**Primary School Offer information**

This information is particularly relevant to you if we could not offer one of your preferred schools or you would like to change your school preference.

**If you were not offered your preferred school(s)**

Each infant and primary school has a designated "Admission Number" for reception, calculated according to the school’s Net Capacity Assessment. This considers available teaching space and the number of year groups taught. The school received more applications than they had spaces and to admit more pupils would prejudice the provision of education or available resources and exceed the statutory infant class size limit of 30 children in a class. The school’s admission policy and criteria were applied to rank all applicants and your child’s ranking was not high enough to secure a place at your preferred school.

**Allocated a School that Was Not One of Your Choices**

In cases where we cannot offer a place in one of your chosen schools, we are legally required to offer you a place in an alternative school, provided there are still available spaces. We make every effort to offer a place in the closest available school to your home. However, the allocation process does not end here—places may become available from waiting lists, or you may apply for different schools that have available spaces.

Please note, you may decline the offered school if you have made alternative arrangements.

**Waiting Lists**

If you were not offered a place in your 1st preference school, in West Berkshire, children are automatically placed on the waiting lists of their higher preference schools. Parents can contact the Admissions Team to inquire about their child's position on the list, with email being the preferred method. We recommend waiting until May to make a second request, as late offers from waiting lists are not typically made until after that point.

We ask parents to confirm if they are accepting their offered school place. When parents decline an offer, places will be offered to children on the waiting list.

Please note, positions on waiting lists can fluctuate due to the ranking of each child based on the admission criteria and distance from the school. If we receive a late application, the child will be placed according to the policy, not at the bottom of the list (as required by law). Therefore, your position on the waiting list may change as new applicants move into the catchment area or closer to the school.

**Waiting Lists for Schools Outside of West Berkshire**
If you applied to a school outside of West Berkshire and were unsuccessful, please let us know if you would like to be placed on their waiting list. You should also contact the local authority of the relevant school to confirm your position on their waiting list. Some neighbouring authorities may not establish waiting lists immediately.

**Accepting or Declining a School Place**

To ensure we can offer places to other students, please accept or decline your offered place as soon as possible. If you accept a school that was not your first choice or a lower preference school, you will remain on the waiting lists for your higher preference schools.

If you are dissatisfied with the offered school, we still recommend accepting the place to ensure your child has a school allocation while you wait for a place at one of your preferred schools. Declining a place at a lower preference school will not increase the chances of being offered a place at your preferred school.

**Changing Your School Preferences**

If you would like to amend your school preferences, you may submit a late application, which can include up to four school choices. The application is available at: [Applying for Primary School Places - West Berkshire Council](https://www.westberks.gov.uk/primary-school-admissions)

**Submitting an Appeal Against the Decision**

You may appeal for a place at one or more of your preferred schools. To submit an appeal, please complete the appeal form and provide detailed reasons for your request, explaining why your child should be offered a place and why their needs cannot be met at another school. If you believe your application was processed incorrectly, you may appeal on these grounds. If we identify an error that led to your child not being offered a place, we will typically offer the place to your child. Please contact the admissions team if you believe that to be the case.

**Infant Class Size Appeals**

The law states that there must not be more than 30 children in an infant class so when a parent is appealing for a place in an infant class, the panel’s task is to review the decision already made (to ensure that processes have been followed and your child wasn’t refused a place in error). It does not have the flexibility to say that your personal circumstances mean that you should have a place at the school, if this would take the number of children in the class over 30. This makes an infant class size appeal different to other school admissions appeals.

Most schools teach in classes of 30 when full. Schools with an admission number of 15, 20, 30, 45, 60, 75, 90 etc. will teach in classes of 30 in the infants. Not always in reception, for instance when the school has an admission number of 15, 45 or 75. A school with an admission number of 15 will normally have a reception class of 15 and then a mixed year 1 and 2 class of 30 children.

**The Appeals Process**

Once your appeal has been submitted, a hearing date will be scheduled. Appeals for West Berkshire Secondary Schools typically take place at the end of May and into June (excluding the half-term week). The school’s admission authority will present their case, and an independent appeal panel will decide whether the school can accommodate additional children. If the school can admit extra children, they will offer places accordingly. [Advice for parents and guardians on school admission appeals - GOV.UK](https://www.gov.uk/government/publications/admission-appeals-for-school-places/advice-for-parents-and-guardians-on-school-admission-appeals)

Parents are invited to attend the appeal hearing and present their case to the panel. The panel will evaluate whether individual cases outweigh the challenges the school faces in admitting additional students. Depending on the outcome, some children may be offered a place, while others may not.

**How to appeal**

You have to ensure that you submit your appeal by 15 May to the relevant admission authority or local authority.

The best way to appeal is usually online if the service is available. West Berkshire council provide the service for most of the West Berks secondary schools. Appeal here: [www.westberks.gov.uk/school-admission-appeals](http://www.westberks.gov.uk/school-admission-appeals)

But to appeal for Voluntary Aided (VA) Church of England Schools you need to contact them directly:

Brightwalton CE Primary School: office@brightwalton.w-berks.sch.uk

Englefield CE Primary School: office@englefield.w-berks.sch.uk

The best way to appeal for Schools in other Local Authorities is to check their websites. We have also provided contact details for our surrounding Local Authorities in case you need assistance.

|  |
| --- |
| **School appeal details for surrounding Local Authorities** |
| Hampshire: [www.hants.gov.uk/educationandlearning/admissions/guidance/appeals](http://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals) |
| Oxfordshire Schools: [www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals) |
| Reading Borough Council schools: [www.reading.gov.uk/children-and-education/schools/schoolappeals/](http://www.reading.gov.uk/children-and-education/schools/schoolappeals/) |
| Wiltshire County Council Schools:  [Appealing against a decision - Wiltshire Council](https://www.wiltshire.gov.uk/article/1686/Appealing-against-a-decision) |
| Wokingham County Council Schools email: [www.wokingham.gov.uk/schools-and-education/school-admissions/school-admissions-appeals-and-exclusions](http://www.wokingham.gov.uk/schools-and-education/school-admissions/school-admissions-appeals-and-exclusions) |

**Contacting the Admissions Team**

Please carefully review all of the information provided before reaching out to the admissions team, as many common inquiries are addressed here. The preferred method of contact is via email: admissions@westberks.gov.uk and we strive to respond by the same day, depending on the time of your email. Alternatively, you may contact us by phone: 01635 519780, though response times may be longer due to a high volume of calls on offer day. If you are unable to reach us, please leave a voicemail, as this will be forwarded to the entire team. We will typically respond within the same day.

**Allocation Data for Each School**

**Explanation of the Information in the Table Below:**

* **School Type:** Voluntary Aided Schools and Academies manage their own admission policies, which may differ from the Local Authority’s Community Schools.
* **Admission Number:** The total number of places available at each school. Some schools may exceed this number based on demand.
* **Allocated:** The number of children offered a place at each school.
* **Space:** The remaining number of places available in schools that have not yet reached full capacity.
* **Last Child Offered / Admission Criteria & Distance:** The admission rule and distance used to determine the lowest-ranked child offered a place, based on the school’s criteria.
* **1st Child on Waiting List / Admission Criteria & Distance:** The position of the first child on the waiting list, including their admission criteria and distance from the school.
* **Total on Waiting List:** The total number of children on the waiting list for each school.
* **Class size limit:** Indicates if the school is full to the maximum class size limit of 30.
* **Further allocation information is available at:** [**School Admission Data - West Berkshire Council**](https://www.westberks.gov.uk/school-admission-data)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Last child offered | 1st child on Waiting List |  |
| School name | School Type | Admission Number | Number Allocated | Class size limit | Spaces | Admission Rule | Distance (miles) | Admission Rule | Distance (miles) | Waiting list total |
| Aldermaston | C | 15 | 12 |   | 3 | Other reasons | 4.63 |   |   |   |
| Basildon C.E.  | VC | 20 | 20 | yes  | 0 | Other reasons | 41.465 |   |   |   |
| Beedon C.E.  | VC | 10 | 2 |   | 8 | Other reasons  | 6.439 |   |   |   |
| Beenham  | C | 15 | 6 |   | 9 | Other reasons | 6.288 |   |   |   |
| Birch Copse | C | 60 | 60 | yes  | 0 | Other reasons | 0.848 | Other reasons | 0.877 | 22 |
| Bradfield C.E.  | VA | 30 | 20 |   | 10 | Other reasons | 7.604 |   |   |   |
| Brightwalton C.E.  | VA | 15 | 19 | yes  | 0 | Other reasons | 4.289 | Other reasons | 4.55 | 4 |
| Brimpton C.E.  | VC | 7 | 5 |   | 2 | Other reasons | 6.291 |   |   |   |
| Bucklebury C.E.  | VC | 18 | 12 |   | 6 | Other reasons | 6.133 |   |   |   |
| Burghfield C.E. | VC | 30 | 29 |   | 1 | Other reasons | 6.758 |   |   |   |
| Calcot Infant  | C | 60 | 59 |   | 1 | Other reasons | 1.889 |   |   |   |
| Chaddleworth C.E.  | VC | 8 | 1 |   | 7 | Other reasons | 2.455 |   |   |   |
| Chieveley  | C | 30 | 24 |   | 6 | Other reasons | 5.16 |   |   |   |
| Cold Ash C.E.  | VC | 30 | 30 | yes  | 0 | Other reasons | 1.718 | Other reasons | 1.802 | 12 |
| Compton C.E.  | VC | 30 | 20 |   | 10 | Other reasons | 6.86 |   |   |   |
| Curridge  | C | 15 | 15 | yes  | 0 | Other reasons | 5.415 |   |   |   |
| Downsway  | C | 30 | 30 | yes  | 0 | Other reasons | 0.997 | Other reasons | 1.258 | 3 |
| Enborne C.E.  | VA | 12 | 10 |   | 2 | Other reasons | 2.444 |   |   |   |
| Englefield C.E.  | VA | 16 | 16 | yes  | 0 | Other reasons | 2.854 | Other reasons | 3.379 | 2 |
| Falkland  | C | 60 | 60 | yes  | 0 | Other reasons | 1.935 | Other reasons | 2.073 | 2 |
| Fir Tree  | AC | 30 | 30 | yes  | 0 | Other reasons | 0.652 | Other reasons | 0,726 | 5 |
| Francis Baily | AC | 81 | 48 |   | 33 | Other reasons | 11.71 |   |   |   |
| Hampstead Norreys C.E.  | VC | 15 | 3 |   | 12 | Other reasons | 2.25 |   |   |   |
| Hermitage  | C | 30 | 26 |   | 4 | Other reasons | 4.505 |   |   |   |
| Highwood Copse | AC | 30 | 30 | yes  | 0 | Other reasons | 1.269 | Other reasons | 1.278 | 7 |
| Hungerford  | C | 56 | 44 |   | 12 | Other reasons | 9.366 |   |   |   |
| Inkpen  | C | 12 | 4 |   | 8 | Other reasons | 1.755 |   |   |   |
| John Rankin Infant  | C | 90 | 64 |   | 26 | Other reasons | 9.496 |   |   |   |
| Kennet Valley  | C | 30 | 28 |   | 2 | Other reasons | 3.408 |   |   |   |
| Kintbury C.E.  | VC | 30 | 14 |   | 16 | Other reasons | 5.25 |   |   |   |
| Lambourn C.E.  | AC | 30 | 13 |   | 17 | catchment | 0.481 |   |   |   |
| Long Lane Primary | C | 30 | 30 | yes  | 0 | Other reasons | 1.696 |   |   |   |
| Mortimer St John's C.E. | VC | 60 | 51 |   | 9 | Other reasons | 4.459 |   |   |   |
| Mrs Bland's  | C | 60 | 34 |   | 26 | Other reasons | 21.971 |   |   |   |
| Pangbourne  | C | 20 | 13 |   | 7 | Sibling | 4.503 |   |   |   |
| Parsons Down Infants | C | 30 | 30 | yes  | 0 | Other reasons | 0.719 | Other reasons | 0.902 | 4 |
| Purley C.E.  | VC | 15 | 8 |   | 7 | Other reasons | 3.225 |   |   |   |
| Robert Sandilands  | C | 30 | 30 | yes  | 0 | Other reasons | 0.677 | Other reasons | 0.691 | 8 |
| Shaw-cum-Donnington C.E.  | VC | 14 | 12 |   | 2 | Other reasons | 8.395 |   |   |   |
| Shefford C.E.  | VC | 12 | 5 |   | 7 | Other reasons | 2.011 |   |   |   |
| Speenhamland  | AC  | 45 | 45 | yes  | 0 | Other reasons | 0.541 | Other reasons | 0.61 | 19 |
| Springfield  | C | 42 | 38 |   | 4 | Other reasons | 2.391 |   |   |   |
| Spurcroft  | C | 60 | 56 |   | 4 | Other reasons | 9.215 |   |   |   |
| St Finian's Catholic  | VA | 28 | 30 | yes  | 0 | 8. other Christian Faith | 2.102 | 9. Other reason | 2.548 | 16 |
| St John the Evangelist C.E.  | VA | 60 | 55 |   | 5 | Other reasons | 2.31 |   |   |   |
| St Joseph's Catholic  | VA | 30 | 30 | yes  | 0 | Other reasons | 0.662 | Other reasons | 0.746 | 1 |
| St Paul's Catholic | VA | 45 | 30 |   | 15 | Other reasons | 1.458 |   |   |   |
| Stockcross C.E.  | VA | 15 | 9 |   | 6 | Other reasons | 51.438 |   |   |   |
| Streatley C.E.  | VC | 15 | 15 | yes  | 0 | Other reasons | 4.043 |   |   |   |
| Sulhamstead  | VA | 15 | 13 |   | 2 | Other reasons | 3.82 |   |   |   |
| Thatcham Park  | VC | 60 | 51 |   | 9 | Other reasons | 7.381 |   |   |   |
| The Ilsleys  | C | 12 | 10 |   | 2 | Other reasons | 4.621 |   |   |   |
| The Willows  | C | 60 | 30 |   | 30 | Other reasons | 2.573 |   |   |   |
| The Winchcombe  | C | 60 | 60 | yes  | 0 | Other reasons | 0.782 |   |   |   |
| Theale C.E.  | VC | 45 | 35 |   | 10 | Other reasons | 10.014 |   |   |   |
| Welford & Wickham C.E.  | VA | 15 | 7 |   | 7 | Other reasons | 5.001 |   |   |   |
| Westwood Farm Infants | C | 60 | 42 |   | 18 | Other reasons | 3.531 |   |   |   |
| Whitelands Park  | AC  | 60 | 43 |   | 17 | Other reasons | 1.796 |   |   |   |
| Woolhampton C.E.  | VA | 15 | 15 | yes  | 0 | Other reasons | 2.161 |   |   |   |
| Yattendon C.E.  | VA | 15 | 14 |   | 1 | Other reasons | 4.698 |   |   |   |

**School Transport**

[Free school transport](https://www.westberks.gov.uk/free-school-transport) may be available to your nearest school. There are other eligibility criteria such as distance.