**Primary School Allocation Information**

**This document provides the following information:**

* Contacting the admissions team
* Reasons for not being offered your preferred school or schools
* Allocated a school that was not one of your preferences
* Waiting lists
* Accepting your place/or not – including accepting a school that is not your preferred school.
* Submitting a new application to change your school choices
* Appeals
* Allocation details
* Further allocation information

**Contacting the admissions team**

Please read all of the information below before contacting the team as many of your questions should be answered here. The best way to contact the team is by email: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) and we can normally respond the same day depending on the time you email. You can also call 01635 519780 to speak to one of us but you may find it difficult to get through due to the volume of calls on offer day. Please leave a voicemail if we are engaged and we can normally call the same day.

**Reasons for not being offered your preferred school**

Each school has an admission number which is the number of children to be admitted. Infant class size Law does not allow schools to have infant classes with more than 30 children so admission numbers are set with that in mind.

If you applied for a school that received more applications than there were spaces, the school’s admission policy and admission criteria are used to place you on a ranked list with all of the other applicants to ensure children are offered places in the specified order.

Where we have been unable to offer a place in your preferred school or schools this is because the school is full to its admission number, your child was not ranked high enough with regard to the admission policy and to admit further pupils would cause problems for the school and they would exceed the infant class limit of 30 (if indicated in the table at the end of the document).

**Allocated a school that was not one of your choices**

When we are unable to offer a place in one of your choices as outlined above we will offer you a place in a nearby school that still has spaces. We are required to do this as described in the school admissions code of practice. Once allocated a school, this is not the end of the process. Places may become available from waiting lists or you can apply for different schools that either have spaces or schools where you may be closer to the top of their waiting list.

You can decline your offered school if you will be making alternative arrangements. If you don’t have another school for your child to attend there is no advantage in declining the place. It will not give you additional priority on waiting lists for your preferred schools and you will have no school allocated for your child.

**Waiting lists**

In West Berkshire we automatically place children on each higher preference school waiting list. Parents can contact the Admissions Team to find out their child’s position on the list. [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)

The position is unlikely to change much because generally a low number of places are declined (for some schools no places are declined) so unless your child is within the first couple of places on a waiting list it is unlikely that a place will become available and even then it is not a certainty.

Positions on waiting lists can change up or down because the lists are ranked based on the admission criteria and distance of each child. If we receive a late application, the child will be placed with regard to the policy rather than being placed at the bottom of the list **(a legal requirement).** It is possible that you could initially be reasonably high on a waiting list such as 5th and then continue to move further down the waiting list because other families move in closer or into the catchment area for the school.

**Accepting or declining a school place**

We would like you to accept or decline your place as soon as possible so that we can update and offer any places that become available.

If you are not satisfied with the school that has been offered we advise that you still accept it otherwise your child will have no school place allocated. Declining an offer at a lower preference school will not increase the chance of being offered a place in your preferred school.

Your child will remain on the waiting list for your preferred school or schools if you accept a lower preference or preference that was not an offer and chances of being offered will not decrease as a result.

**Submitting an appeal**

You can submit an appeal for a place in 1 or more of your preferred schools. You need to write your reasons for appealing on the appeal form. You need to provide as much information as possible to explain why your child needs a place in the school and why their needs can’t be met in another. If you believe your application was processed incorrectly and your child should have been offered a place, you can submit an appeal on these grounds but make sure you contact the admissions team as soon as possible. If we can see that a mistake has caused your child not to be offered we would normally offer the place.

**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. Reception classes are normally taught separately from year 1 and 2 because the children are still in the foundation stage. Year 1 and 2 children are in the same key stage 1.

**The appeals process**

Once your appeal has been submitted, a date will be arranged to hear your appeal alongside all other appeals made for a place in the school. The school admission authority will provide a response to all submitted appeals that will explain why the school cannot accommodate additional children. They will also confirm if they are full to the maximum infant class size limit and so the appeal will be an infant class size appeal. Admission appeals for West Berkshire Schools are normally heard in June and July but won’t be in the half term week.

The schools set their admission number as high as possible as the best compromise between budget and providing suitable education within the accommodation that they have. Their appeal statement will provide information that supports this. There are no places held back when places are offered, any successful appeal will result in a child being admitted in excess of the school’s admission number.

Parents are invited to the appeal hearing to put their case forward to an independent appeal panel.

The appeals clerk will write to parents after all of the appeals for the school have been heard to inform them of the decision.

**How to appeal**.

To appeal for a West Berks Community, Catholic or Church of England VC School appeal here: [www.westberks.gov.uk/school-admission-appeals](http://www.westberks.gov.uk/school-admission-appeals) or contact 01635 519644.

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

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| **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:](mailto:admissions@wiltshire.gov.uk)  [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)  If appealing, the closing date is 19 May. |

**Allocation information for each school**

**Key for information in the table below**

* **School Type:** Voluntary Aided (VA) Schools and Academy (AC) Schools are responsible for their own admission policies and have different oversubscription rules to Community Schools which are set by the Local Authority.
* **AN (Admission Number):** The number of children that can be offered to schools each year. There are circumstances where schools will exceed this number and if there is demand they ensure they offer places to as many children as possible.
* **NA (Number Allocated):** The number of children offered a school place in each school.
* **CS:** Indicates if the school is full to the maximum class size limit of 30.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | **Last child offered** | | **1st child on Waiting List** | | |
| **Base Name** | **School Type** | **Admission Number** | **Number Allocated** | **Class size limit** | **Spaces** | **Admission Rule** | **Distance (miles)** | **Admission Rule** | **Distance (miles)** | **Waiting list total** |
| Aldermaston | **C** | 28 | 17 |  | 11 | Sibling | 5.384 |  |  |  |
| Basildon C.E. | **VC** | 20 | 20 |  | 0 | Other reasons | 2.67 | Other reasons | 2.682 | 4 |
| Beedon C.E. | **VC** | 10 | 3 |  | 7 | Other reasons | 0.049 |  |  |  |
| Beenham | **C** | 15 | 4 |  | 11 | Other reasons | 1.417 |  |  |  |
| Birch Copse | **C** | 60 | 60 | yes | 0 | Other reasons | 0.869 | Other reasons | 0.927 | 21 |
| Bradfield C.E. | **VA** | 30 | 21 |  | 9 | Other reasons | 4.317 |  |  |  |
| Brightwalton C.E. | **VA** | 15 | 10 |  | 5 | Other reasons | 6.48 |  |  |  |
| Brimpton C.E. | **VC** | 7 | 4 |  | 3 | Sibling | 4.045 |  |  |  |
| Bucklebury C.E. | **VC** | 18 | 22 | yes | 0 | Other reasons | 1.244 | Other reasons | 1.665 | 4 |
| Burghfield C.E. | **VC** | 30 | 30 | yes | 0 | Other reasons | 1.127 | Other reasons | 1.161 | 8 |
| Calcot Infant | **C** | 60 | 60 | yes | 0 | Other reasons | 1.15 | Other reasons | 1.541 | 2 |
| Chaddleworth C.E. | **VC** | 8 | 3 |  | 5 | Other reasons | 6.999 |  |  |  |
| Chieveley | **C** | 30 | 30 |  | 0 | Other reasons | 5.401 |  |  |  |
| Cold Ash C.E. | **VC** | 30 | 30 | yes | 0 | Other reasons | 1.414 | Other reasons | 1.436 | 23 |
| Compton C.E. | **VC** | 30 | 14 |  | 16 | Other reasons | 11.738 |  |  |  |
| Curridge | **C** | 15 | 10 |  | 5 | Other reasons | 2.623 |  |  |  |
| Downsway | **C** | 30 | 29 |  | 1 | Other reasons | 0.927 |  |  |  |
| Enborne C.E. | **VA** | 12 | 10 |  | 2 | Other reasons | 61.198 |  |  |  |
| Englefield C.E. | **VA** | 16 | 16 |  | 0 | Sibling | 3.456 | Other reasons | 1.024 | 17 |
| Falkland | **C** | 60 | 56 |  | 4 | Other reasons | 62.45 |  |  |  |
| Fir Tree | **AC** | 30 | 30 | yes | 0 | Other reasons | 0.604 | Other reasons | 0.643 | 11 |
| Francis Baily | **AC** | 81 | 57 |  | 24 | Other reasons | 3.969 |  |  |  |
| Hampstead Norreys C.E. | **VC** | 15 | 4 |  | 11 | Sibling | 28.126 |  |  |  |
| Hermitage | **C** | 30 | 15 |  | 15 | Other reasons | 3.82 |  |  |  |
| Highwood Copse | **AC** | 30 | 30 | yes | 0 | Other reasons | 1.219 | Other reasons | 1.227 | 9 |
| Hungerford | **C** | 56 | 37 |  | 19 | Other reasons | 3.216 |  |  |  |
| Inkpen | **C** | 12 | 8 |  | 4 | Sibling | 10.443 |  |  |  |
| John Rankin Infant | **C** | 90 | 90 | yes | 0 | Other reasons | 9.212 |  |  |  |
| Kennet Valley | **C** | 30 | 25 |  | 5 | Other reasons | 0.772 |  |  |  |
| Kintbury C.E. | **VC** | 30 | 10 |  | 20 | Other reasons | 1.712 |  |  |  |
| Lambourn C.E. | **AC** | 30 | 15 |  | 15 | catchment | 0.489 |  |  |  |
| Long Lane Primary | **C** | 30 | 27 |  | 3 | Other reasons | 1.371 |  |  |  |
| Mortimer St John's C.E. | **VC** | 60 | 51 |  | 9 | Other reasons | 7.536 |  |  |  |
| Mrs Bland's | **C** | 60 | 31 |  | 29 | Other reasons | 3.825 |  |  |  |
| Pangbourne | **C** | 30 | 16 |  | 14 | Other reasons | 8.837 |  |  |  |
| Parsons Down Infants | **C** | 30 | 30 | yes | 0 | Other reasons | 0.771 | Other reasons | 0.906 | 4 |
| Purley C.E. | **VC** | 15 | 10 |  | 5 | Other reasons | 0.739 |  |  |  |
| Robert Sandilands | **C** | 30 | 30 | yes | 0 | Sibling | 2.44 | Sibling | 8.508 | 10 |
| Shaw-cum-Donnington C.E. | **VC** | 14 | 13 |  | 1 | Other reasons | 1.3 |  |  |  |
| Shefford C.E. | **VC** | 12 | 12 |  | 0 | Other reasons | 4.358 |  |  |  |
| Speenhamland | **AC** | 45 | 45 | yes | 0 | Other reasons | 8.489 |  |  |  |
| Springfield | **C** | 42 | 34 |  | 8 | Other reasons | 1.719 |  |  |  |
| Spurcroft | **C** | 60 | 52 |  | 8 | Other reasons | 15.373 |  |  |  |
| St Finian's Catholic | **VA** | 28 | 28 |  | 0 | Other applicants | 0.779 | Other applicants | 1.268 | 12 |
| St John the Evangelist C.E. | **VA** | 60 | 55 |  | 5 | Other reasons | 1.121 |  |  |  |
| St Joseph's Catholic | **VA** | 30 | 29 |  | 1 | Other applicants | 1.381 |  |  |  |
| St Paul's Catholic | **VA** | 45 | 42 |  | 3 | Other applicants | 7.682 |  |  |  |
| Stockcross C.E. | **VA** | 15 | 15 | yes | 0 | Other reasons | 2.381 | Other applicants | 3.279 | 1 |
| Streatley C.E. | **VC** | 15 | 15 | yes | 0 | Other reasons | 4.894 |  |  |  |
| Sulhamstead | **VA** | 15 | 15 | yes | 0 | Other reasons | 4.73 | Other applicants | 5.397 | 2 |
| Thatcham Park | **VC** | 60 | 58 |  | 2 | Other reasons | 1.811 |  |  |  |
| The Ilsleys | **C** | 12 | 6 |  | 6 | Sibling | 1.749 |  |  |  |
| The Willows | **C** | 60 | 45 |  | 15 | Other applicants | 1.866 |  |  |  |
| The Winchcombe | **C** | 60 | 60 | yes | 0 | Other reasons | 0.941 | Other applicants | 1.556 | 5 |
| Theale C.E. | **VC** | 45 | 44 |  | 1 | Other reasons | 8.109 |  |  |  |
| Welford & Wickham C.E. | **VA** | 15 | 7 |  | 8 | Other applicants | 4.885 |  |  |  |
| Westwood Farm Infants | **C** | 60 | 60 | yes | 0 | Other reasons | 1.35 | Other applicants | 2.453 | 1 |
| Whitelands Park | **AC** | 60 | 54 |  | 6 | Other reasons | 13.121 |  |  |  |
| Woolhampton C.E. | **VA** | 15 | 15 | yes | 0 | Sibling | 3.71 | Other applicants | 1.1 | 12 |
| Yattendon C.E. | **VA** | 15 | 15 | yes | 0 | Other reasons | 3.173 | Other applicants | 3.225 | 6 |

**Further allocation information is available at:**

[**www.westberks.gov.uk/school-admission-data**](http://www.westberks.gov.uk/school-admission-data)