is expected still to be in attendance at the time of entry to the school.
- iv) A child with a permanent home address in the catchment area defined above.
- v) A child with a permanent home address outside the catchment area defined above and with a sibling in attendance at Enborne School at the time of the application and who is expected still to be in attendance at the time of entry to the school.
- vi) A child of a member of staff (see Note 6) who has a) been employed at the school for two or more years at the time at which the application for admission to the school is made, or b) has been recruited to fill a vacant post for which there is a demonstrable skill shortage, as certified by the Executive Headteacher.
- vii) All other applicants.

## Tie Breaker

In the event that there is over-subscription within any of the criteria i) – vi) priority will be given to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Where the admission of all the children from a multiple birth (ie twins, triplets etc) would lead to the published admission number being exceeded, all the children will be admitted even if this means exceeding the agreed admission number.

# Englefield Church of England Primary School

**Admission Number:** 16

The admissions policy for Englefield Church of England Primary School is available from the school.

## Oversubscription Criteria

Children with Statements of Special Educational Need or an Education Health and Care Plan (EHC) naming the school will always be admitted at any time, above any child, including those on the waiting list. This is a legal requirement. In the event of there being a greater demand for admission than places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children whose parents can demonstrate that their admission to the School is necessary on exceptional medical or social needs. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in Englefield, Sulham & Tidmarsh and with a sibling who is on the roll of our school at the time of application or whose parent has accepted an offer of a place at our school and who is expected still to be in attendance at Englefield CE (VA) School at the time of admission.
4. Children with a normal home address in Englefield, Sulham and Tidmarsh.
5. Children with a normal home address outside the catchment (Englefield, Sulham and Tidmarsh) who have a sibling who is on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at our school at the time of admission.
6. Other children.



## Tie Breaker

Within each criterion priority will be given to the applicant whose permanent home address is nearest to the School. Distances will be measured using the West Berkshire Admissions Geographical Information System, taking a straight line between the home address and the School using the unique property identification points within the National Land and Property Gazetteer (NPLG). In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school. In cases where there are multiple births the school will admit all siblings irrespective of the fact that to do so may lead to a breach in the Infant Class Size limit.

**All in year applications must be made to the school.  
Their address and telephone number is on page 60**

# Mortimer St Mary's Church of England Junior School

**Admission Number:** 60

The admissions policy for Mortimer St Mary's Church of England Junior School is available from the school.

## Oversubscription Criteria

Children with an Education, Health and Care (EHC) plan naming St Mary's CE Junior School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order
2. Children who appear [to the admission authority of the school] to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. Families who have exceptional medical or social needs that make it essential that their child attends Mortimer St Mary's CE Junior School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
4. Children whose permanent home address (see Note e) is in the catchment area and with a sibling already on the roll of Mortimer St Mary's Church of England Junior School at the time of application and who is expected still to be in attendance at the time of entry to the school. A designated Catchment Area map is attached to this policy or can be viewed on the school's website or in the West Berkshire Council School Admissions Guide.
5. Children whose permanent home address is in the catchment area of Mortimer St Mary's Church of England Junior School.
6. A child whose permanent home address is outside the catchment area of Mortimer St Mary's Church of England Junior School but who is on the roll of Mortimer St John's Infant School at the closing date for applications in the normal admissions round.
7. Children whose permanent home address is outside the catchment area of Mortimer St. Mary's CE Junior School and with a sibling already on the roll of Mortimer St. Mary's CE Junior School at the time of application and who is expected still to be in attendance at the time of entry to the school.
8. All other children.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). In the case of multiple birth children, all children would be offered a place where the need to apply the tie-break occurred. In the case of two or more children living equidistant from Mortimer St Mary's CE Junior School, the school will conduct a random allocation in the presence of an independent witness.

# St John The Evangelist Voluntary Aided Infant and Nursery School

**Admission Number:** 60

The full admissions policy for St John the Evangelist Infant and Nursery School is available from the school.

## Over subscription Criteria and Admission Arrangements

The following arrangements apply to Reception year applications only and should be read alongside the Nursery admission arrangements, as your child may already be attending the Nursery class or have been offered a place, which you have accepted. Attendance in the Nursery class does not guarantee admission to St John's School.

**A. Looked After Children** and children who were previously looked after, including those children who appear to have been in state care outside England.

**B. Families who have exceptional medical or social needs** that make it essential that their child attends St John's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)

**C. Catchment Area Siblings** Children whose permanent home address (see Note 4) is in the school's designated catchment area and with a sibling (see Note 5) living in the same family unit who is already on the roll of the school at the time of application and who is expected still to be on roll at the time of entry.

**D. Catchment Area St Nicolas School Siblings** Children whose permanent address is in the school's designated catchment area and with a sibling living in the same family unit either (a) who is already on the roll of St Nicolas School at the time of application and who is expected to be on roll at the time of entry or (b) on the Year 2 roll of St John's School at the time of application and whose parent has applied for a place at St Nicolas School for September 2021.

**E. Catchment Area Pupils** - Children whose permanent home address is in the school's designated catchment area.

**F. Siblings** - Children whose permanent home address is out of the school's designated catchment area with a sibling living in the same family unit already on the roll of the school and who is expected still to be on roll at the time of entry.

**G. St Nicolas School Siblings** - Children not living within the designated area served by the school, but have a sibling living in the same family unit already on the roll of St Nicolas School and who is expected still to be on roll at the time of entry.

**H. All other children**

## Tie Breaker

Distances will be measured using the West Berkshire Admissions Geographical Information System, taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). This will serve to differentiate between pupils in criteria C to H should the need arise. In the event that two distance measurements are identical to 3 decimal places, the school will use a lottery system to decide which child should be offered the place. In order to ensure fairness, the process will be conducted in the presence of a person independent of the school. The applicant's names will be drawn in order and that order will be applied to their ranked order in the admission list for the school.

## Multiple Births

Where the admission of all children from a multiple birth (twins, triplets etc.) would lead to the published admission number being exceeded, all the children will be admitted.

### **Note 2:**

By a “looked-after child” we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A “child arrangements order” is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A “special guardianship order” is one appointing one or more individuals to be a child’s special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded, as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

### **Note 3:**

When applying under criterion B (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St John’s School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child’s or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

### **Note 4:**

Children whose permanent home address is within the designated catchment area of the school. This is shown on the map at [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment), a copy of which is available on the school website or from the school office on request and will be provided with any paper copies of the policy. By normal home address, we mean the child’s permanent home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned or rented by the child’s parent/s or person with legal care and control of the child.

# St Nicolas Church of England Junior School

**Admission Number:** 64

The admissions policy for St Nicolas Church of England Junior School is available from the school.

## Oversubscription Criteria

Children with a Statement of Special Education Need or with an Education, Health and Care Plan naming St Nicolas C.E. Junior School will always be offered places. If there are fewer than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1. Looked-after children** and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
- 2. Families who have exceptional medical or social needs** that make it essential that their child attends St Nicolas C.E. Junior School rather than any other. When applying, you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring St Nicolas C.E. Junior School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.
- 3. Linked Partner School Pupils**, i.e. children who currently attend St John the Evangelist C of E Infant School.
- 4. Siblings**, i.e. pupils with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who, in either case, is expected still to be in attendance at the time of entry to the school.
- 5. Catchment Area Pupils**, i.e. children whose normal home address is within the school's designated catchment area. This is taken to be the address at the time of the application.
- 6. All other children**

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). . In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## Multiple Births

Where the admission of all the children from a multiple birth (twins, triplets etc) would lead to the published admission number being exceeded, all the children will be admitted. The same arrangement would apply in the case of children from the same family born in the same school year (1 September – 31 August)

# Stockcross Church of England Primary School

**Admission Number:** 15

The admissions policy for Stockcross Church of England Primary School is available from the school.

## Oversubscription Criteria

Children with a Statement of Special Educational Needs or an EHC (Education Health and Care Plan) naming Stockcross School will always be offered places (see section 3 above). If the number of applications is greater than the number of places we rank applications by applying oversubscription criteria as set out below:

- (a) Looked After Children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order
- (b) Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Stockcross CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 6 below)
- (c) Children with a normal home address in the school catchment area (see note 3 below) and with a sibling (see note 4 below) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at Stockcross School at the time of entry to the school. The school catchment area is shown on the attached map (the darkest line) with a large-scale copy of the map being available for inspection at the school.
- (d) Children with a normal home address in the school catchment area (see map below).
- (e) Children with a normal home address outside the catchment area (see map below) and who have a sibling (see note 4 below) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- (f) Children of teachers and teaching assistants who have been employed at the school for two or more years at the time at which the application for admission to the school is made; or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (g) All other children.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose normal home address is nearest to the school. Proximity of the child's home, as measured by the straight line distance (see Note 5) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria (a) to (g) should the need arise. In the event that two or more applicants meet the same admission criteria and the measured distances (using the method described in Note 5) between home and school are identical to three decimal places, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

In cases where there is one place available, and the next child on the list is a twin triplet etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number or the number of places available in a year group.



# Sulhamstead and Ufton Nerve Church of England Voluntary Aided Primary School

**Admission Number:** 15

The admissions policy for Sulhamstead and Ufton Nerve church of England Voluntary Aided Primary School is available from the school.

## Oversubscription Criteria

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Sulhamstead & Ufton Nerve Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

I. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.

II. Families who have exceptional medical or social needs that make it essential that their child attends Sulhamstead & Ufton Nerve Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.

III. Children with a normal home address within the Ecclesiastical Parish of Sulhamstead Abbots and Bannister with Ufton Nerve or the Civil Parishes of Sulhamstead and Ufton Nerve and with a sibling (see Note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

IV. Children with a normal home address within Ecclesiastical Parish of Sulhamstead Abbots and Bannister with Ufton Nerve or the Civil Parishes of Sulhamstead and Ufton Nerve.

V. Children with a normal home address outside the Ecclesiastical Parish of Sulhamstead Abbots and Bannister with Ufton Nerve or the Civil Parishes of Sulhamstead and Ufton Nerve and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

VI. Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria I to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

# Welford & Wickham Church of England Primary School

**Admission Number:** 15

## Oversubscription Criteria

**How we will decide whether to offer your child a place if we are oversubscribed:**

Children with a Statement of Special Educational Needs or an EHCP (Education Health and Care Plan) naming Welford and Wickham School will always be offered places (see section 3 above). If the number of applications is greater than the number of places we rank applications by applying oversubscription criteria as set out below:

- (a) Looked After Children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order
- (b) Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Welford and Wickham CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- (c) Children with a normal home address in the school catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at Welford and Wickham School at the time of entry to the school.
- (d) Children with a normal home address in the school catchment area.
- (e) Children with a normal home address outside the catchment area and who have a sibling (on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- (f) Children of teachers and teaching assistants who have been employed at the school for two or more years at the time at which the application for admission to the school is made; or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- (g) All other children.

### **6. Tie-breaker:**

Priority will be given within any of the above over-subscription criteria to the applicant whose normal home address is nearest to the school. Proximity of the child's home, as measured by the straight line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria (a) to (h) should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

In cases where there is one place available, and the next child on the list is a twin triplet etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number or the number of places available in a year group.

# Woolhampton Church of England Primary School

**Admission Number:** 15

The admissions policy for Woolhampton Church of England Primary School is available from the school.

## Oversubscription Criteria

In the event of there being a greater demand for admission than there are places available, then places will be allocated according to the oversubscription criteria as outlined below:

- A. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
- B. Families who have exceptional medical or social needs that make it essential that they attend this School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- C. Children whose home address is in the school's catchment area and have a sibling attending the school at the time of the application and who is expected still to be attending the school at the proposed date of entry.
- D. Children whose home address is in the school's catchment area.
- E. Children who have older siblings attending the school at the time of application and who is expected still to be attending the school at the proposed date of entry.
- F. Other children.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NPLG). In the case of multiple births where one sibling is the 15th child admitted, all siblings will be admitted. Offers or refusal of places will be decided by the Admissions Committee of the Governing Body or by the full Governing Body. In the event that two distance measurements are identical, the School will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the School.

# Yattendon Church of England Primary School

**Admission Number:** 15

The admissions policy for Yattendon Church of England Primary School is available from the school.

## Oversubscription Criteria

Children with an Education Health Care Plan (EHC) naming Yattendon CE Primary School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked After Children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Yattendon CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in Yattendon CE school designated catchment area (as shown on the map in Appendix 2 in the Parent's Admissions Guide - available in the school) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in Yattendon CE School designated catchment area.
5. Children with a normal home address outside the designated catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children.

Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.



## Catholic Voluntary Aided Schools

# St Finian's Catholic Voluntary Aided Primary School

**Admission Number:** 28

The admissions policy for St Finian's Catholic Voluntary Aided Primary School is available from the school.

## Oversubscription Criteria

Should there be more applications than places available the Governing Body will admit children to the school in the following category order:

\*A Baptism certificate/evidence of reception and the Supplementary Information Form must be provided for all categories marked with an asterisk.

+A letter from the minister in charge of the Church where the family attends and the Supplementary Information Form must be provided for all categories marked with a cross.

Category 1 Catholic looked after and previously looked after children.\*

Category 2 Catholic children with a sibling in school at the time of admission. \*

Category 3 Catholic children whose permanent home address is in the Parish of Our Lady of the Assumption, Thatcham and St Mary's Woolhampton within the boundary as shown on the map contained in the West Berkshire Parents Guide to Admissions.\*

Category 4 Catholic children of serving Catholic members of staff.

Category 5 Catholic children resident in other parishes \*

Category 6 Other looked after and previously looked after children.

Category 7 Children of serving members of staff.

Category 8 Other Siblings in school at time of admission.

Category 9 Children who are members of other Christian denominations +

Category 10 Any other children.

## Children with Education Healthcare Plans

Children with an Education, Health and Care Plan (EHCP) with the school named in the Plan will be allocated a place above all other applicants. The admission of children with a Statement or Education, Health and Care Plan will count towards the school's Published Admission Number.

## Tie Breakers

Within the foregoing categories, should there be more applicants than places; tie-breakers will be applied in the following order:

(i) The applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

An independently supervised lottery will be used where two applicants live the same distance from the school.

# St Joseph's Catholic Voluntary Aided Primary School

**Admission Number:** 30

The admissions policy for St Joseph's Catholic Voluntary Aided Primary School is available from the school.

## Oversubscription Criteria

The governing body operates an equal preference policy, if there are more applications than places available, applications will be considered in the category order listed below.

Category 1: Baptised Catholic Looked-After and Previously Looked-After Children and children who were looked after (, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked-after. Including those children who appear to have been in state care outside of England and who ceased to be in state care as a result of being adopted.

Category 2: Catholic Children with a sibling in the school at the time of admission. "Sibling" refers to a brother or sister, a half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent's/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. Evidence of baptism will be required: see note below.

Category 3: Catholic children living in the parishes of St Joseph's, Newbury; St Francis de Sales, Wash Common; The Sacred Heart, Lambourn; Our Lady of Lourdes, Hungerford. Evidence of baptism will be required: see note below. For more information on parish boundaries and a map please refer to the school website <https://stjosephs-westberks.secure-dbprimary.com/westberks/primary/stjosephs/site/pages/aboutstjosephs/admissions> This can also be found on the Diocesan website at: <http://www.portsmouthdiocese.org.uk/parishboundaries.php>

Category 4: Catholic children living outside the parishes mentioned in Category 3. Evidence of baptism will be required; see note below.

Category 5: Other Looked-After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked-after.

Category 6: Siblings of children in the school at the time of admission. "Sibling" refers to a brother or sister, a half-brother or half-sister, adopted brother or adopted sister, step-brother or step-sister, or the child of the parent's/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.



Category 7: Children who are members of other Christian denominations, being children who belong to other churches and ecclesial communities which, acknowledging God's revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God's will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and all members of Churches Together in Wales are deemed to be included in this definition. Evidence of membership will be required as detailed below.

Category 8: Members of other faiths. Evidence of membership will be required as detailed below.

Category 9: All other applicants.

Evidence of Baptism or membership of a Worshipping Community - If an application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Catholic Church is required. A copy of a certificate of baptism or certificate of reception into full communion with the Catholic Church should be provided to the school with the completed Supplementary Information Form.

If application is being made for a place at the school as a member of another Christian denomination or another faith, a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided with the completed Supplementary Information Form.

## **12: TIE BREAKERS:**

If there are more applicants than places available within any of the oversubscription categories described in section 11 above, then Tie Breaker A shall be applied to determine which applicant shall be admitted. If Tie Breaker A does not resolve the matter then Tie Breaker B shall be applied.

A: Children with strong social or medical grounds for admission – priority shall be given to children with strong social or medical need. For the purposes of this policy, children with “strong social need” are those where the placement has been recommended by the relevant senior social services officers, and children with “strong medical need” are those where the placement has been recommended by a medical doctor. Any such recommendation should be made in writing by the social services officer or medical doctor and submitted to the school with the completed Supplementary Information Form.

B: Distance - priority shall be given to those applicants whose permanent home address is nearest to the school. This will be measured using the West Berkshire Geographical Information System taking a straight line between the child's permanent home address (see section 7 above) and the school using the unique property identification points within the National Land and Property Gazetteer NLPG. In the unlikely event of the distance between two children's homes and the school being the same, random allocation will be used, which will be supervised by the Local Authority.

# St Paul's Catholic Voluntary Aided Primary School

**Admission Number:** 45

The admissions policy for St Paul's Catholic Voluntary Aided Primary School is available from the school.

## Oversubscription Criteria

Where there are more applications for places than the number of places available, places will be offered according to the following order of priority.

1. Catholic looked after and previously looked after children. (see notes 2&3)
2. Catholic children. (see note 3)
3. Other looked after and previously looked after children. (see note 2)
4. Members of an Eastern Christian Church. (see note 4)
5. Unbaptised children of a Catholic parent (see note 3)
6. Children of other Christian denominations whose membership is evidenced by a minister of religion. (see note 5)
7. Children of other faiths whose membership is evidenced by a religious leader. (see note 6)
8. Any other children.

Note 1 - A Statement of Special Educational Needs is a statement made by the local authority under section 324 of the Education Act 1996, specifying the special educational provision for a child. An Education, Health and Care Plan is a plan made by the local authority under section 37 of the Children and Families Act 2014, specifying the special educational provision required for a child.

Note 2: 'A looked after child' has the same meaning as in Section 22(1) of the Children Act 1989 and means any 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 (e.g. child with foster parents) at the time of making an application to a school. 'Previously looked after children' are children who were looked after but ceased to be so because they were adopted. 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) or became subject to a child arrangements order 18 or special guardianship order 19). 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. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). 'The evidence required in support of applications in Categories 1 and 3 will be set out by the Local Authority.

Note 3 - 'Catholic' means a member of a Church in full communion with the See of Rome. This includes the Eastern Catholic Churches. This will normally be evidenced by a certificate of baptism in a Catholic Church or a certificate of reception into the full communion of the Catholic Church. For the purposes of this policy, it includes a looked after child living with a family where at least one of the parents is Catholic. For a child to be treated as Catholic, evidence of Catholic baptism or reception into the Church will be required. Those who have difficulty obtaining written evidence of baptism should contact their parish priest who, can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

Note 4- 'Eastern Christian Church' includes Orthodox Churches and is normally evidenced by a certificate of baptism or reception from the authorities of that Church.

Note 5 - “Children of other Christian denominations” means children who belong to other churches and ecclesial communities which, acknowledge God’s revelation in Christ, confess the Lord Jesus Christ as God and Saviour according to the Scriptures, and, in obedience to God’s will and in the power of the Holy Spirit commit themselves: to seek a deepening of their communion with Christ and with one another in the Church, which is his body; and to fulfil their mission to proclaim the Gospel by common witness and service in the world to the glory of the one God, Father, Son and Holy Spirit. An ecclesial community which on principle has no credal statements in its tradition, is included if it manifests faith in Christ as witnessed to in the Scriptures and is committed to working in the spirit of the above. All members of Churches Together in England and CYTÛN are deemed to be included in the above definition, as are all other churches and ecclesial communities that are in membership of any local Churches Together Group (by whatever title) on the above basis.

Note 6 - “Children of other faiths” means children who are members of a religious community that does not fall within the definition of ‘other Christian denominations’ at 6 above and which falls within the definition of a religion for the purposes of charity law. The Charities Act 2011 defines religion to include: • A religion which involves belief in more than one God, and • A religion which does not involve belief in a God. Case law has identified certain characteristics which describe the meaning of religion for the purposes of charity law, which are characterised by a belief in a Supreme Being and an expression of belief in that Supreme Being through worship.

Note 7: Siblings (brother or sister) includes: (i) all-natural brothers and sisters, half brothers and sisters, adopted brothers and sisters, stepbrothers or sisters, foster brothers or sisters, whether or not they are living at the same address, and (ii) the child of a parent’s partner where that child lives for at least part of the week in the same family unit at the same home address as the child who is the subject of the application.

Note 8 - A ‘parent’ means all natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

Note 9: A child’s “home address” refers to the address where the child usually lives with a parent or carer and will be the address provided in the Common Application Form (“CAF”). Where parents have shared responsibility for a child, and the child lives for part of the week with each parent, the home address will be the address given in the CAF, provided that the child resides at that address for any part of the school week. A ‘parent’ means all-natural parents, any person who is not a parent but has parental responsibility for a child and any person who has care of a child.

### **Priority within the Oversubscription Criteria**

Within each of the categories listed above, the following provision will be applied.

- (i) Within each oversubscription Category above, the attendance of a brother or sister at the school at the time of application will increase the priority of an application within each category so that the application will be placed at the top of the category in which the application is made (see note 7).
- (ii) (ii) Within each oversubscription Category above, priority will be given to the applicant whose permanent home address is nearest to the school. (See notes 9 & 10). Distance will be measured in a straight line from the front door of the child’s home address (including flats) to the main entrance of the school by the local authority using a computerised measuring system, with those living closer to the school receiving the higher priority. This information on distance is provided to the governing body by the local authority; distances are not measured by the governing body.

In the unlikely event that two applications are ranked equally, including in distance from home to school random allocation will be used. This process will be supervised by an independent person, usually an appropriate officer of the local authority.

# Fir Tree Primary School and Nursery (Newbury Academy Trust)

**Admission Number:** 30

The admissions policy for Fir Tree Primary School and Nursery is available from the school.

## Oversubscription Criteria: Summary

Places are allocated according to the over-subscription criteria as outlined below.

- A. Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.
- B. Catchment Area Pupils
- Children whose permanent home address is in the school's designated catchment area. Where necessary, priority will be given to siblings living in the catchment area.
- Criteria C to E apply to children whose permanent home address is not within the Fir Tree Primary School's catchment area
- C. Siblings
- Siblings means pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit.
- Preference will be given to a sibling of a pupil who is already on the roll of the Fir Tree Primary School and will continue to attend compulsory education at the school during the following academic year.
- D. Children of members of staff of the Newbury Academy Trust (Trinity School, Fir Tree School, Speenhamland School)
- The children of members of staff working for the Newbury Academy Trust where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and has been employed within the Trust for two or more years at the time of application for the place.
- E. All other applicants.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

# Francis Baily Primary School

**Admission Number: 81**

## Oversubscription Criteria: Summary

- A. Looked After Children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted. By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Evidence will be required to support an application.

- B. Catchment Area Pupils, i.e. Children whose permanent home address (see map) is within the school catchment area of the school. If it is not possible to offer all catchment children a place, priority will be given to siblings (the definition of sibling is as explained in criteria D of the oversubscription criteria) in catchment before utilising the listed tie breakers.
- C. Siblings, i.e. Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Francis Baily Primary School applications, a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.
- C. Children of members of staff, i.e. The children of members of staff at Francis Baily Primary School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.
- E. All other applicants.

## Tie Breaker

Tie Breaker Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

Where two or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. In order to ensure fairness West Berkshire School Admissions team will administer the lottery system overseen by the Head of the Education Service. The names will be drawn in order and that order will be applied to their ranked order in the admission list for Francis Baily Primary School.

# Highwood Copse Primary School (Newbury Academy Trust)

**Admission Number:** 30

## Oversubscription Criteria: Summary

The criteria in this section apply to entry in the Reception year in September 2021 and for later phases of the School. Where the School is oversubscribed, after the Admissions of pupils with an Education, Health and Care plan or a statement of Special Educational Needs naming the School, priority for admission will be given to those children who meet the criteria set out below, in priority order.

Highwood Copse Primary School places are allocated according to the over-subscription criteria for the school as outlined below.

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order, including those children who appear to have been in state care outside England.
2. Siblings of pupils attending the school. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the academy
3. Other children

## Tie Breaks

Proximity to the School will first be applied if the school is oversubscribed in criteria 2 to 3 above, with those living closest to the School having priority for admission. Distance will be measured from the front door of the child's home to the front gates of the School.

Random allocation undertaken by the local authority (or another body unconnected with the Academy Trust) will be used as a tie-break to decide who has highest priority for admission if the distance between a child's home and the School is equidistant in any individual case. However, if children of multiple birth (twins and triplets) are tied for the final place, those siblings will be admitted over PAN as permitted by infant class size rules.

## Multiple births

In the case of multiple births, including those where the last child offered a place is from a multiple birth and one or more of the siblings would fall above the limit of the admission number in the ranking, all of the children will be offered a place, which may exceed the schools admission number.

# Lambourn CE Primary School (Newbury Academy Trust)

**Admission Number:** 30

## Oversubscription Criteria: Summary

The Criteria are listed below in the priority order applied to Applications when there are more Applications than available places.

Priority will be given within any of the below oversubscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). In case of the distance being the same a Tie Breaker will be used.

Children with Special Education Needs (SEN) or Education, Health and Care (EHC) Plan - All children whose Statement of Special Educational Need or Education, Health Care Plan names a school must be admitted.

1. Looked After Children 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.
2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or a professional from Children's Services to show that it would be detrimental to the child not to be admitted to the preferred Academy. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. Students living in the catchment area. Where necessary, priority will be given to siblings.
4. Children of Excalibur employees employed at the academy on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. All other Applications, where necessary, priority will be given to siblings.

## Tie Breaker

When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots) by an independent person except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN).



# Speenhamland Primary School

**Admission Number:** 45

## Oversubscription Criteria:

Children who have a Statement of Special Educational Needs or an Education Health and Care Plan which names the school will be offered places before other children. After that places will be offered up to the admission number in the following priority order:

A. Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

### B. Catchment Area Pupils

Children whose permanent home address is in the school's designated catchment area. Where necessary, priority will be given to siblings living in the catchment area.

### C. Siblings

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. Preference will be given to a sibling of a pupil who is already on the roll of Speenhamland Primary School and will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff i.e. The children of members of staff working for the Newbury Academy Trust where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and has been employed within the Trust for two or more years at the time of application for the place.

E. All other applicants.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

In the case of multiple births, the parents/carers will be approached to decide which sibling or siblings will receive the available places.

# Whitelands Park Primary School

**Admission Number:** 60

## Oversubscription Criteria: Summary

Places are allocated according to the over-subscription criteria as outlined below.

A. Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

B. Catchment Area Pupils, i.e.

Children whose permanent home address is within the catchment area of the school, shown on the map at [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment). Where necessary, priority will be given to siblings in catchment.

**Criteria C to E apply to children whose permanent home address is not within the preferred school's catchment area**

C. Siblings, i.e.

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Whitelands Park Primary School applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.

D. Children of members of staff i.e.

The children of members of staff at Whitelands Park Primary School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.

E. All other applicants.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

Where two or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. In order to ensure fairness West Berkshire School Admissions team will administer the lottery system overseen by the Head of the Education Service. The names will be drawn in order and that order will be applied to their ranked order in the admission list for Whitelands Park Primary School.

# West Berkshire Schools

**Community and Voluntary Controlled Schools**

**Voluntary Aided Church of England Schools**

**Voluntary Aided Catholic Schools**

**Academies**

## Special Needs Schools

### **Brookfields Special School**

**Headteacher:** Mr B. Mills

**School type:** Community Special

Sage Road, Tilehurst, Reading, Berkshire, RG31 6SW.

Telephone: 0118 942 1382,

Fax: 0118 945 5176

E-mail: [office@brookfields.w-berks.sch.uk](mailto:office@brookfields.w-berks.sch.uk)

### **The Castle Special School**

**Headteacher:** Mr Jonathan Hewitt

**School type:** Community Special

Love Lane, Donnington, Newbury, Berkshire,  
RG14 2JG.

Telephone: 01635 42976,

Fax: 01635 551725

E-mail: [office@castle.w-berks.sch.uk](mailto:office@castle.w-berks.sch.uk)

# Primary Schools

## Aldermaston Church of England Primary School

**Headteacher:** Mrs Higgs

Wasing Lane, Aldermaston, Reading,  
Berkshire, RG7 4LX.  
Telephone: 0118 971 3362,  
Fax: 0118 971 4880  
Email: office@aldermaston.w-berks.sch.uk

**School type:** Voluntary Controlled

**Age range:** 4 - 11  
**Admission Number:** 28  
**Oversubscription Rules:** Standard

## Basildon Church of England Primary School

**Headteacher:** Miss M. Cliffe

School Lane, Upper Basildon  
Reading, Berkshire RG8 8PD.  
Telephone: 01491 671 445,  
Fax: 01491 671 669  
E-mail: office@basildonprimary.org.uk

**School type:** Voluntary Controlled

**Age range:** 4 - 11  
**Admission Number:** 20  
**Oversubscription Rules:** Standard

## Beedon Church of England Controlled Primary School

**Executive Headteacher:** Mr C Prosser

Stanmore Road, Beedon, Newbury,  
Berkshire, RG20 8SL.  
Telephone: 01635 248284,  
Fax: 01635 248284  
E-mail: office@beedon.w-berks.sch.uk

**School type:** Voluntary Controlled

**Age range:** 4 - 11  
**Admission Number:** 10  
**Oversubscription Rules:** Standard

## Beenham Primary School

**Headteacher:** Mrs A Donnelly

Picklepythe Lane, Beenham, Reading,  
Berkshire, RG7 5NT.  
Telephone: 0118 971 3397,  
Fax: 0118 971 2087  
E-mail: office@beenham.w-berks.sch.uk

**School type:** Community

**Age range:** 4 - 11  
**Admission Number:** 15  
**Oversubscription Rules:** Standard

## Birch Copse Primary School

Headteacher: Mr J. Micklewhite

Wittenham Avenue, Tilehurst, Reading,  
Berkshire, RG31 5LN  
Telephone: 0118 942 7442,  
Fax: 0118 945 4489  
E-mail: office@birchcopse.w-berks.sch.uk

**School type: Community**

**Age range: 4 - 11**  
**Admission Number: 60**  
**Oversubscription Rules: Standard**

## Bradfield Church of England Primary School

Acting Headteacher: Mrs K Fakes

Cock Lane, Southend, Bradfield,  
Berkshire, RG7 6HR  
Telephone: 0118 974 4304,  
Fax: 0118 974 5119  
E-mail: office@bradfieldprimary.couk

**School type: Voluntary Aided**

**Age range: 4-11**  
**Admission Number: 30**  
**Oversubscription Rules: as on page 28**

## Brightwalton Church of England Primary School

Headteacher: Mrs J Patterson

Common Lane, Brightwalton,  
Newbury, Berkshire, RG20 7BN  
Telephone: 01488 638337,  
Fax: 01488 638337  
E-mail: office@brightwalton.w-berks.sch.uk

**School type: Voluntary Aided**

**Age range: 4-11**  
**Admission Number: 15**  
**Oversubscription Rules: as on page 29**

## Brimpton Church of England Primary School

Headteacher: Mrs Davies

Brimpton Lane, Brimpton,  
Reading, Berkshire, RG7 4TL.  
Telephone: 0118 971 2311,  
Fax: 0118 971 2311  
E-mail: office@brimpton.w-berks.sch.uk

**School type: Voluntary Controlled**

**Age range: 4-11**  
**Admission Number: 7**  
**Oversubscription Rules: Standard**

## Bucklebury Church of England Primary School

Headteacher: Mr A Higgs

Blacklands Road, Upper Bucklebury, Reading,  
Berkshire, RG7 6QP.  
Telephone: 01635 862965,  
Fax: 01635 867425  
E-mail: office@bucklebury.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 18  
Oversubscription Rules: Standard

## Burghfield St Mary's Primary School

Headteacher: Mr A Gallagher

Theale Road, Burghfield, Reading,  
Berkshire, RG30 3TX.  
Telephone: 0118 983 6387  
Fax: 0118 983 2957  
E-mail: office@burghfield.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 30  
Oversubscription Rules: Standard

## Calcot Infant School & Nursery

Headteacher: Mrs F Rostron

Curtis Road, Calcot, Reading, Berkshire, RG31 4XG.  
Telephone: 0118 941 8189,  
Fax: 0118 941 8189  
E-mail: office@c-inf.w-berks.sch.uk

School type: Community Infant

Age range: 4-7  
Admission Number: 77  
Oversubscription Rules: Standard

## Calcot Junior School

Headteacher: Mrs F Rostron

Curtis Road, Calcot, Reading, Berkshire, RG31 5XG.  
Telephone: 0118 942 8727,  
Fax: 0118 945 5587  
E-mail: office@c-jun.w-berks.sch.uk

School type: Community Junior

Age range: 7-11  
Admission Number: 77  
Oversubscription Rules: Standard

## **Chaddleworth St. Andrews & Shefford Church of England (V.C) Federated Primary Schools - Chaddleworth**

Headteacher: Mrs A Stephenson

School type: Voluntary Controlled

Chaddleworth, Newbury, Berkshire, RG20 7DT.

Telephone: 01488 638261,

Fax: 01488 638261

E-mail: office@csf.w-berks.sch.uk

Age range: 4-11

Admission Number: 8

Oversubscription Rules: Standard

## **Chieveley Primary School**

Headteacher: Mr A Marriot

School type: Community

School Road, Chieveley, Newbury, Berkshire, RG20 8TY.

Telephone: 01635 248281,

Fax: 01635 247495

E-mail: office@chieveley.w-berks.sch.uk

Age range: 4 - 11

Admission Number: 30

Oversubscription Rules: Standard

## **Cold Ash St Marks Church of England School**

Headteacher: Mr Warrender

School type: Voluntary Controlled

Cold Ash Hill, Cold Ash,  
Thatcham, Berkshire, RG18 9PT.

Telephone: 01635 862600,

Fax: 01635 295601

E-mail: office@coldash.w-berks.sch.uk

Age range: 4-11

Admission Number: 30

Oversubscription Rules: Standard

## **Compton Church of England Primary School**

Headteacher: Mrs McDonald

School type: Voluntary Controlled

School Road, Compton, Newbury,  
Berkshire, RG20 6QU.

Telephone: 01635 578240,

Fax: 01635 579068

E-mail: office@compton.w-berks.sch.uk

Age range: 4-11

Admission Number: 30

Oversubscription Rules: Standard

## Curridge Primary School

Headteacher: Mrs Livermore

Curridge, Thatcham, Berkshire, RG18 9DZ.  
Telephone: 01635 200486,  
Fax: 01635 202295  
E-mail: office@curridge.w-berks.sch.uk

School type: Community

Age range: 4 - 11  
Admission Number: 15  
Oversubscription Rules: Standard

## Downsway Primary

Headteacher: Mrs Ayres

Warbreck Drive, Tilehurst,  
Reading Berkshire RG31 6FE  
Telephone: 0118 942 1362  
Fax: 0118 942 1377  
E-mail: office@downsway.w-berks.sch.uk

School type: Community

Age range: 4 - 11  
Admission Number: 30  
Oversubscription Rules: Standard

## Enborne Church of England Primary School

Headteacher: Mr Whiteman

Enborne, Newbury, Berkshire, RG20 0JU.  
Telephone: 01635 40569,  
Fax: 01635 34864  
E-mail: office@enborne.w-berks.sch.uk

School Type: Voluntary Aided

Age range: 4-11  
Admission Number: 10  
Oversubscription Rules: as on page 30

## Englefield Church of England Primary School

Headteacher: Mrs Latimer

The Street, Englefield, Reading, Berkshire, RG7 5ER.  
Telephone: 0118 930 2337,  
Fax: 0118 930 5316  
E-mail: office@englefield.w-berks.sch.uk

School Type: Voluntary Aided

Age range: 4-11  
Admission Number: 16  
Oversubscription Rules: as on page 31



## Falkland Primary School

Headteacher: Mrs Wood

Andover Road, Newbury, Berkshire, RG14 6NU.  
Telephone: 01635 44949  
Fax: 01635 522945  
E-mail: office@falkland.w-berks.sch.uk

School type: Community

Age range: 4 - 11  
Admission Number: 60  
Oversubscription Rules: Standard

## Fir Tree Primary School and Nursery (Newbury Academy Trust)

Associate Headteacher: Mrs Wood

Fir Tree Lane, Newbury, Berkshire, RG14 2RA.  
Telephone: 01635 42129  
Fax: 01635 230484  
E-mail: office@firtree.newburyacademytrust.org

School type: Academy

Age range: 4 - 11  
Admission Number: 30  
Oversubscription Rules: as on page 51

## Francis Baily Primary School

Headteacher: Mrs Standing

Skillman Drive, Thatcham, Berkshire, RG19 4GG.  
Telephone: 01635 862188,  
Fax: 01635 860599  
E-mail: office.fbaily@fb.w-berks.sch.uk

School type: Community

Age range: 4 - 11  
Admission Number: 81  
Oversubscription Rules: As on page 52

## Garland Junior School

Headteacher: Miss E Dawkins

Clayhill Road, Burghfield Common,  
Reading, Berkshire, RG7 3HG.  
Telephone: 0118 983 2776,  
Fax: 0118 983 5778  
E-mail: office@garland.w-berks.sch.uk

School type: Community

Age range: 7 - 11  
Admission Number: 60  
Oversubscription Rules: Standard

## Hampstead Norreys Church of England Primary School

Executive Headteacher: Miss K House

School type: Voluntary Controlled

Newbury Hill, Hampstead Norreys, Thatcham,  
Berkshire, RG18 0TR

Telephone: 01635 201371

Fax: 01635 202951

E-mail: office@hn.w-berks.sch.uk

Age range: 4-11

Admission Number: 15

Oversubscription Rules: Standard

## Hermitage Primary School

Headteacher: Mrs Turner

School type: Community

Hampstead Norreys Road, Hermitage, Thatcham  
Berkshire, RG18 9SA.

Telephone: 01635 200355,

Fax: 01635 202802

E-mail: office@hermitage.w-berks.sch.uk

Age range: 4 - 11

Admission Number: 30

Oversubscription Rules: Standard

## Highwood Copse Primary School

Headteacher: Miss Robinson

School type: Academy

Monks Lane, Newbury RG14 7TG

Age range: 4 - 11

Admission Number: 30

Oversubscription Rules: As on page 54

## Hungerford Primary School

Headteacher: Mr Mayer

School type: Community

Fairview Road, Hungerford, Berkshire, RG17 0BT.

Telephone: 01488 682230

Fax: 01488 681625

E-mail: office@hungerford.w-berks.sch.uk

Age range: 4 - 11

Admission Number: 56

Oversubscription Rules: Standard

### **Inkpen Primary School**

Headteacher: Miss J Kanisius

Weavers Lane, Inkpen,  
Hungerford, Berkshire, RG17 9QE.  
Telephone: 01488 668219  
E-mail: office@inkpen.w-berks.sch.uk

School type: Community

Age range: 4 - 11  
Admission Number: 12  
Oversubscription Rules: Standard

### **John Rankin Infant & Nursery School**

Headteacher: Ms F Cooper

Garford Crescent, Newbury, Berkshire, RG14 6EX.  
Telephone: 01635 42376  
E-mail: office@jri.w-berks.sch.uk

School type: Community Infant

Age range: 4 - 7  
Admission Number: 90  
Oversubscription Rules: Standard

### **John Rankin Junior School**

Headteacher: Ms F Cooper

Henshaw Crescent, Newbury, Berkshire, RG14 6ES.  
Telephone: 01635 42859  
Fax: 01635 522889  
E-mail: office@jrj.w-berks.sch.uk

School type: Community Junior

Age range: 7 - 11  
Admission Number: 90  
Oversubscription Rules: Standard

### **Kennet Valley Primary School**

Acting Headteacher: Mrs D Devine

Carter's Rise, Calcot, Reading, Berkshire, RG31 7YT.  
Telephone: 0118 941 4410  
Fax: 0118 945 4891  
E-mail: office@kennetvalley.w-berks.sch.uk

School type: Community

Age range: 4 - 11  
Admission Number: 30  
Oversubscription Rules: Standard

### **Kintbury St Mary's Church of England Primary School**

Headteacher: Mrs Livermore

Gainsborough Avenue, Kintbury,  
Hungerford, Berkshire, RG17 9XN.  
Telephone: 01488 658336,  
Fax: 01488 657455  
E-mail: office@kintbury.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 30  
Oversubscription Rules: Standard

## Lambourn Church of England Primary School

Headteacher: Ms Perkins

Edwards Hill, Lambourn,  
Hungerford, Berkshire, RG17 7LJ.

Telephone: 01488 71479

Fax: 01488 73723

E-mail: office@lambourn.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11

Admission Number: 30

Oversubscription Rules: As on page 55

## Long Lane Primary School

Headteacher: Mrs Allison

Long Lane, Tilehurst, Reading, Berkshire, RG31 6YG.

Telephone: 0118 942 7187

Fax: 0118 942 7187

E-mail: office@longlane.w-berks.sch.uk

School type: Community

Age range: 4 - 11

Admission Number: Infants: 30

Oversubscription Rules: Standard

## Mrs Bland's Community Infant and Nursery School

Headteacher: Mrs C Nisbet

Jordan's Lane, Burghfield Common, Reading,  
Berkshire, RG7 3LP.

Telephone: 0118 983 2332

Fax: 0118 983 5867

E-mail: office@mrsblands.w-berks.sch.uk

School type: Community

Age range: 4 - 11

Admission Number: 60

Oversubscription Rules: Standard

## Mortimer St John's Church of England Infant School

Headteacher: Mrs C Beswick

West End Road, Mortimer,  
Reading, Berkshire, RG7 3SY.

Telephone: 0118 933 2242,

Fax: 0118 933 1163

E-mail: office@msj.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-7

Admission Number: 60

Oversubscription Rules: Standard

## Mortimer St Mary's Church of England Junior School

Interim Executive Headteacher: Mrs C Beswick

School Type: Voluntary Aided Junior

The Street, Mortimer, Reading, Berkshire, RG7 3PB.

Telephone: 0118 933 2491

Fax: 0118 933 1013

E-mail: office@msm.w-berks.sch.uk

Age range: 7-11

Admission Number: 60

Oversubscription Rules: as on page 33

## Pangbourne Primary School

Headteacher: Mrs M Fry

School type: Community

Kennedy Drive, Pangbourne,  
Reading, Berkshire, RG8 7LB.

Telephone: 0118 984 2315,

Fax: 0118 984 1225

E-mail: office@pangbourne.w-berks.sch.uk

Age range: 4-11

Admission Number: 30

Oversubscription Rules: Standard

## Parsons Down Infant School

Executive Headteacher: Mrs Bull

School type: Community Infant

Herons Way, Thatcham, Berkshire, RG19 3SR.

Telephone: 01635 862475

Fax: 01635 874558

E-mail: office.pdi@pdp.w-berks.sch.uk

Age range: 4-7

Admission Number: 30

Oversubscription Rules: Standard

## Parsons Down Junior School

Headteacher: Mrs Bull

School type: Community Junior

Herons Way, Thatcham, Berkshire, RG19 3SR.

Telephone: 01635 866700

Fax: 01635 874499

E-mail: office.pdj@pdp.w-berks.sch.uk

Age range: 7-11

Admission Number: 60

Oversubscription Rules: Standard

### **Purley Church of England Primary School**

Headteacher: Mrs Holland

Purley Village, Purley on Thames, Reading,  
Berkshire, RG8 8AF.  
Telephone: 0118 984 2384,  
Fax: 01189 984 1315  
E-mail: office@purley.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 15  
Oversubscription Rules: Standard

### **Robert Sandilands Primary School and Nursery**

Acting Headteacher: Mrs Bucknell

Digby Road, Speen, Newbury, Berkshire, RG14 1TS.  
Telephone: 01635 40318  
Fax: 01635 580948  
E-mail: office@sandilands.w-berks.sch.uk

School type: Community

Age range: 4-11  
Admission Number: 30  
Oversubscription Rules: Standard

### **Shaw-cum-Donnington Church of England Primary School**

Headteacher: Mrs Murray

Love Lane, Donnington,  
Newbury, Berkshire, RG14 2JG.  
Telephone: 01635 40971  
Fax: 01635 31327  
E-mail: office@shaw.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 14  
Oversubscription Rules: Standard

### **Chaddleworth St. Andrews & Shefford Church of England (V.C) Federated Primary Schools - Shefford**

Headteacher: Mrs A Stephenson

Wantage Road, Great Shefford,  
Hungerford, Berkshire, RG17 7DB.  
Telephone: 01488 648657  
Fax: 01488 649562  
E-mail: office@csf.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 12  
Oversubscription Rules: Standard

## Speenhamland School

Executive Headteacher: Mrs C Wilson  
Associate Headteacher: Mrs J Lewry

Pelican Lane, Newbury, Berkshire, RG14 1NU.  
Telephone: 01635 41077  
Fax: 01635 551239  
E-mail: office@speenhamland.w-berks.sch.uk

School type: Community

Age range: 4-11  
Admission Number: 45  
Oversubscription Rules: As on page 56

## Springfield Primary School

Headteacher: Mrs S East

City Road, Tilehurst, Reading, Berkshire, RG31 5NJ.  
Telephone: 0118 942 1797,  
Fax: 0118 945 4921  
E-mail: office@springfieldprimary.org

School type: Community

Age range: 4-11  
Admission Number: 42  
Oversubscription Rules: Standard

## Spurcroft Primary School

Headteacher: Mrs Flowerdew

Spurcroft Road, Thatcham, Berkshire, RG19 3XX.  
Telephone: 01635 871541  
Fax: 01635 871592  
E-mail: office@spurcroft.w-berks.sch.uk

School type: Community

Age range: 4-11  
Admission Number: 60  
Oversubscription Rules: Standard

## Streatley Church of England Voluntary Controlled School

Headteacher: Mrs L Roberts

The Coombe, Streatley, Reading, Berkshire, RG8 9LQ.  
Telephone: 01491 872399  
Fax: 01491 874372  
E-mail: office@sps.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 15  
Oversubscription Rules: Standard

### St John The Evangelist Infant and Nursery School

Headteacher: Mr K Harvey

School Type: Voluntary Aided Infants

Old Newtown Road, Newbury, Berkshire, RG14 7DE.

Age range: 4-7

Telephone: 01635 41281,

Admission Number: 60

Fax: 01635 38264

Oversubscription Rules: as on page 35

E-mail: office@stjohnew.w-berks.sch.uk

Partner Junior School: St Nicolas C of E Junior

### St Nicolas Church of England Junior School

Headteacher: Mr K. Harvey

School Type: Voluntary Aided Junior

Eastfields Link Road, Newbury, Berkshire, RG14 7LU.

Age range: 7-11

Telephone: 01635 41282,

Admission Number: 64

Fax: 01635 582427

Oversubscription Rules: as on page 37

E-mail: office@stnics.w-berks.sch.uk

### St Finian's Catholic Voluntary Aided Primary School

Headteacher: Mrs Jarratt

School Type: Voluntary Aided

The Ridge, Cold Ash,  
Thatcham, Berkshire, RG18 9HU.

Age range: 4 -11

Telephone: 01635 865925,

Admission Number: 28

Fax: 01635 874892

Oversubscription Rules: as on page 45

E-mail: office@stfinians.w-berks.sch.uk

### St Joseph's Catholic Voluntary Aided Primary School

Headteacher: Mrs Boshier

School Type: Voluntary Aided

Newport Road, Newbury, Berkshire, RG14 2AW.

Age range: 4 -11

Telephone: 01635 43455,

Admission Number: 30

Fax: 01635 552859

Oversubscription Rules: as on page 47

E-mail: office@stjosephs.w-berks.sch.uk



### St Paul's Catholic Voluntary Aided Primary School

Headteacher: Ms N Oster

School Type: Voluntary Aided

City Road, Tilehurst, Reading, Berkshire, RG31 4SZ.

Age range: 4 -11

Telephone: 0118 942 2003,

Admission Number: 45

Fax: 0118 945 4924

Oversubscription Rules: as on page 49

E-mail: office@stpauls.w-berks.sch.uk

### Stockcross Church of England Primary School

Headteacher: Mrs Lagares

School Type: Voluntary Aided

Chapel Road, Stockcross,  
Newbury, Berkshire, RG20 8LD.

Age range: 4-11

Telephone: 01488 608356,

Admission Number: 15

Fax: 01488 657971

Oversubscription Rules: as on page 38

E-mail: office@stockcross.w-berks.sch.uk

### Sulhamstead and Ufton Nervet Church of England Voluntary Aided Primary School

Headteacher: Mrs M Whitaker

School Type: Voluntary Aided

Church Lane, Ufton Nervet,  
Reading, Berkshire, RG7 4HH.

Age range: 4-11

Telephone: 0118 983 2223

Admission Number: 15

Fax: 0118 983 4585

Oversubscription Rules: as on page 40

E-mail: office@sun.w-berks.sch.uk

### Thatcham Park Church of England Primary School

Headteacher: Mrs A Webster

School type: Voluntary Controlled

Park Avenue, Thatcham, Berkshire, RG18 4NP

Age range: 4-11

Telephone: 01635 870950,

Admission Number: 60

Fax: 01635 870959

Oversubscription Rules: Standard

E-mail: office@thatchampark.w-berks.sch.uk

### The Ilsleys Primary School

Headteacher: Miss K House

Church Hill, East Ilsley,  
Newbury, Berkshire, RG20 7LP.  
Telephone: 01635 281225  
Fax: 01635 281363  
E-mail: office@ilsleys.w-berks.sch.uk

School type: Community

Age range: 4-11  
Admission Number: 12  
Oversubscription Rules: Standard

### The Willows Primary School

Headteacher: Miss MacArthur

Pyle Hill, Newbury, Berkshire, RG14 7SZ.  
Telephone: 01635 42155  
Fax: 01635 48484  
E-mail: office@willows.w-berks.sch.uk

School type: Community

Age range: 4-11  
Admission Number: 60  
Oversubscription Rules: Standard

### The Winchcombe School

Headteacher: Mr Pilsworth

Maple Crescent, Shaw Estate,  
Newbury, Berkshire, RG14 1LN.  
Telephone: 01635 232780  
Fax: 01635 232789  
E-mail: office@winchcombe.w-berks.sch.uk

School type: Community

Age range: 4-11  
Admission Number: 60  
Oversubscription Rules: Standard

### Theale Church of England Primary School

Headteacher: Mrs C. Morley

Church Street, Theale, Reading, Berkshire, RG7 5BZ.  
Telephone: 0118 930 2239  
Fax: 0118 930 4232  
E-mail: office@theale.w-berks.sch.uk

School type: Voluntary Controlled

Age range: 4-11  
Admission Number: 45  
Oversubscription Rules: Standard

## Welford & Wickham Church of England Primary School

Headteacher: Mrs J Lagares

Welford Road, Wickham,  
Newbury, Berkshire, RG20 8HL.

Telephone: 01488 608306

Fax: 01488 608306

E-mail: [office@welford.w-berks.sch.uk](mailto:office@welford.w-berks.sch.uk)

School type: Community

Age range: 4-11

Admission Number: 15

Oversubscription Rules: as on page 41

## Westwood Farm Infant School

Headteacher: Mrs G Ross

Fullbrook Crescent, Tilehurst,  
Reading, Berkshire, RG31 6RY.

Telephone: 0118 942 6113

Fax: 0118 945 4926

E-mail: [office@wfi.w-berks.sch.uk](mailto:office@wfi.w-berks.sch.uk)

School type: Community

Age range: 4-7

Admission Number: 60

Oversubscription Rules: Standard

## Westwood Farm Junior School

Executive Headteacher: Mrs G Ross

Fullbrook Crescent, Tilehurst,  
Reading, Berkshire, RG31 6RY.

Telephone: 0118 942 5182,

Fax: 0118 945 4498

E-mail: [office@wfj.w-berks.sch.uk](mailto:office@wfj.w-berks.sch.uk)

School type: Community

Age range: 7-11

Admission Number: 60

Oversubscription Rules: Standard

## Whitelands Park Primary School

Headteacher: Mr M Irving

Sagecroft Road, Thatcham, Berkshire, RG18 3FH.

Telephone: 01635 862517,

Fax: 01635 874566

E-mail: [office@whitelandsparkprimary.co.uk](mailto:office@whitelandsparkprimary.co.uk)

School type: Community

Age range: 4-11

Admission Number: 60

Oversubscription Rules: as on page 57

## Woolhampton Church of England Primary School

Acting Headteacher: Mrs Burns

Woolhampton Hill, Upper Woolhampton, Reading,  
Berkshire, RG7

Telephone: 0118 971 2270,

Fax: 0118 971 4424

E-mail: [office@woolhamptonschool.org](mailto:office@woolhamptonschool.org)

School Type: Voluntary Aided

Age range: 4-11

Admission Number: 15

Oversubscription Rules: as on page 42

## Yattendon Church of England Primary School

Headteacher: Mrs R Manley

Yattendon, Thatcham, Berkshire, RG18 0UR.

Telephone: 01635 201397,

Fax: 01635 200347

E-mail: [office@yattendon.w-berks.sch.uk](mailto:office@yattendon.w-berks.sch.uk)

School Type: Voluntary Aided

Age range: 4-11

Admission Number: 15

Oversubscription Rules: as on page 43

# Applications received for schools in previous years allocations

## Community & Voluntary Controlled Infant and Primary Schools

Schools	2018 preferences					2019 preferences					2020 preferences					2021 preferences					2022 preferences				
	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	4th	Total
Aldermaston Church of England Primary School	26	10	7		43	13	12	6		31	14	6	3		23	14	4	7		25	10	5	4	4	23
Basildon Church of England Primary School	24	3	2	1	30	23	10	6		39	23	8	9	1	41	23	9	1		33	16	12	5	3	36
Beedon Church of England (Controlled) Primary School	2	1	4		7	4		4		8	6	4	2		12	5	1			6	3	1	1		5
Beenham Primary School	4	4	3		11	12	5		1	18	6	5	4		15	4	8	5		17	6	6	3	1	16
Birch Copse Primary School	72	58	39	8	177	78	61	30	9	178	69	67	25	4	165	61	65	26	4	156	61	51	34	14	160
Brimpton Church of England Primary School	7	5	4		16	9	3	4		16	4	6	5		15	6	3	3		12	8	4	9	3	24
Bucklebury Church of England Primary School	15	12	11		38	23	11	8		42	11	9	7		27	12	13	11		36	18	10	16	1	45
Burghfield St Mary's C of E Primary School	27	33	9		69	40	36	17		93	46	25	11	1	83	36	23	8		67	37	16	13	2	68
Calcot Infant School	56	12	11		79	62	22	15	2	101	52	18	10	2	82	53	14	11	1	79	72	24	11		107
Chaddleworth St Andrew's C.E Primary School	3	1			4	3	4	1		8	5		1		6	1	4			5					0
Chieveley Primary School	35	27	13		75	27	11	4		42	26	16	2		44	40	12	8	1	61	26	10	3		39
Cold Ash St Mark's Church of England School	25	26	20		71	27	17	15		59	16	10	7		33	43	31	16		90	23	41	16	7	87
Compton Church of England Primary School	28	7	3		38	30	7	3		40	20	6	2	1	29	23	4	5	3	35	16	3	3		22
Curridge Primary School	19	13	13		45	15	10	8		33	11	6	6	1	24	7	12	6		25	13	5	2	1	21
Downsway Primary School	32	48	26	6	112	34	40	24	3	101	46	33	18	5	102	42	28	29	8	107	34	36	18	7	95
Falkland Primary School	54	40	32		126	71	56	22		149	75	60	32		167	58	36	23	117	234	62	37	25	3	127
Hampstead Norreys Church of England Primary School	12	9	10		31	15	5	6		26	10	10	3		23	7	6	3		16	7	2	8		17
Hermitage Primary School	26	16	15		57	25	14	8		47	26	6	3		35	25	15	7		47	21	7	2	5	35
Hungerford Primary School	46	17	4		67	46	6	4		56	53	4	4		61	48	3	3		54	55	6	3		64
Inkpen Primary School	7	11	3		21	13	4	4		21	5	3	5		13	11	4	2		17	2	1	3		6
John Rankin Infant and Nursery School	71	46	26		143	76	48	24		148	70	47	29		146	74	42	25		141	58	35	18	5	116
Kenet Valley Primary School	28	12	12	2	54	30	10	9	2	51	25	15	11	3	54	35	10	13		58	25	18	9	3	55
Kintbury St Mary's Church of England Primary School	27	3	5		35	19	2	3		24	19	3	5		27	16	5			21	14	2	1		17
Long Lane Primary School	40	31	16	6	93	28	32	15	7	82	26	30	20	2	78	27	28	25	1	81	32	21	21	8	82
Mortimer St John's Church of England School	56	17	14		87	50	17	20	1	88	40	20	10	2	72	52	13	20	2	87	53	22	12	5	92
Mrs Bland's Community Infant & Nursery School	52	10	10		72	62	16	13		91	48	14	17	1	80	41	15	11		67	44	13	9	5	71
Pangbourne Primary School	25	10	15		50	29	8	14	1	52	28	22	10	1	61	18	6	8		32	15	15	8	2	40
Parsons Down Infant School	49	21	22		92	29	20	13		62	35	12	11		58	35	16	8		59	32	18	13		63
Purley Church of England Infant School	23	9	8	2	42	11	7	6	4	28	12	11	7	2	32	15	7	2	1	25	17	7	9	6	39
Robert Sandilands Primary School and Nursery	38	20	21		79	33	20	17		70	55	20	13		88	37	20	16		73	31	22	11	4	68
Shaw-cum-Donnington Church of England Primary School	12	21	9		42	8	5	6		19	13	15	8		36	8	3	5		16	9	3	7	2	21
Shefford CE Primary School	8	4	1		13	12	5	2		19	10	6	2		18	11	1	2		14	6	3	2	1	12
Springfield Primary School	45	47	32	5	129	44	35	30	10	119	43	34	40	8	125	57	36	27	5	125	41	41	32	12	126

Schools	2018 preferences					2019 preferences					2020 preferences					2021 preferences					2022 preferences				
	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total
Spurcroft Primary School	52	33	13		98	57	36	18		111	51	33	12		96	59	43	8		25	48	23	15	3	89
Streatley Church of England Voluntary Controlled School	8	6	6		20	19	15	7		41	16	16	5	1	38	11	8	5	1	62	16	14	3	1	34
Thatcham Park Church of England Primary School	44	17	16		77	47	26	13		86	35	17	10		62	35	19	8		11	54	23	13	3	93
The Ilsleys' Primary School	5	4	4		13	10	9			19	5	3	2		10	4	5	1	1	37	8	1	3	2	14
The Willows School	49	7	13		69	38	9	12		59	46	11	10		67	24	6	7		138	49	10	7	4	70
The Winchcombe School	70	44	30		144	71	50	22		143	79	50	35		164	68	46	24		70	65	51	25	5	146
Theale Church of England Primary School	45	14	11	1	71	46	21	10		77	49	24	15		88	44	15	8	3	138	49	20	15	5	89
Westwood Farm Infant School	33	29	28	10	100	57	36	35	7	135	60	32	30	13	135	69	31	29	9	0	4	1	3	1	9

## Community Junior Schools

Schools	2018 preferences					2019 preferences					2020 preferences					2021 preferences					2022 preferences				
	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	other	Total	1st	2nd	3rd	4th	Total
Calcot Junior School	70	1	1	1	73	69	3			72	67		1		68	53		1		54	69	1	1		71
Garland Junior School	52	3			55	54	1			55	52	5			57	56	3	1		60	56	7			63
John Rankin Junior School	87	10	3		100	84	11			95	85	14			99	87	13			100	89	6			95
Parsons Down Junior School	81				81	60				60	47	47			94	53		1		54	29				29
Westwood Farm Junior School	62	2			64	63				63	69	10			79	57	1			58	60				60

# Allocations by Oversubscription Category

Data Showing the Number of Children Allocated by Oversubscription Rules to Community and Voluntary Controlled Schools in Previous Years

Infant & Primary Schools	Child in care or previously in the care of a Local Authority				Social or Medical				Catchment Children				Sibling				All Other Applicants				Staff Child	Children with EHC plan				Non Preference Offer				Total Pupils Allocated				
	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022	2018	2019	2020	2021	2022				
Aldermaston Church of England Primary School			2	2							16	9	9	7	7	3	1	1	5	2	9	4	2	1	1					28	14	15	15	10
Basildon Church of England Primary School						14	16	15	10	12	7	2	3	5	3	4	7	5	8	4									25	25	24	23	19	
Beedon Church of England (Controlled) Primary School						1	3	4	3	2	1	3	1	1	1	1	1	1	1	1					1				2	4	7	6	3	
Beenham Primary School						2	8	2	1	2	1	1	1	1	1	1	4	3	5	3									4	13	6	7	6	
Birch Copse Primary School	2	1	1			31	25	27	30	19	13	19	18	10	7	14	16	14	20	33									60	60	60	60	60	
Brimpton Church of England Primary School	1					3	13	5	4	5	2	3	1	1	1	2	1	2	3	3									7	18	8	8	9	
Bucklebury Church of England Primary School	1					7	6	7	6	12	3	4	3	4	3	6	12	3	6	6									16	23	13	16	21	
Burghfield St Mary's C of E Primary School	1	1	1	1		12	21	24	14	15	2	7	6	6	8	12	1	8	5	5					1			27	30	30	30	30		
Calcot Infant School and Nursery	1					35	51	35	41	52	13	10	8	11	13	11	8	13	3	10								64	69	58	59	77		
Cheadleworth St Andrew's & Shefford C.E (V.C.) Federated Primary Schools						1	3									2												3	3		1	0		
Chieveley Primary School	1					9	7	8	12	10	5	4	9	14	5	16	15	9	4	12								30	27	26	30	27		
Cold Ash St Mark's Church of England School			1			10	8	5	11	11	6	5	4	14	7	11	15	7	4	12								27	28	16	30	30		
Compton Church of England Primary School						25	27	19	23	12	2	1			0	1	2	1		5								28	30	20	23	17		
Curridge Primary School						12	10	9	4	6	2	3	1	2	2	1	2	1	3	5								15	15	11	9	13		
Downsway Primary School			1			12	12	10	15	10	8	12	9	15	2	10	6	11		16					1			30	30	30	30	30		
Falkland Primary School	1	1	1			37	41	44	31	32	8	6	9	8	10	12	12	7	17	17								57	60	60	58	60		
Hampstead Norreys Church of England Primary School						9	10	8	4	3	5				3	3	4	3	1									12	15	12	7	7		
Hermitage Primary School						16	16	21	20	13	8	3	5	2	3	2	6	1	6	6					1			27	25	27	28	22		
Hungerford Primary School						46	42	46	44	49	2	1	4	1	4	3	3	2	2									48	46	53	48	55		
Inkpen Primary School						7	4	2	8	2	5	2	1			5	1	2										7	14	5	11	2		
John Rankin Infant School	1					30	40	27	38	24	21	20	22	15	22	30	27	33	24	20								82	87	90	77	67		
Kenret Valley Primary School		1				23	21	20	27	16	1	2	1	1	3	4	7	4	2	7					2			30	30	29	30	26		
Kintbury St Mary's Church of England Primary School						25	13	16	14	13	2	2			1	4	3	2										27	19	20	16	14		
Long Lane Primary School						30	14	20	21	17	5	2	4	7	7	11	8	5	6									30	30	30	30	30		

## Data Showing the Number of Children Allocated by Oversubscription Rules to Community and Voluntary Controlled Schools in Previous Years, cont...

Infant & Primary Schools	Child in care or previously in the care of a Local Authority				Social or Medical				Catchment Children				Sibling				All Other Applicants				Staff Child				Children with EHC plan				Non Preference Offer				Total Pupils Allocated								
	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	
Mortimer St John's Church of England School									48	41	34	36	3	3	3	7	6	13	13	15																	57	56	50	59	60
Mrs Bland's Infant School									40	52	47	36	3	3	4	3	9	5	2	3	1																53	60	44	42	46
Pangbourne Primary School									19	13	27	14	4	10	3	4	4	6		1	5																27	29	30	19	17
Parsons Down Infant School	1	1	2						38	24	28	24	8	4	7	4	4	2	1	1					4	13											55	31	50	30	30
Purley Church of England Infant School	1								14	9	8	8	1	1	2	1	3	1	4	5	2																18	11	15	15	15
Robert Sandilands Primary School	1								23	16	30	30	4	9			5	2	5		7												30	30	30	30	30				
Shaw-cum-Donnington Church of England Primary School									4	1	2	2	1	2	7	3	4	9	5	6	5	6							2	14	8	15	10	12			12				
Sheffield & Chaddlesworth St Andrew's (V.C.) Federated Primary Schools									5	7	6	5	4	1	2	4	5	4	3	2									1	10	12	11	11	5			5				
Springfield Primary School				1					21	25	22	30	24	7	6	5	11	6	13	11	15	5	11		1								42	42	42	46	42				
Spurcroft Primary School									27	32	34	25	21	10	9	12	14	10	16	17	7	20	17	1									53	58	53	60	49				
Streatley Church of England Voluntary Controlled School									3	12	5	4	8	3	4	5	3	2	3	5	3	5											9	19	15	11	15				
Thatcham Park Church of England Primary School	1								37	32	18	22	38	7	6	7	4	9	9	10	11	8							3	44	48	35	40	55			55				
The Ileslys' Primary School									5	10	5	4	7	1	1	1			1	2	1				4								11	12	6	4	8				
The Willows School	1								44	38	45	23	45	5	1	4	5	1	2	4	3				6	7	2	6		56	42	60	26	59			59				
The Wincombe School	2	2	1						36	32	44	29	39	15	11	16	17	9	7	15	13	11								60	60	60	60	60	60	60	60				
Theale Church of England Primary School									37	32	33	28	26	1	3	8	5	10	6	10	4	12	8		1					45	45	45	45	45			45				
Westwood Farm Infant School				1				2	16	20	23	22	16	13	17	24	28	20	21	22	13	7	22		1					53	59	60	60	60	60	60	59				

Junior Schools	Child in care or previously in the care of a Local Authority				Social or Medical				Feeder School				Catchment Children				Sibling				All Other Applicants				Staff Child				Children with EHC plan				Non Preference Offer				Total Pupils Allocated				
	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	2018	2019	2020	2021	
Calcot Junior School				1					69	67	49	69	56	1	4		11																				71	69	67	71	69
Garland Junior School									52	52	55	57	43	2	1		1																				51	54	52	53	58
John Rankin Junior School				1					85	85	85	88	38				14				3	1	1														87	86	88	87	89
Parsons Down Junior School	1	1	2	1					58	46	50	28	48				15				17				1	1	1	1									81	60	47	49	29
Westwood Farm Junior School	1			1					60	59	53	58	28				11				19				4								62	61	59	63	60				



# Allocations by Category for Voluntary Aided and Academy Schools

## Number of applications and offers for Voluntary Aided Church of England and Catholic Primary Schools and Academies by Oversubscription Rules

**Bradfield Church of England Primary School**  
2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Public Care		
3	Catchment with sibling	3	3
4	Catchment	3	2
5	Sibling	3	3
6	Other applicants	19	7
	Non preference offer		
<b>Total:</b>		<b>28</b>	<b>15</b>

**Bradfield Church of England Primary School**  
2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1st	Public Care		
3rd	Catchment with sibling	6	4
4th	Catchment	6	5
5th	Sibling	2	2
6th	Multiple births		
7th	Other applicants	21	9
	Non preference offer		
<b>Total:</b>		<b>35</b>	<b>20</b>

**Bradfield Church of England Primary School**  
2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1st	Public Care	0	
3rd	Catchment with sibling	9	9
4th	Catchment	8	8
5th	Sibling	1	1
6th	Multiple births		
7th	Other applicants	23	5
	Non preference offer		1
<b>Total:</b>		<b>41</b>	<b>24</b>

**Brightwalton Church of England Primary School**  
2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
3	Catchment with Sibling		
4	Catchment	2	2
5	Sibling	4	4
6	Other applicants	16	9
<b>Total:</b>		<b>22</b>	<b>15</b>

**Brightwalton Church of England Primary School**  
2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
3	Catchment with Sibling	1	1
4	Catchment	1	1
5	Sibling	6	6
6	Other applicants	15	11
<b>Total:</b>		<b>23</b>	<b>19</b>

**Brightwalton Church of England Primary School**  
2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
3	Catchment with Sibling	2	2
4	Catchment	2	2
5	Sibling	3	3
6	Other applicants	17	9
<b>Total:</b>		<b>24</b>	<b>16</b>

**Enborne Church of England Primary School**  
2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
ii	Medical/Social Grounds		
iii	Catchment with sibling		
iv	Catchment	1	
v	Sibling	4	4
vii	Other applicants	29	5
<b>Total:</b>		<b>34</b>	<b>9</b>

**Enborne Church of England Primary School**  
2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
ii	Medical/Social Grounds	1	1
iii	Catchment with sibling	0	0
iv	Catchment	3	2
v	Sibling	0	
vii	Other applicants	24	8
<b>Total:</b>		<b>28</b>	<b>11</b>

**Enborne Church of England Primary School**  
2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
ii	Catchment with sibling	2	2
iii	Catchment	1	1
iv	Sibling	3	3
vi	Other applicants	51	4
<b>Total:</b>		<b>57</b>	<b>10</b>

**Englefield Church of England Primary School**  
2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Medical or Social		
3	Catchment with Sibling	3	3
3	Catchment	2	1
4	Sibling	4	4
6	Other applicants	26	8
<b>Total:</b>		<b>35</b>	<b>16</b>

**Englefield Church of England Primary School**  
2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Catchment with Sibling		
3	Catchment	7	3
4	Sibling	3	3
6	Other applicants	41	10
<b>Total:</b>		<b>51</b>	<b>16</b>

**Englefield Church of England Primary School**  
2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Catchment with Sibling		
3	Catchment	7	5
4	Sibling	5	5
6	Other applicants	43	8
<b>Total:</b>		<b>55</b>	<b>18</b>

**Francis Baily Primary School**  
2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
i	Public care	1	1
ii+iii	Catchment with sibling	39	31
iv	Sibling	22	22
vi	Other applicants	50	15
<b>Total:</b>		<b>112</b>	<b>69</b>

**Francis Baily Primary School**  
2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
i	Public care	1	1
ii+iii	Catchment with sibling	38	30
iv	Sibling	23	22
vi	Other applicants	55	22
<b>Total:</b>		<b>117</b>	<b>75</b>

**Francis Baily Primary School**  
2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
i	Public care	2	2
ii+iii	Catchment with sibling	34	28
iv	Sibling	28	28
vi	Other applicants	59	23
<b>Total:</b>		<b>123</b>	<b>81</b>

## Number of applications and offers for Voluntary Aided Church of England and Catholic Primary Schools and Academies by Oversubscription Rules

**Lambourn Primary School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked After		
B	Catchment	12	11
C	Sibling	1	1
D	Staff Child		
E	Other applicants	1	
	Non preference offer		
<b>Total:</b>		<b>14</b>	<b>17</b>

**Lambourn Primary School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked After		
B	Catchment	20	17
C	Sibling		
D	Staff Child		
E	Other applicants		
	Non preference offer		
<b>Total:</b>		<b>20</b>	<b>17</b>

**Lambourn Primary School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked After		
B	Catchment	26	24
C	Sibling	1	1
D	Staff Child		
E	Other applicants		
	Non preference offer		1
<b>Total:</b>		<b>27</b>	<b>26</b>

**Newbury Academy Trust- Fir Tree Primary School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked After	1	1
B	Catchment	15	12
C	Sibling	8	8
D	Staff Child		
E	Other applicants	23	9
	Non preference offer		
<b>Total:</b>		<b>47</b>	<b>30</b>

**Newbury Academy Trust- Fir Tree Primary School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked After		
B	Catchment	14	14
C	Sibling	4	4
D	Staff Child		
E	Other applicants	21	12
	Non preference offer		
<b>Total:</b>		<b>39</b>	<b>30</b>

**Newbury Academy Trust- Fir Tree Primary School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked After		
B	Catchment	18	17
C	Sibling	3	3
D	Staff Child		
E	Other applicants	18	10
	Non preference offer		
<b>Total:</b>		<b>39</b>	<b>30</b>

**Speenhamland Primary School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	<b>EHCP</b>		
1	Looked After		
2	Social/Medical Needs		
3	Catchment	8	4
4	Siblings	9	9
5	Staff Child		
6	Other applicants	40	10
	Non preference offer		5
<b>Total:</b>		<b>57</b>	<b>28</b>

**Speenhamland Primary School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	<b>EHCP</b>		
1	Looked After	1	
2	Social/Medical Needs		
3	Catchment	20	9
4	Siblings	7	7
5	Staff Child	2	1
6	Other applicants	28	6
	Non preference offer		4
<b>Total:</b>		<b>58</b>	<b>27</b>

**Speenhamland Primary School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	<b>EHCP</b>		1
1	Looked After		
2	Social/Medical Needs		
3	Catchment	15	15
4	Siblings	14	14
5	Staff Child	2	1
6	Other applicants	55	17
	Non preference offer		
<b>Total:</b>		<b>86</b>	<b>47</b>

**St. Finians Catholic School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Baptised Catholic with Sibling	7	7
3	Baptised Catholic in Catchment	8	5
4	Children of Catholic members of staff		
5	Other Catholic children	2	1
7	Children of staff		
8	Other siblings	8	8
9	Other Christian denominations	9	7
10	Other applicants	33	2
<b>Total:</b>		<b>67</b>	<b>30</b>

**St. Finians Catholic School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Baptised Catholic with Sibling		
3	Baptised Catholic in Catchment	5	5
4	Children of Catholic members of staff		
5	Other Catholic children	2	1
7	Children of staff	1	1
8	Other siblings	6	6
9	Other Christian denominations	7	7
10	Other applicants	34	10
<b>Total:</b>		<b>55</b>	<b>30</b>

**St. Finians Catholic School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Baptised Catholic with Sibling	5	5
3	Baptised Catholic in Catchment	6	6
4	Children of Catholic members of staff	1	1
5	Other Catholic children	2	1
7	Children of staff	1	1
8	Other siblings	5	4
9	Other Christian denominations	7	5
10	Other applicants	10	5
<b>Total:</b>		<b>37</b>	<b>28</b>

**St. John The Evangelist Infant School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	<b>EHCP</b>		
A	Child in care or previously in care		
B	Exceptional medical/social need		
C	Catchment area siblings	8	8
D	Catchment area St Nicolas siblings	7	7
E	Catchment	39	26
F	Siblings	3	3
G	St Nicolas siblings	5	4
H	Other applicants	74	12
<b>Total:</b>		<b>136</b>	<b>60</b>

**St. John The Evangelist Infant School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	<b>EHCP</b>		
A	Child in care or previously in care	3	2
B	Exceptional medical/social need		
C	Catchment area siblings	8	8
D	Catchment area St Nicolas siblings	9	9
E	Catchment	39	21
G	St Nicolas siblings	4	4
H	Other applicants	1	1
		45	10
<b>Total:</b>		<b>109</b>	<b>55</b>

**St. John The Evangelist Infant School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	<b>EHCP</b>		
A	Child in care or previously in care		
B	Exceptional medical/social need		
C	Catchment area siblings	9	9
D	Catchment area St Nicolas siblings	15	15
E	Catchment	47	35
G	St Nicolas siblings	1	1
H	Other applicants	76	
		148	60
<b>Total:</b>		<b>148</b>	<b>60</b>

## Number of applications and offers for Voluntary Aided Church of England and Catholic Primary Schools and Academies by Oversubscription Rules

### St. Josephs Catholic School

#### 2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Baptised Catholic with Sibling	2	2
3	Baptised Catholic in Catchment	7	5
4	Baptised Catholic Outside Catchment	3	2
5	Child in care or previously in care		
6	Siblings	8	8
7	Members of Christian Churches	7	5
8	Other faiths	12	8
9	Other Applicants	42	
<b>Total:</b>		<b>81</b>	<b>30</b>

### St. Josephs Catholic School

#### 2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Baptised Catholic with Sibling	5	5
3	Baptised Catholic in Catchment	11	6
4	Baptised Catholic Outside Catchment	1	
5	Child in care or previously in care	1	
6	Siblings	3	3
7	Members of Christian Churches	5	4
8	Other faiths	11	9
9	Other Applicants	39	3
<b>Total:</b>		<b>76</b>	<b>30</b>

### St. Josephs Catholic School

#### 2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
2	Baptised Catholic with Sibling	3	3
3	Baptised Catholic in Catchment	6	4
4	Baptised Catholic Outside Catchment		
5	Child in care or previously in care		
6	Siblings	3	2
7	Members of Christian Churches	8	5
8	Other faiths	9	8
9	Other Applicants	50	8
<b>Total:</b>		<b>79</b>	<b>30</b>

### St. Pauls Catholic School

#### 2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Baptised Catholic Looked After		
2, 3 & 4	Baptised Catholic	24	19
5	Other Looked After	6	4
6	Members of Eastern Orthodox Churches	4	2
7	Unbaptised children of baptised catholic parents		
8	Members of other Christian churches	47	9
9	Members of other faiths		
10	Other applicants		
	Non preference offer		
<b>Total:</b>		<b>81</b>	<b>34</b>

### St. Pauls Catholic School

#### 2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Baptised Catholic Looked After		
2, 3 & 4	Baptised Catholic	27	24
5	Other Looked After		
6	Members of Eastern Orthodox Churches	3	1
7	Unbaptised children of baptised catholic parents	2	1
8	Members of other Christian churches	8	5
9	Members of other faiths	3	3
10	Other applicants	37	5
	Non preference offer		
<b>Total:</b>		<b>80</b>	<b>39</b>

### St. Pauls Catholic School

#### 2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Baptised Catholic Looked After		
2	Baptised Catholic	32	32
3	Other Looked After		
4	Members of Eastern Orthodox Churches	2	2
5	Unbaptised children of baptised catholic parents	2	2
6	Members of other Christian churches	7	5
7	Members of other faiths	4	4
8	Other applicants	65	4
	Non preference offer		
<b>Total:</b>		<b>112</b>	<b>49</b>

### Stockcross Church of England Primary School

#### 2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	EHCP		
a	Child in care or previously in care		
b	Exceptional medical or social reasons		
c	Catchment & sibling	2	2
d	Catchment	3	1
e	Siblings	3	3
f	Staff child		
g	Other applicants	7	
<b>Total:</b>		<b>15</b>	<b>6</b>

### Stockcross Church of England Primary School

#### 2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	EHCP		
a	Child in care or previously in care		
b	Exceptional medical or social reasons		
c	Catchment & sibling	2	2
d	Catchment	6	3
e	Siblings	4	4
f	Staff child	1	1
g	Other applicants	10	2
<b>Total:</b>		<b>23</b>	<b>12</b>

### Stockcross Church of England Primary School

#### 2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	EHCP		1
a	Child in care or previously in care		
b	Exceptional medical or social reasons	1	1
c	Catchment & sibling	5	5
d	Catchment	3	3
e	Siblings	5	5
g	Other applicants	19	
<b>Total:</b>		<b>33</b>	<b>15</b>

### Sulhampstead & Ufton Nervet CE Primary School

#### 2022 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	EHCP		
i	Child in care or previously in care	1	1
ii	Exceptional medical or social reasons		
iii	Catchment & Sibling	3	3
iv	Catchment	8	2
v	Siblings	3	3
vi	Other applicants	32	6
	Non preference offer		
<b>Total:</b>		<b>46</b>	<b>15</b>

### Sulhampstead & Ufton Nervet CE Primary School

#### 2021 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	EHCP		
i	Child in care or previously in care		
ii	Exceptional medical or social reasons		
iii	Catchment & Sibling	1	1
iv	Catchment	6	2
v	Siblings	6	6
vi	Other applicants	17	4
	Non preference offer		
<b>Total:</b>		<b>30</b>	<b>13</b>

### Sulhampstead & Ufton Nervet CE Primary School

#### 2020 Admissions

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
	EHCP		
i	Child in care or previously in care		
ii	Exceptional medical or social reasons		
iii	Catchment & Sibling		
iv	Catchment	10	6
v	Siblings	4	4
vi	Other applicants	25	5
	Non preference offer		
<b>Total:</b>		<b>39</b>	<b>15</b>

## Number of applications and offers for Voluntary Aided Church of England and Catholic Primary Schools and Academies by Oversubscription Rules

**Welford & Wickham Church of England Primary School  
2021 Admission**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked after children		
B	Medical/social		
C	Catchment sibling	2	2
D	Catchment	2	2
E	Sibling		
F	Member of staff		
G	Other	5	
<b>Total:</b>		<b>9</b>	<b>4</b>

**Welford & Wickham Church of England Primary School  
2021 Admission**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked after children		
B	Medical/social		
C	Catchment sibling	3	3
D	Catchment	5	3
E	Sibling	5	5
F	Member of staff	1	1
G	Other	10	2
<b>Total:</b>		<b>24</b>	<b>14</b>

**Welford & Wickham Church of England Primary School  
2020 Admission**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked after children		
B	Medical/social		
C	Catchment sibling	2	2
D	Catchment	3	
E	Sibling	4	4
F	Member of staff		
G	Other	16	5
<b>Total:</b>		<b>25</b>	<b>11</b>

**Whitelands Park Primary School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked after children	1	
B	Catchment	36	31
C	Siblings	17	17
D	Children of staff		
E	Other non preference offer	42	9
			2
<b>Total:</b>		<b>96</b>	<b>59</b>

**Whitelands Park Primary School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked after children		
B	Catchment	38	30
C	Siblings	13	13
D	Children of staff	3	3
E	Other	26	9
<b>Total:</b>		<b>80</b>	<b>55</b>

**Whitelands Park Primary School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Looked after children		
B	Catchment	34	31
C	Siblings	18	18
D	Children of staff		
E	Other	43	11
<b>Total:</b>		<b>95</b>	<b>60</b>

**Woolhampton Church of England Primary School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Child in care or previously in care		
B	medical/social		
C	Catchment	5	5
D	Sibling	4	4
E	Other applicants	36	6
<b>Total:</b>		<b>45</b>	<b>15</b>

**Woolhampton Church of England Primary School  
2021 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Child in care or previously in care	1	
B	medical/social		
C	Catchment	10	10
D	Sibling	3	3
E	Other applicants	34	2
<b>Total:</b>		<b>48</b>	<b>15</b>

**Woolhampton Church of England Primary School  
2020 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
A	Child in care or previously in care		
B	medical/social		
C	Catchment	10	9
D	Sibling	2	2
E	Other applicants	17	4
<b>Total:</b>		<b>29</b>	<b>15</b>

**Yattendon Church of England Primary School  
2022 Admissions**

Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Child in care or previously in care		
2	medical/social		
3	Catchment & Sibling	3	3
4	Catchment	3	2
5	Sibling	7	6
6	Other applicants	16	4
<b>Total:</b>		<b>29</b>	<b>15</b>

**Yattendon Church of England Primary School  
2021 Admissions**

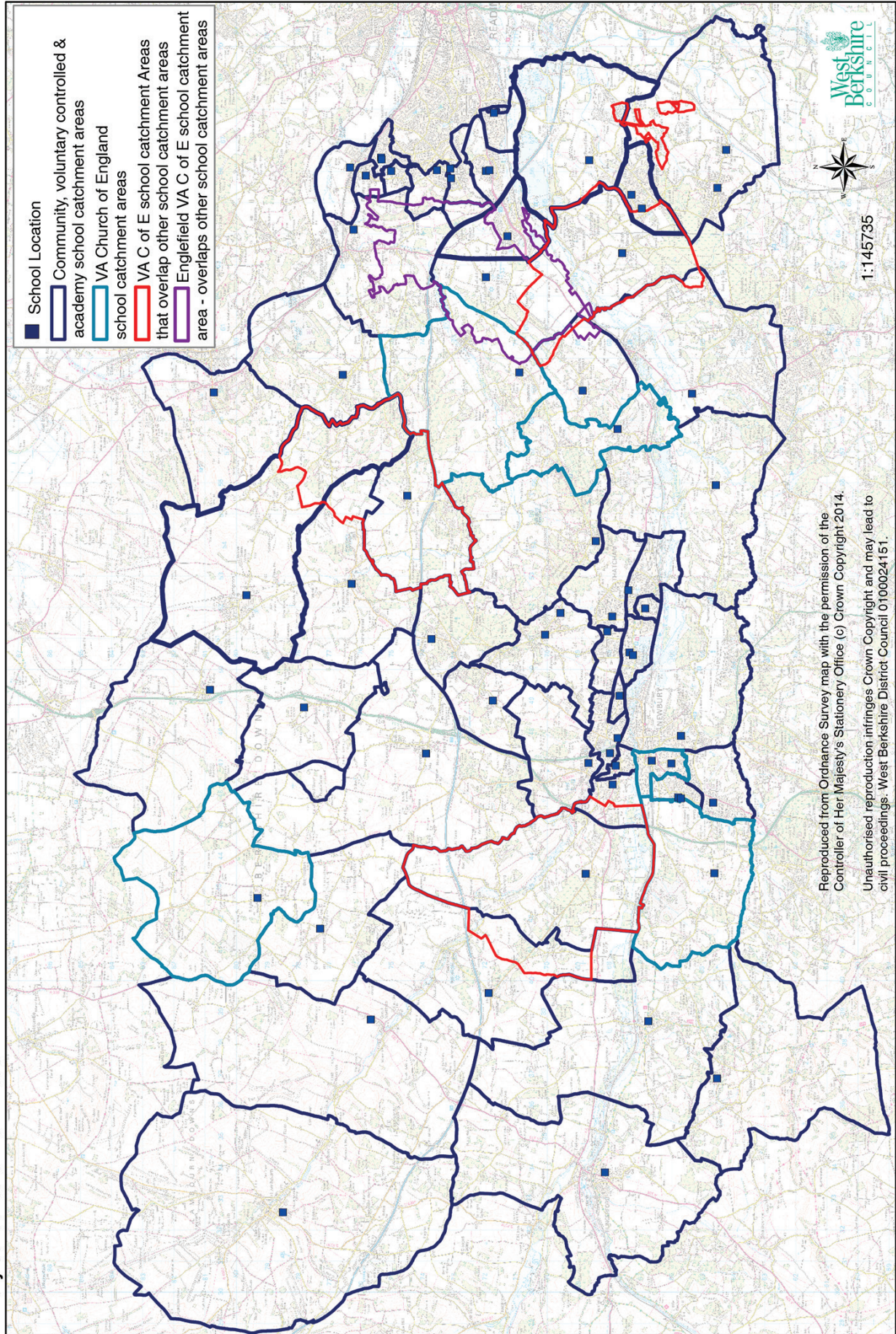
Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Child in care or previously in care		
2	medical/social		
3	Catchment & Sibling		
4	Catchment	2	1
5	Sibling	4	4
6	Other applicants	29	11
<b>Total:</b>		<b>35</b>	<b>16</b>

**Yattendon Church of England Primary School  
2020 Admissions**

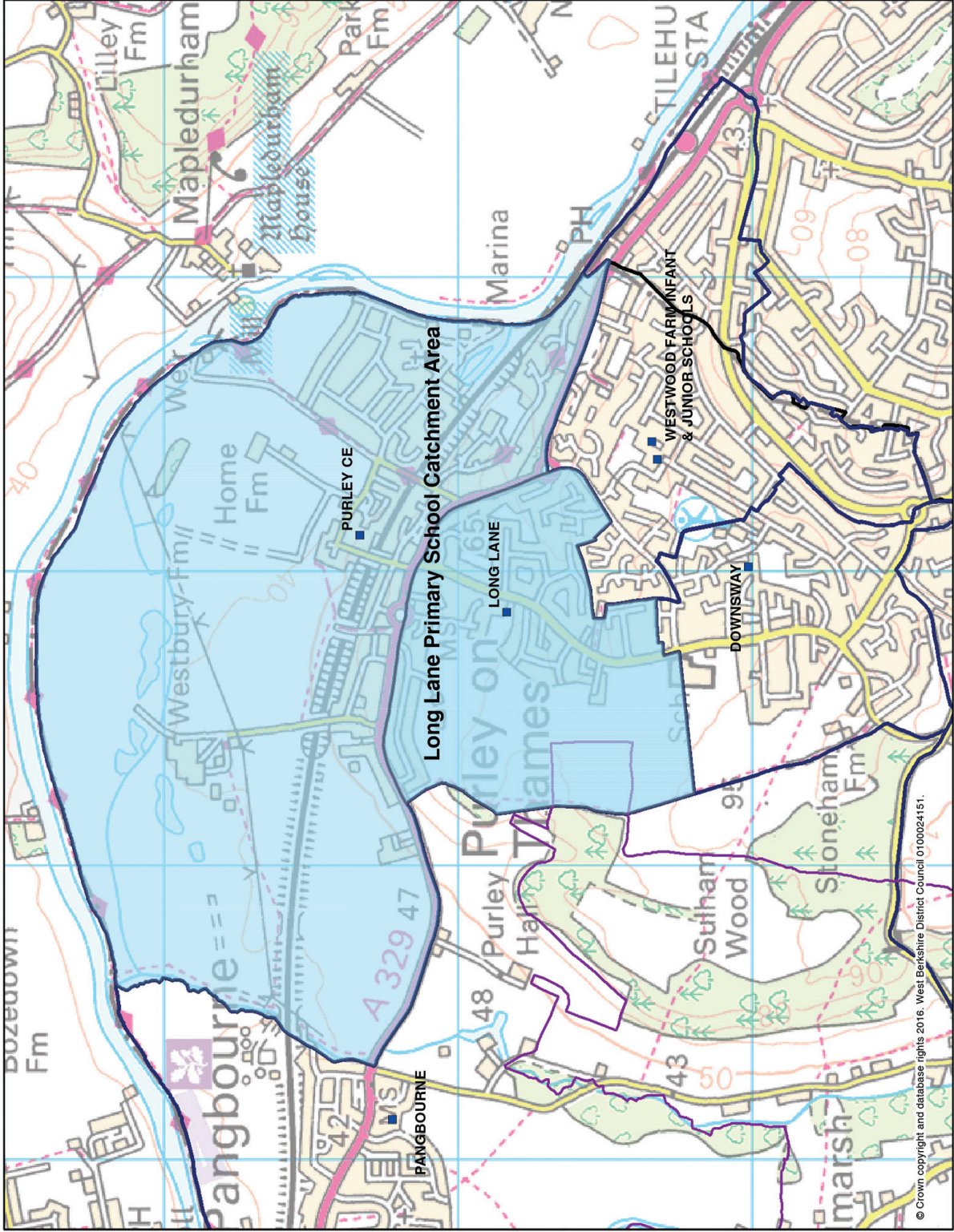
Rule	Admission Rule - Short Definition	Total Preferences	Allocated
1	Child in care or previously in care	1	1
2	medical/social		
3	Catchment & Sibling	2	2
4	Catchment	6	6
5	Sibling	6	6
6	Other applicants	21	2
<b>Total:</b>		<b>36</b>	<b>16</b>

# Catchment Area Maps

## Primary School Catchment Areas



# Long Lane Primary School Catchment Area



The Long Lane Primary School Catchment Area is highlighted in blue.

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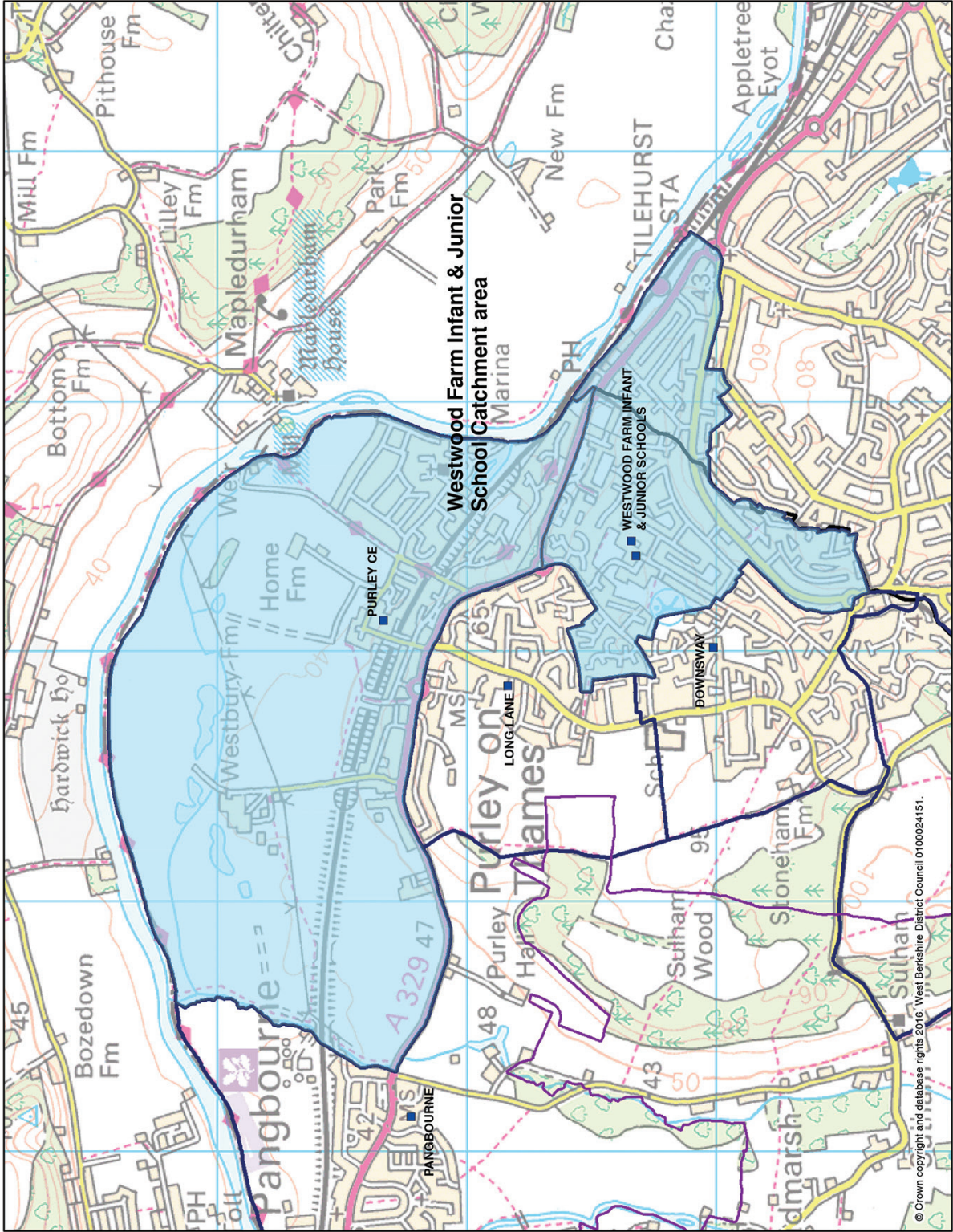
02/08/2016

1:16990



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# Westwood Farm Infant & Junior School Catchment Area



The Westwood Farm Infant & Junior School Catchment Area is highlighted in blue

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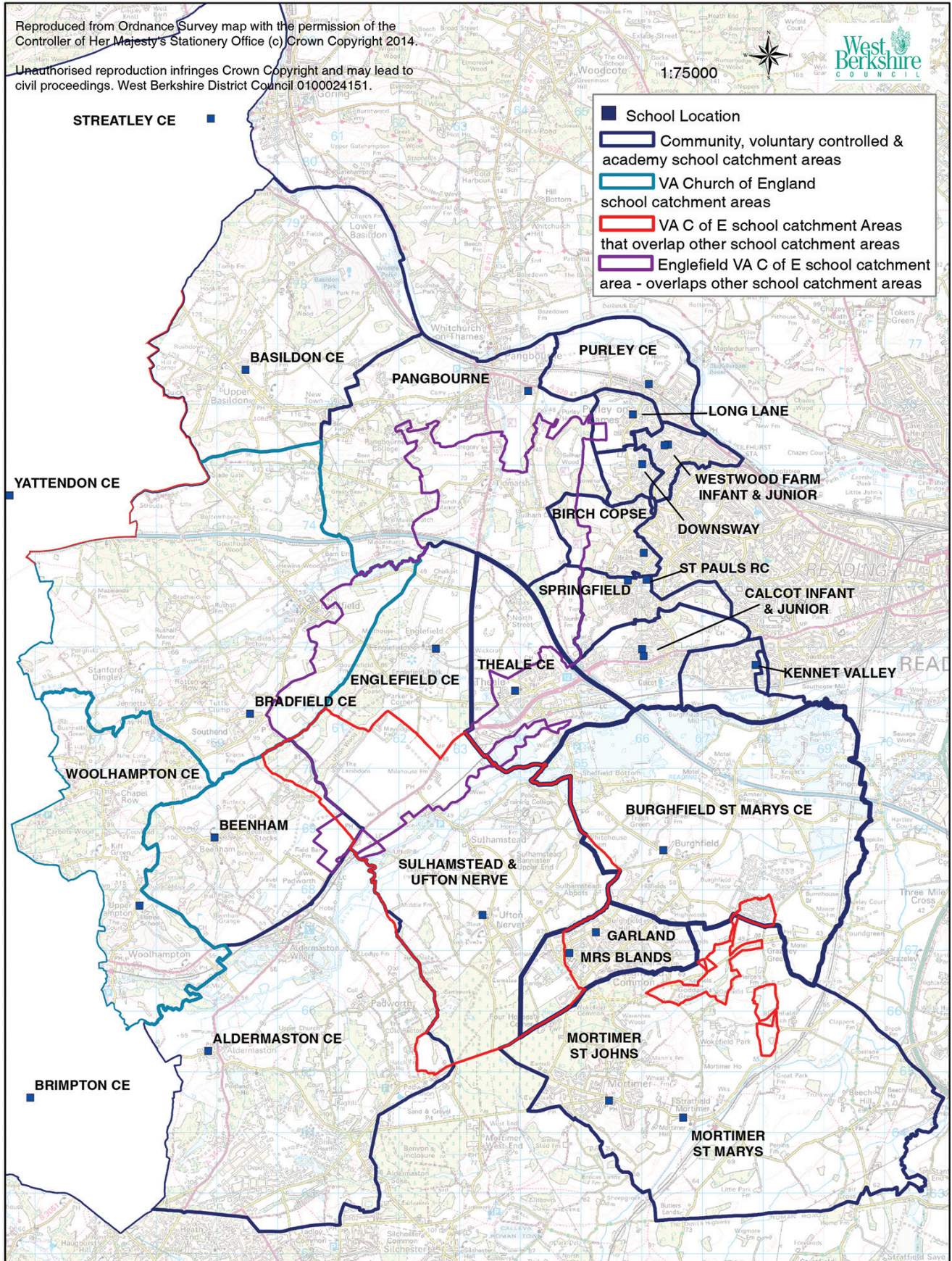
02/08/2016

1:20000



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**Primary School Catchment Areas - Eastern area**

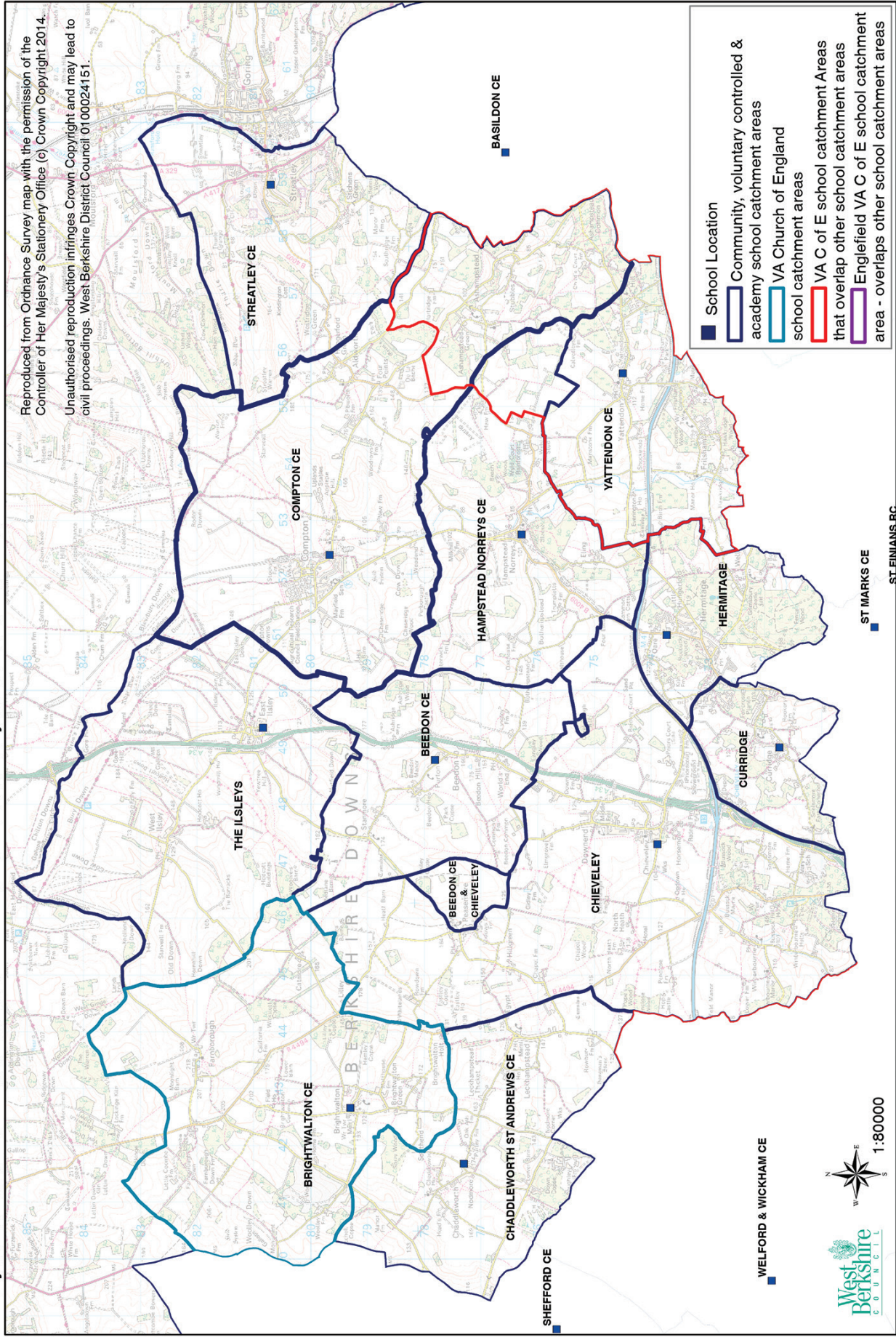


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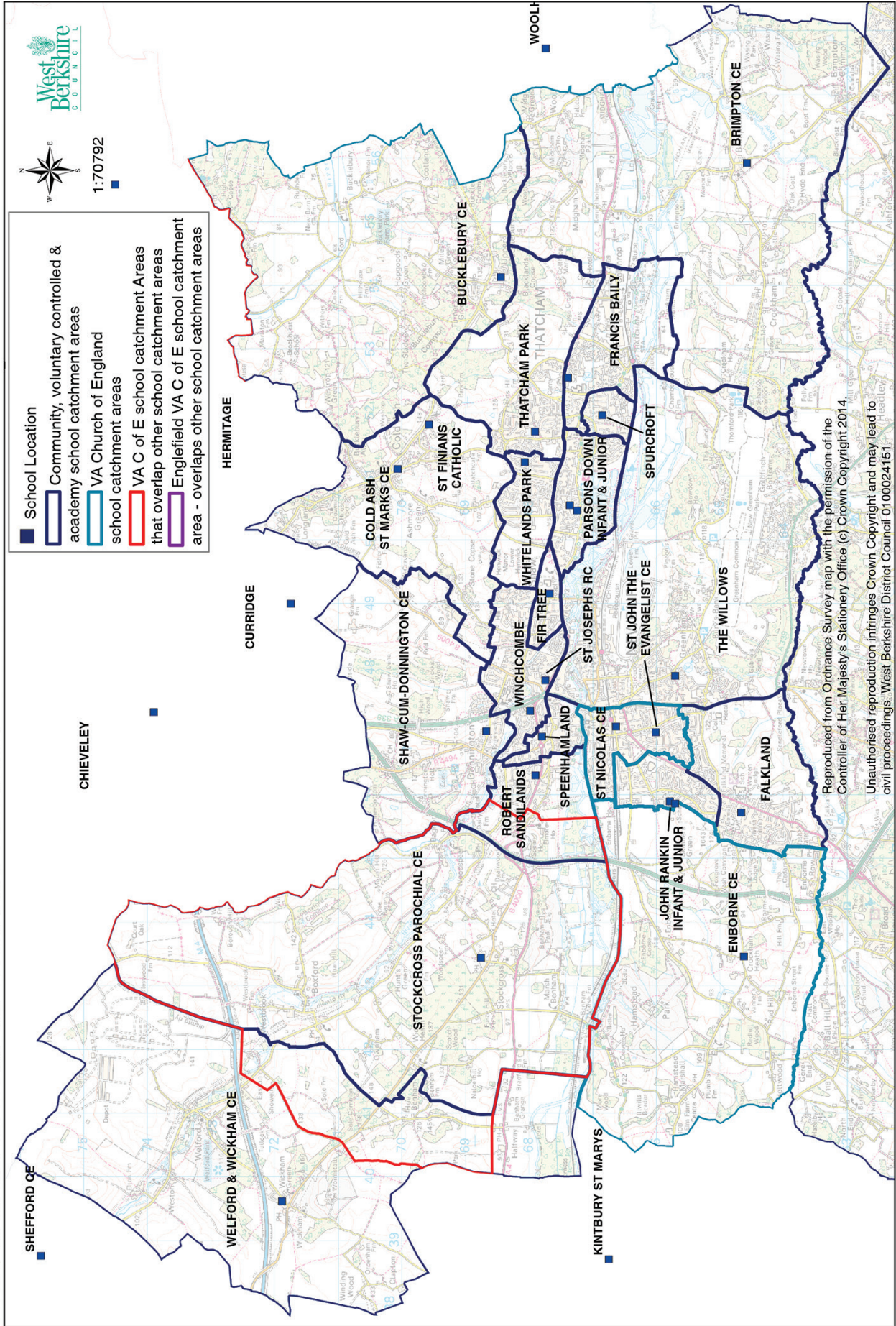
# Primary School Catchment Areas - Schools within The Downs Secondary School Catchment Area

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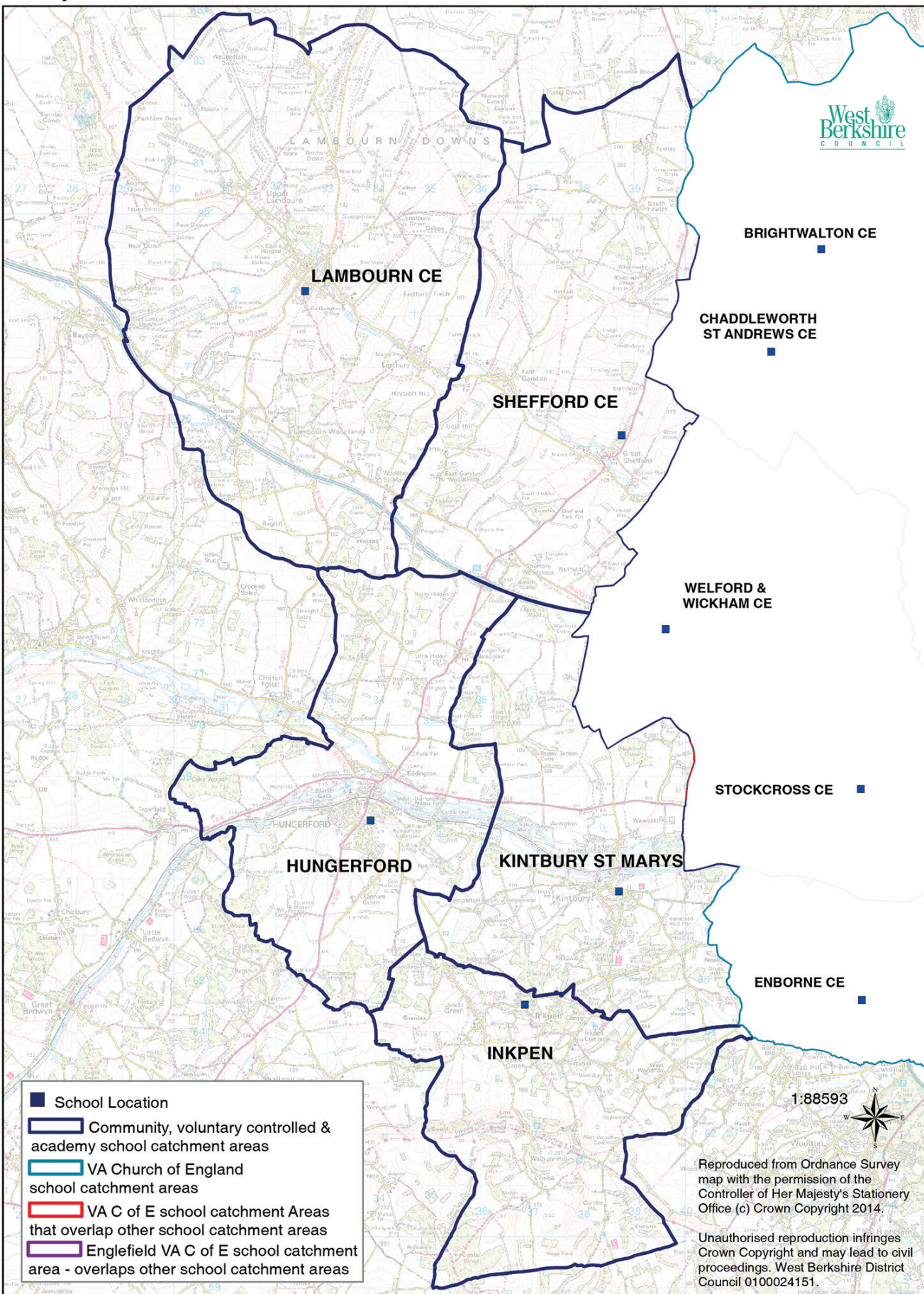
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**Primary School Catchment Areas - south central area of West Berkshire**



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**Primary School Catchment Areas - Western Area**



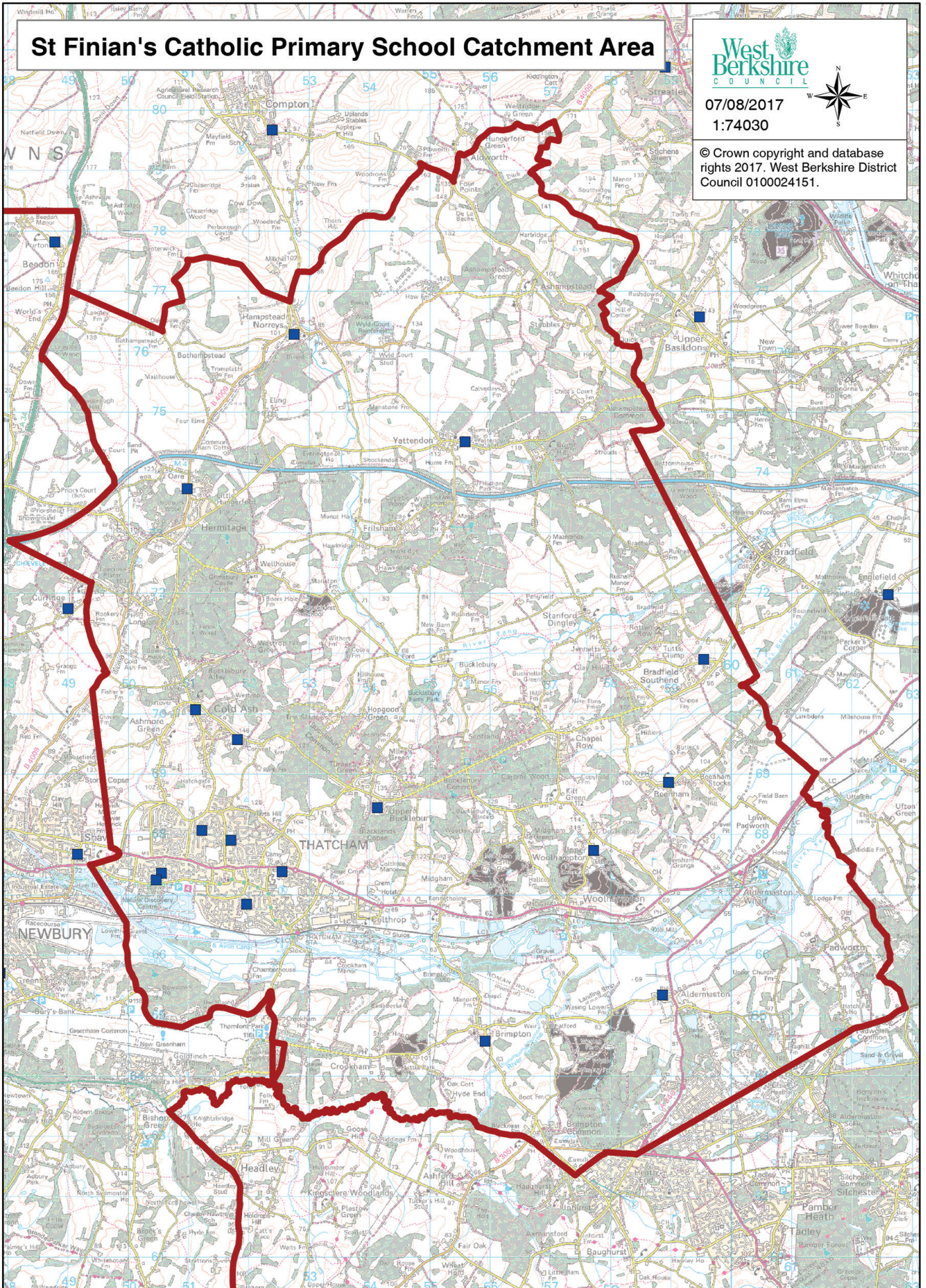
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# St Finian's Catholic Primary School Catchment Area



07/08/2017  
1:74030

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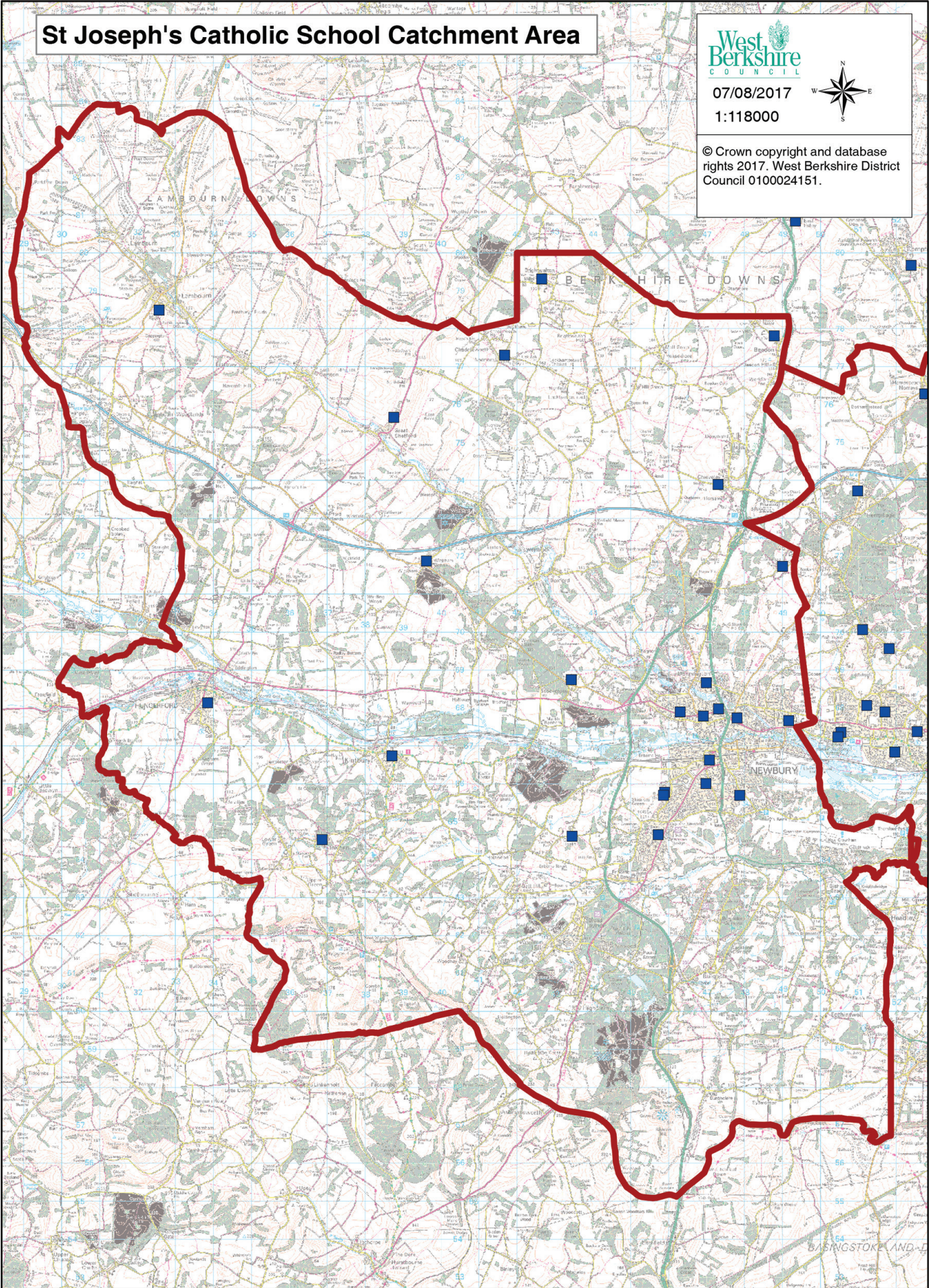
# St Joseph's Catholic School Catchment Area



07/08/2017  
1:118000



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## Application & Supplementary Application Forms

The Reception and Junior Common Application forms provided here can be completed but the preferred method for making an application is to use the online application process. The advantages to applying online are explained on page 8. To apply online go to: [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions).

The supplementary forms provide here are for schools in West Berkshire that have religious admission criteria as outlined in their policies. You can also ask the schools for the forms and they are available separately at [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions).

### Forms

Application form for applying for a reception school place:	Page 93
Application form for applying for a junior school place:	Page 95
St Finian's Catholic Primary School supplementary form:	Page 97
St Joseph's Catholic Primary School supplementary form:	Page 99
St Paul's Catholic Primary School supplementary form:	Page 103

**Infant / Primary School Application Form**  
 for West Berkshire residents applying for a school place in the Reception Year  
 starting in the 2023/24 Academic Year  
 Closing date: 15 January 2023



Please return the application form by email: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)

For further information visit: [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)

or contact the admissions team: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)

Please read the form carefully and complete all sections\* so that your application can be processed correctly

**Section 1 – Details of the applicant, the person making the application**

<b>Parents Name: *</b>	<b>Title:</b>	<b>Initial:</b>	<b>Last Name:</b>
<b>Relationship to Child (example: Mother/Father/Foster Carer/social worker): *</b>			
We will normally only accept applications from the child's parent or legal guardian. If you have a private fostering arrangement please provide the details in an accompanying letter.			
<b>Address: *</b>			
<b>Contact telephone numbers: *</b>			
<b>Email (only complete if you are happy to communicate this way): *</b>			

**Section 2 – Child's details**

<b>Child's First Name: *</b> (Full Legal Name)	<b>Child's Last Name: *</b> (Full Legal Name)
<b>Child's Gender: *</b> (Male) or (Female)	<b>Child's Date of Birth: *</b>
Date of birth range for children starting the reception year in the 2022/23 academic year: 01/09/2018 – 31/08/2019	
<b>Child's home address (where the child lives) if different to the applicants: *</b>	
If the address is different please provide the details of why you are making the application in an attached letter* .	
<b>Is the address the permanent home address? Refer to below* (Yes) or (No) If no please attach details</b>	

**Important Information relating to what is considered to be a permanent home address:**

- The child's permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools.
- 'Permanent home address' is defined in full in the Admissions Guide for Parents, but common questions are answered below.
- A rented property will not be considered as the permanent home address if a previous property is still owned.
- If moving, the permanent home address is the address you live in at the closing date for applications.
- If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, **that place will be withdrawn and can be withdrawn even if a child has started at the school.**
- Please contact the School Admissions Team to clarify if you are unsure.

**Section 3 – Details relevant to the application**

<b>Are you applying for the reception year group even though it is outside of your child's normal age range? *</b>	(Yes) (No)	If yes please provide details with supporting evidence of why it is necessary for your child to be taught outside the normal age group.
<b>Have you recently moved from overseas? *</b>	Yes) (No)	If yes, Parents will need to show their passports and the child's passport. Contact Admissions.
<b>Does your child have an Education Health Care Plan (EHCP)? *</b>	Yes) (No)	Your child's school will be named on the EHCP, so there is no requirement to complete this form.

#### Section 4 – Information for making your school preferences

- You can choose any state funded junior school
- All schools have an admission number, a limit to how many children can be offered places within each year.
- Many schools receive more applications than their admission number, so Admission Authorities must publish oversubscription criteria in order to determine which children will be offered places.
- The oversubscription criteria for schools within West Berkshire are provided in the Admissions Guide, which is available on the website, [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)
- To check your catchment school/s: [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment)

#### Section 5 – Your preferences

- There is space below to give your reasons for applying for up to 4 Junior Schools and additional questions that relate to over-subscription criteria.
- It is important to read the oversubscription criteria for the schools you are applying for to understand which rule you will meet. You may need to provide supplementary evidence to meet particular criteria.
- Admission Authorities cannot take any reasons into consideration other than the oversubscription criteria.

<b>1st Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
<b>2nd Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
<b>3rd Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
<b>4th Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
Have you supplied evidence to support an application based on medical or social grounds? *	(Yes) or (No)
Have you supplied evidence or completed a supplementary form to support an application based on religious grounds? *	(Yes) or (No)
Is one of the parents a member of staff at a preferred school? *	(Yes) or (No) School:
Does your child have a brother or sister attending the current or any preferred school who will continue to attend in the next academic year? *	(Yes) or (No)
<b>If yes please provide sibling details below.</b> Having a sibling in a preferred school is part of the oversubscription criteria for most schools. Brother or sister may also mean step/foster sibling and children of the parent or carer's partner living in the same family unit. Please list all siblings on another sheet if necessary.	

<b>Sibling's First Name(s): *</b>	<b>Last Name(s): *</b>	<b>Date of Birth(s):*</b>
<b>Current School: *</b>	<b>Do they live at the same address? *</b>	(Yes) or (No)
Is the child looked after by a local Authority? *	(Yes) or (No)	If yes, please provide evidence
Was your child previously looked after by a local Authority? *	(Yes) or (No)	If yes, please provide evidence
<b>Looked after and previously looked after children meet the highest admission rule.</b>		

#### Section 6 – Declaration

I understand that the admission authority can only consider my school preferences in line with their published policy and over-subscription criteria. I understand that I must provide evidence to meet certain admission criteria. I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. <b>I confirm that the information I have provided on this form is correct.</b>	
<b>Signature of applicant:</b>	<b>Date:</b>

**Privacy Notice:** Our Privacy Notice explains more about how we use the data you give us in this form. You can read it online at [www.westberks.gov.uk/pnadmissions](http://www.westberks.gov.uk/pnadmissions)



**Junior School Application Form**  
**for West Berkshire residents applying for a year 3 place in a Junior School**  
**starting in September 2023**  
**Closing date: 15 January 2023**



**Please return the application form to by email:** admissions@westberks.gov.uk

For further information visit: [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)  
 or contact the admissions team: admissions@westberks.gov.uk

**Please read the form carefully and complete all sections\*** so that your application can be processed correctly

**Section 1 – Details of the applicant, the person making the application**

<b>Parents Name: *</b>	<b>Title:</b>	<b>Initial:</b>	<b>Last Name:</b>
<b>Relationship to Child (example: Mother/Father/Foster Carer/social worker): *</b>			
We will normally only accept applications from the child's parent or legal guardian. If you have a private fostering arrangement please provide the details in an accompanying letter.			
<b>Address: *</b>			
<b>Contact telephone numbers: *</b>			
<b>Email (only complete if you are happy to communicate this way): *</b>			

**Section 2 – Child's details**

<b>Child's First Name: *</b> (Full Legal Name)	<b>Child's Last Name: *</b> (Full Legal Name)
<b>Child's Gender: *</b> (Male) or (Female)	<b>Childs Date of Birth: *</b>
Date of birth range for children starting year 3 in September 2022: 01/09/2015 – 31/08/2016	
<b>Child's home address (where the child lives) if different to the applicants: *</b>	
If the address is different please provide the details of why you are making the application in an attached letter*.	
<b>Is the address the permanent home address? Refer to below*</b> (Yes) or (No) If no please attach details	
<p><b>Important Information relating to what is considered to be a permanent home address:</b></p> <ul style="list-style-type: none"> <li>The child's permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools.</li> <li>'Permanent home address' is defined in full in the Admissions Guide for Parents, but common questions are answered below.</li> <li>A rented property will not be considered as the permanent home address if a previous property is still owned.</li> <li>If moving, the permanent home address is the address you live in at the closing date for applications.</li> <li>If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, <b>that place will be withdrawn and can be withdrawn even if a child has started at the school.</b></li> <li>Please contact the School Admissions Team to clarify if you are unsure.</li> </ul>	

**Section 3 – Details relevant to the application**

<b>What is the name of your child's current school? *</b>		
<b>Are you applying from or have you recently moved from overseas? *</b>	(Yes) or (No)	If yes, Parents will need to show their passports and the child's passport. Contact Admissions.
<b>Does your child have an Education, Health and Care Plan (EHCP)? *</b>	(Yes) or (No)	Your child's school will be named on the statement, so there is no requirement to complete this form.

#### Section 4 – Information for making your school preferences

- You can choose any state funded junior school
- All schools have an admission number, a limit to how many children can be offered places within each year.
- Many schools receive more applications than their admission number, so Admission Authorities must publish oversubscription criteria in order to determine which children will be offered places.
- The oversubscription criteria for schools within West Berkshire are provided in the Admissions Guide, which is available on the website, [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)
- To check your catchment school/s: [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment)

#### Section 5 – Your preferences

- There is space below to give your reasons for applying for up to 4 Junior Schools and additional questions that relate to over-subscription criteria.
- It is important to read the oversubscription criteria for the schools you are applying for to understand which rule you will meet. You may need to provide supplementary evidence to meet particular criteria.
- Admission Authorities cannot take any reasons into consideration other than the oversubscription criteria.

<b>1st Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
<b>2nd Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
<b>3rd Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
<b>4th Preference Junior School:</b> Reasons for applying:	FOR OFFICE USE
Have you supplied evidence to support an application based on medical or social grounds? *	(Yes) or (No)
Have you supplied evidence or completed a supplementary form to support an application based on religious grounds? *	(Yes) or (No)
Is one of the parents a member of staff at a preferred school? *	(Yes) or (No) School:
Does your child have a brother or sister attending the current or any preferred school who will continue to attend in the next academic year? *	(Yes) or (No)
<b>If yes please provide sibling details below.</b> Having a sibling in a preferred school is part of the oversubscription criteria for most schools. Brother or sister may also mean step/foster sibling and children of the parent or carer's partner living in the same family unit. Please list all siblings on another sheet if necessary.	

<b>Sibling's First Name(s): *</b>	<b>Last Name(s): *</b>	<b>Date of Birth(s):*</b>
<b>Current School: *</b>	<b>Do they live at the same address? *</b>	(Yes) or (No)
Is the child looked after by a local Authority? *	(Yes) or (No)	If yes, please provide evidence
Was your child previously looked after by a local Authority? *	(Yes) or (No)	If yes, please provide evidence
<b>Looked after and previously looked after children meet the highest admission rule.</b>		

#### Section 6 – Declaration

I understand that the admission authority can only consider my school preferences in line with their published policy and over-subscription criteria. I understand that I must provide evidence to meet certain admission criteria. I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. <b>I confirm that the information I have provided on this form is correct.</b>	
<b>Signature of applicant:</b>	<b>Date:</b>

**Privacy Notice:** Our Privacy Notice explains more about how we use the data you give us in this form. You can read it online at [www.westberks.gov.uk/pnadmissions](http://www.westberks.gov.uk/pnadmissions)

**Supplementary Information Form for Applications for Admission in September 2023**  
**The closing date for submitting the supplementary form is 15 January 2023.**

- If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criteria, you should complete this Supplementary Information Form.
- If you are applying to more than one Catholic school, you must complete a separate Supplementary Information Form for each school.
- The completed Supplementary Information Form should be returned by post to St Finian's Catholic Primary School, The Ridge, Cold Ash, Thatcham, RG18 9HU or by email to [office@stfinians.v](mailto:office@stfinians.v)
- If an application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Church is required. A copy of a certificate of baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.
- Failure to return a completed copy of this form by the closing date will mean that an admission request for denominational reasons will not be considered.
- Remember – you must also complete the West Berkshire Common Application Form.

Surname of child		First name(s) of child	
Home address			
Tick only one			
<input type="checkbox"/>	Baptised Catholic		
<input type="checkbox"/>	Member of other Christian denomination		
Parent's Signature	Date		

Checklist, have you completed/enclosed (as applicable):

- Copy of Catholic baptism certificate or certificate of reception into the Catholic church,
- Copy of Christian baptism certificate or letter (can be electronic) confirming membership of a Christian denomination

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St. Finian's Catholic Primary School, The Ridge, Cold Ash, Thatcham, RG18 9HU.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is the School Business Manager and you can contact them with questions relating to our handling of the data. You can contact them by calling the school office on 01635 865925 or emailing [finance@stfinians.w-berks.sch.uk](mailto:finance@stfinians.w-berks.sch.uk)
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by following our complaints procedure available on the school website or via the school office. If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).



## Supplementary Information Form for Applications for Admission in September 2023

### St Joseph's Catholic Primary School, Newbury

If you are expressing a preference for a place for your child at a Catholic school and wish to apply under the faith criteria, or if a social services officer or medical doctor has recommended that your child should be placed at this School, you should complete this Supplementary Information Form (SIF).

- The completed SIF, together with all supporting documentation (see Notes below) **should be returned to the school** by the closing date set by the Local Authority for the return of the Common Application Form (CAF).
- If you are applying to more than one Catholic school you will need to complete a separate SIF for each school.
- **If you do not complete the SIF (this form) and return it to the school with all supporting documentation by the closing date, your child will not be placed in the appropriate Oversubscription Category and this is likely to affect your child's chance of being offered a place.**
- Remember – you **must** also complete the CAF. The SIF is not valid without a completed CAF.

Name of child: .....

Address of child: .....

.....  
 .....

Parent/Carer details

Parent/Carer Name: .....

*Please read the St Joseph's Catholic Primary School Admission Policy before completing this form.*

**NOTE: When completing the CAF it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school at the proposed time of admission. If this information is not provided, the admission authority of the Catholic school may not be able to place the application within the correct Oversubscription category.**

**Religious status of child (please indicate by placing a tick in the appropriate box – please note that a tick should be indicated in only a single box)**

- 1. Catholic
- 2. Member of other Christian denomination
- 3. Member of other faith

Catholic parish in which your child lives: .....

### 1. Evidence of Catholic baptism/reception

If application is being made for a place at the school for a Catholic child, evidence of Catholic baptism or reception into the Catholic Church is required. A copy of a certificate of Catholic baptism or certificate of reception into full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

### 2. Other denominations/faiths

If an application is being made for a place at the school as a member of another Christian denomination or another faith, a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader will be required. The letter should be provided at the same time as the SIF (this form) is returned to the school, alternatively, the letter may be signed electronically and e-mailed direct to the school from the minister/faith leader's or church's e-mail account.

### 3. Strong social or medical grounds for admission

If your child has strong social or medical grounds for admission to the School as described in Section 12A - Tie Breakers, please tick the relevant box(es) below. A copy of the written recommendation made by the social services officer or medical doctor should be provided at the same time as this form is returned to the school.

1. Strong social need, as recommended by a social services officer
2. Strong medical need, as recommended by a medical doctor

#### Checklist

Have you:

- enclosed a copy of baptism certificate or certificate of reception into the Catholic church (where applicable)?
- enclosed a letter confirming membership of a Christian denomination or other faith (where applicable)?
- enclosed a written recommendation by a social services officer or medical doctor if your child has strong social or medical grounds for admission to the School as described in Section 12A – Tie Breakers?
- completed and returned your local authority's CAF (Common Application Form)?

#### Declaration

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Policy of the school and certify that the information given on this form is correct. I understand that I must notify the school immediately if there is any change to these details and that any place offered may be withdrawn if I give false information, even if my child has started school.**

Signature of parent/carer:

Print name:

Date:

The data on this form will only be used within the school admissions system and will not be divulged to any third party outside the current Data Protection legislation.

**The closing date for submitting the supplementary form is 15 January 2023.**

- The school application form must always be completed even if you are providing a supplementary application form. You can apply on-line at: [www.westberks.gov.uk/primaryadmissions](http://www.westberks.gov.uk/primaryadmissions)
- You can return this form by hand or post to St. Joseph's Catholic Primary School, Newport Road, Newbury, RG14 2AW or scan and email to [office@stjosephs.w-berks.sch.uk](mailto:office@stjosephs.w-berks.sch.uk) but the form must be received by the closing date.
- Failure to return a completed copy of this form by the closing date will mean that an admission request for denominational reasons will not be considered.

### **GDPR (General Data Protection Regulation) Statement**

In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.

1. We are St Joseph's Catholic Primary School, Newport Road, Newbury, Berkshire RG14 2AW.
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Faye Glover and you can contact them with questions relating to our handling of the data. You can contact them by emailing [office@stjosephs.w-berks.sch.uk](mailto:office@stjosephs.w-berks.sch.uk) **2020**
4. We require the information we have requested for reasons relating to our functions as the admission authority of the School.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above, unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the School's enrolment system, and the data will be retained and processed on the basis of the School's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the application will be destroyed after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the School's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation (<https://stjosephs-westberks.secure-dbprimary.com/westberks/primary/stjosephs/site/pages/schoolgovernors/policies>). If you are unhappy with how your complaint has been handles, you can contact the Information Commissioners Office via their website at: [ico.org.uk](http://ico.org.uk).

# St Paul's Catholic Primary School, Tilehurst



## SUPPLEMENTARY INFORMATION FORM (SIF) FOR ADMISSION FROM SEPTEMBER 2023

**This form should be read and completed with reference to the School's Admissions Policy.**

**This form must be returned to the school office.**

If you are expressing a preference for a place for your child at a Catholic school and wish to apply under a faith criterion, (oversubscription categories 1 – 2 & 4 – 7) you should complete this Supplementary Information Form (SIF).

The completed SIF, together with all supporting documentation (see below) should be returned to the school by the **closing date set by the Local Authority** for the return of the Common Application Form (CAF).

- If you are applying to more than one Catholic school, you will need to complete a separate SIF for each school.
- If you do not complete the SIF (this form) and return it to the school with all supporting documentation by the closing date, your child will not be placed in the correct oversubscription category and this is likely to affect your child's chance of being offered a place.
- **The SIF must be signed and dated by a parent/carer. ~~where applicable.~~**
- **Remember, you MUST also complete a Common Application Form (CAF) from your Local Authority. Without a completed CAF, the submission of this form is NOT a valid application.**

**NOTE: When completing the Common Application Form, it is important that you provide details of any siblings (brothers or sisters) who will be attending the Catholic school/academy at the proposed time of admission. If this information is not provided the admission authority of the Catholic school/academy may not be able to place the application within the correct criteria.**

### **DETAILS OF CHILD**

**(Please complete a separate form for each child applying for a place) (Please use BLOCK CAPITAL LETTERS)**

Child's Surname: \_\_\_\_\_ Forenames: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

### **DETAILS OF PARENT/CARER**

Parent/Carer Name: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Religious status of child (please indicate by a tick in the appropriate box)

- Catholic
- Unbaptised child of baptised Catholic parent
- Member of other Christian denomination
- Member of Eastern Christian Church
- Member of other faith

Catholic parish in which your child lives (if applicable) \_\_\_\_\_

#### **For School Use Only**

Date received: ...../...../..... Category: .....

Documents received: 1. .... 2. ....



# St Paul's Catholic Primary School, Tilehurst



## SUPPORTING DOCUMENTATION

It is strongly recommended that all supporting documentation requested below is supplied. Failure to submit this information will prevent your child being placed in the correct oversubscription category and may result in the application not being successful.

**All documents should be provided at the same time as this form is returned to the school.**

## **APPLICATION FOR A CATHOLIC CHILD or UNBAPTISED CHILD OF A CATHOLIC PARENT**

### **Evidence of Catholic Baptism/Reception**

- A copy (not the original) of the child's (or, if applicable, the parent's) Baptism certificate OR
- A copy of Notification of Reception into full communion of the Catholic Church via the Rite of Christian Initiation. **OR**
- If no certificate is available, an original letter from the relevant parish office, on parish headed paper, confirming Baptism or Reception and containing the parish stamp or seal. **Letters sent by email will not be accepted.**

## **APPLICATION FOR A NON-CATHOLIC PUPIL**

- Member of an Eastern Christian Church: A certificate of baptism or reception into the Eastern Christian Church.
- Member of other Christian denominations/other faith: A letter confirming church membership provided by a Minister of Religion/Faith Leader.

## **CHECKLIST – have you:**

- Enclosed a copy of the child's baptism certificate (where applicable)
- Enclosed a copy of parent's baptism certificate or certificate of reception into the Catholic Church (where applicable)
- Enclosed a certificate of baptism or reception into the Eastern Christian Church (where applicable)
- Enclosed a letter confirming membership of a Christian denomination or other faith (where applicable)
- SIGNED AND DATED THE FORM YOURSELF? The SIF is not valid without a parent/carer's signature.**
- Completed and returned your local authority's CAF (Common Application Form)

**Unfortunately, the school is not allowed to check or advise on completion of this form. Parents/guardians are wholly responsible for completing the form correctly, signing and dating it, and submitting it within the published timeframe together with all the supporting documentation required.**

### **Declaration**

Any offer of a place will be on the basis that the information supplied is accurate and up to date. Please read the declaration below and sign the form.

**I confirm that I have read the Admissions Policy of the school and certify that the information given on this form is correct. I understand that any place offered will be withdrawn if I give false information, even if my child has started at a new school.**

Signature of parent/carer:

Print name:

Date:



## Notes

### 1. Evidence of Catholic Baptism

If application is being made for a place at the school for a Catholic child evidence of Catholic baptism or reception into the Church is required. A certificate of baptism or certificate of reception into the full communion of the Catholic Church should be provided at the same time as this form is returned to the school.

The Admission Authority may request additional supporting evidence if the written documents that are provided do not clarify the fact that the child was baptised or received into the Catholic Church, e.g. where the name and address of the Church is not on the certificate or where the name of the Church does not state whether it is a Catholic Church or not. Those who have difficulty obtaining written evidence of baptism or reception into the Church should contact their parish priest, who can consult with the diocesan Catholic Academies and Schools Office if they need further guidance.

### 2. Evidence of Membership of an Eastern Christian Church

If application is being made for a place at the school for a member of an Eastern Christian Church, including Orthodox Churches, evidence of membership will be required. A certificate of baptism or reception from the authorities of that Church should be provided at the same time as this form is returned to the school.

### 3. Evidence for Other Christian Denominations and Other Faiths

If application is being made for a place at the school as a member of another Christian denomination or another faith a letter confirming membership of that Christian denomination or faith and signed by the appropriate minister of religion or faith leader, will be required. The letter should be provided at the same time as this form is returned to the school, alternatively the letter may be signed electronically and emailed direct to the school from the minister/faith leader's or church's email account.

**In compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we wish to ensure that you are aware of the purpose for which we collect and process the data we have asked you to provide on this form.**

1. We are St Paul's Catholic Primary School, City Road, Tilehurst, Reading RG31 4SZ
2. Being a Catholic education provider, we work closely with the School's Diocesan Authority, the School's Trustees, the Local Authority, the Catholic Education Service and the Department for Education, and may share the information you provide on this application form if we consider it is necessary in order to fulfil our functions.
3. The person responsible for data protection within our organisation is Thomas Ng and you can contact him with questions relating to our handling of the data. You can contact them by calling the School Office on 0118 942 2003
4. We require the information we have requested for reasons relating to our functions as the admission authority of the school.
5. It is necessary for us to process personal data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR).
6. To the extent that you have shared any special categories of data this will not be shared with any third parties except as detailed in paragraph 2 above unless a legal obligation should arise.
7. It is necessary for us to process special category data for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6(1)(e) of the GDPR). Additionally, processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which is proportionate to the aim pursued and which contains appropriate safeguards (Article 9(2)(g) of the GDPR).
8. If the application is successful, the information you have provided on this form will be migrated to the school's enrolment system, and the data will be retained and processed on the basis of the school's fair processing notice and data protection policies which apply to that data.
9. If the application is unsuccessful, the application form and any documents submitted in support of the **application will be destroyed** after a period of 12 months. The school may keep a simple record of all applications and their outcome as part of their permanent archives in accordance with the school's data retention policy.
10. To read about individual rights and/or to complain about how we have collected and processed the information you have provided on this form, you can make a complaint to our organisation by contacting the school via the school office following the complaints procedure, details of which can be found on the school web site. If you are unhappy with how your complaint has been handled, you can contact the Information Commissioners Office via their website at [ico.org.uk](http://ico.org.uk)

## Neighbouring Local Authorities

### HAMPSHIRE COUNTY COUNCIL

**School Admissions:**

Children's Services Dept, Elizabeth II Court North,  
Winchester, Hampshire, SO23 8UG

Tel: 0300 555 1377

### OXFORDSHIRE COUNTY COUNCIL

**School Admissions:**

School Admissions Team, County Hall, Oxford, OX1 1ND

Tel: 0345 241 2487

### READING BOROUGH COUNCIL

**School Admissions:**

Civic Offices, Bridge Street, Reading, Berkshire, RG1 2LU

Tel: 0118 937 3777

### WILTSHIRE COUNTY COUNCIL

**School Admissions:**

School Admissions Team, County Hall,  
Bythesea Road, Trowbridge, BA1 4 8JN

Tel: 01225 713 010

### WOKINGHAM BOROUGH COUNCIL

**School Admissions:**

School Admissions Team, Wokingham Borough Council  
PO Box 156, RG40 1WN

Tel: 0118 974 6245

### INDEPENDENT SCHOOLS

Details of independent schools can be obtained from:

**The Independent Schools Council Information Service (ISCis)**

can be contacted on 020 7766 7070

## **Admissions Team**

West Berkshire Council  
West Street House  
West Street  
Newbury  
Berkshire  
RG14 1BZ

*Please note the information contained in this booklet was current in September 2022.*

*Admission arrangements could be subject to amendment or modification before start of, or during, the school year 2023/24 or in relation to subsequent school years.*

