



Proposed School Admission Arrangements For Community and Voluntary Controlled Schools

Applicable to applications for the 2026/27 academic year.

Introduction

This document outlines the arrangements for processing school applications during the normal admissions round. The arrangements apply to applications for the Reception year in Infant and Primary Schools, Year 3 in Junior Schools, and Year 7 and Year 12 in Secondary Schools. Please note that admissions to nursery education are governed by separate arrangements. Attendance at a Nursery School or Nursery Class does not guarantee a place at any primary or secondary school. Applications are processed directly by the schools.

Co-ordinated Admission Scheme

Each year, local authorities are required to publish a co-ordinated admission scheme by 1 January of the relevant determination year. This scheme coordinates the admission arrangements for all publicly funded schools within the local authority's jurisdiction.

The scheme should be read in conjunction with the school admission arrangements and provides information on how applications may be made, who is eligible to apply, and how late applications will be handled.

Normal Admission Points

- **Primary and Infant Schools:** For children whose fifth birthday falls between 1 September 2026 and 31 August 2027, the normal point of entry is September 2026 (Autumn Term). Parents have the option to defer their child's admission to a later date in the school year, but not beyond the child's compulsory school age or the beginning of the final term of the school year in question. Children may also attend part-time until they reach compulsory school age.
- **Junior Schools:** The normal point of entry is September 2026 for children whose eighth birthday falls between 1 September 2026 and 31 August 2027.

- **Secondary Schools:** The normal point of entry is September 2026 (Autumn Term) for children whose 12th birthday falls between 1 September 2026 and 31 August 2027. (Autumn Term).
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Admission Numbers

The admission numbers for Community and Voluntary Controlled schools are set out in **Appendix 2**. The admission number refers to the maximum number of children that can be admitted in the normal admission round for each school.

Oversubscription Criteria

- If a school is oversubscribed, the following criteria will be applied to determine the ranking of applicants:

1. **Looked After Children** and all **Previously Looked After Children**. This category includes children who were previously in care outside of England and were subsequently adopted.

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.

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.

2. **Children with Exceptional Social or Medical Needs**, supported by a written recommendation from a paediatrician, consultant, or Children's Services professional. 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. **Feeder Schools** (only applicable 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.
4. **Catchment Area Pupils** – Children whose permanent home address (**defined in Appendix 1**) is within the school's catchment area (as shown in **Appendix 3**).

5. **Non-Catchment Siblings** – Siblings of children (including step/foster sibling and children of the parent’s/carer’s partner living in the same family unit) who are 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 registered at 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:

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

6. **Children of School Staff** – Where the staff member has been employed by the school for two or more years or is recruited to fill a skill shortage.

7. **All Other Applicants** – Applicants who do not meet the above criteria.

Tie-Breaker Criteria

In the event that two or more applicants within any of the above criteria are ranked equally, priority will be given according to the following order:

1. **Sibling Priority:** Siblings of children already attending the school (as defined in the sibling criteria) will be given priority within oversubscription criteria 1-4.
2. **Early Years Pupil Premium:** 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.

To qualify, parents must apply for the Early Years Pupil Premium Grant and be eligible between 12 September and 15 January in order for it to be considered alongside their on-time school application. When applying for a school place, parents must clearly state that they are entitled to the Early Years Pupil Premium Grant, and this will be verified by the school admissions team.

If parents apply for and are eligible for the Early Years Pupil Premium Grant after 15 January, but while their child is still attending the nursery linked to the school, the application will be considered 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:

Basildon CE Primary School	Springfield Primary School
Calcot Infant School	Spurcroft Primary School
John Rankin Infant School	Thatcham Park Primary School

Mrs Bland's Infant School	The Willows Primary School
Pangbourne Primary School	The Winchcombe Primary School
Purley Primary School	Westwood Farm Primary School
Robert Sandilands Primary School	

3. **Children of UK Service Personnel and Crown Servants** who are returning from overseas. The application must be accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.
4. **Proximity to the School:** Priority will be given to children living closest to the school. Distances will be measured using a Geographical Information System (GIS), which calculates straight-line distances from the child's permanent home address to the school.
5. **Lottery System:** If two or more applicants meet the same criteria and are equidistant from the school, a lottery system will be used to determine their rank. The lottery will be conducted by the School Admissions team under the oversight of the Head of the Education Service.

Multiple Births

In cases where the last child offered a place is from a multiple birth, and one or more of the siblings would fall within the admission number, all siblings will be offered a place, even if this exceeds the school's admission number.

Fraudulent or Misleading Applications

If an application is found to be fraudulent or intentionally misleading, any offer of a school place will be withdrawn. A new application will be required, and the applicant may be placed on a waiting list, or the preferred school may be full by the time the new application is considered.

Waiting Lists

Waiting lists will be maintained until the end of the academic year. Placement on the waiting list will be determined by applying the oversubscription criteria.

Late Applications

Late applications will be considered in accordance with the procedures outlined in the co-ordinated admissions scheme.

In-Year Applications

Applications for places outside the normal admissions round can be submitted at any time. If parents request that their child be taught outside of their normal age group, they must submit a written request to the school's admission authority. The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned. The appropriate form is available on the website.

Summer-Born Children

Children born between 1 April and 31 August, known as summer-born children, may start school in the September following their fifth birthday, a year after they could have first started school. This is when summer-born children reach compulsory school age.

Requests to Delay Entry for Summer-Born Children

Parents wishing to defer entry for their summer-born child can submit a request from 8 September 2025. It is recommended that parents also apply for their child's normal year group by the closing date of 15 January 2026. The appropriate form is available on the website and Parents must list all of the schools they will apply for.

Requests to Delay Entry for Junior and Secondary normal admission round applications.

Requests for a child to be taught outside their normal year group are typically only considered if the child is already being taught out of year at their current school. Parents who wish to request this must submit a written application, explaining why their child should be placed in a different year group. The appropriate form is available on the website.

The deadlines for submitting these requests are:

- **31 September** for secondary Year 7 applications
- **31 October** for Infant and junior applications

The decision will be made by:

- **20 October** for secondary applications
- **5 January** for Infant and junior applications

If the request is approved, it will allow parents to apply to schools before the standard application deadline.

Important:

- Parents must list all the schools they plan to apply to. One school's admission authority is not obligated to follow another school's decision on whether a child should be taught outside their normal age group.
- The decision will be made by the admission authority, who will consider the information provided and consult with the relevant headteachers.

If a request is received after the deadlines, it will be considered after:

- **15 March** for secondary applications
- **1 May** for Infant and junior applications

In these cases, a response will be provided within six school weeks. If the request is granted, parents can apply for their chosen schools, but their application will be considered late.

Appeals Against Admission Decisions

Applicants whose children are refused a place at their preferred school have the right to appeal the decision to an independent appeals panel. Details on how to lodge an appeal will be provided alongside the outcome of the application.

Year 12 Admissions – The Willink School

The Willink School offers 20 places for new students entering Year 12. Existing Year 11 students have a right to transfer to the school's sixth form, provided they meet the required GCSE grades and follow the appropriate pathways, as outlined in the school's admission arrangements.

	Extended Pathway	Academic Pathway	Applied Pathway
Recommended GCSE Entry Requirements	Seven grade 6 or better. To study 4 full A Levels, Grade 8 in almost all GCSEs	Five grade 5s or better plus subject entry requirements.	Five 9-4 grades at GCSE plus subject entry requirements
Number of qualifications	3+ A-Levels or BTEC/CTECs	3 A-Levels or BTEC/CTECs	Minimum one BTEC/CTEC and two other Level 3 courses
Additional qualifications and study	Extended Project Qualification or one AS-Level, to be completed in Year 12 (recommended)	Core Maths AS-Level, Extended Project Qualification (both optional)	MOOC (optional)
Available courses	Choose from the Extended, Academic and Applied lists.	Choose from the Academic and Applied lists below	A minimum of one from the Applied Pathway list plus two more from the Applied or Academic lists
After Sixth Form you could move on to	Oxford, Cambridge, a Russell Group University, a degree apprenticeship or employment.	University, apprenticeship or employment	University, apprenticeship or employment

New applicants will be required to complete an application form and return it by email. Current Year 11 students will be informed of the application process via email.

Appendix 1: Permanent Home Address for School Applications

The child's *permanent home address* is defined as the address where the child lives with their legal parents or carers, and where they are living on the closing date for applications in the normal admissions round (31 October 2025 for secondary schools; 15 January 2026 for primary schools). **Future addresses should not be used on the application form.**

We understand that family situations can vary, so below are the guidelines for how we will determine a child's permanent home address in different circumstances.

1. Owning and Renting Properties

- If you own a house or flat but are renting and living in another property, we will consider the *rented address* as the permanent home address **if**:
 1. Your owned property is being rented out, and
 2. You have lived at the rented address for at least **1 year** (proof of this will be required).
- In some cases, if you have lived at the rented address for less than a year but your owned property is far away, we may still consider the rented address as your permanent home address. We will ask for additional evidence in these cases.

2. Owning Multiple Properties

- If you own two or more properties, the address where you actually live will be considered your permanent home. We may ask for evidence to help determine which address is your main residence.

3. Living with Parents or Guardians

- If your permanent home address is not a property that you own or rent (for example, you are living with parents or relatives), we will consider this your permanent home address **if**:
 - You do not own or rent another property.
 - We will need proof that you do not own or rent any other property. If you have lived at your current address for less than a year, we will also need evidence of your previous address.

4. Emergency Relocation

- If you have moved to a new address due to an emergency, such as fleeing domestic violence, we will consider the new address as your permanent home address. You will need to provide supporting evidence, such as a police report.

5. Shared Parental Responsibility

- If the child spends time living with both parents during the school week as part of a shared living arrangement, **either** parent's address will be considered the permanent home address.

Evidence We May Request:

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

1. Any legal documents confirming your residence (if applicable).
2. Details of your actual living arrangements (e.g., how often and for how long the child stays at each address).
3. The length of time the living arrangements have been in place.
4. A Council Tax bill or other utility bills in your name at the address.

6. Families of Service Personnel

- Families of service personnel with a confirmed posting to West Berkshire or returning Crown servants will be treated as *catchment applicants* if:
 - The application includes an official letter confirming the relocation date and either a unit postal address or a quartering area address.

7. Changing Address After the Application Deadline

- If you move to a new permanent address after the closing date for applications (31 October for secondary schools or 15 January for primary schools), we will accept your new address for school admissions **if**:
 - The move occurs before the admission processes begin (usually after 1 January for secondary places, or 1 February for primary places).

- You will need to provide evidence to show that the new address is your permanent home address.

Appendix 2: School Admission Numbers

Admission numbers for each school are provided in Appendix.

Community and Voluntary Controlled Primary Schools

School Name	Admission Number
Aldermaston CofE Primary School	15
Basildon CofE Primary School	20
Beedon CofE Primary School	10
Beenham Primary School	15
Birch Copse Primary School	60
Brimpton CofE Primary School	7
Bucklebury CofE Primary School	18
Burghfield St. Mary's CofE Primary School	30
Calcot Infant School and Nursery	60
Calcot Junior School	60
Chaddleworth St. Andrew's CofE Primary School	8
Chieveley Primary School	30
Cold Ash St. Mark's CofE School	30
Compton CofE Primary School	26
Curridge Primary School	15
Downsway School	30
Falkland Primary School	60
Garland Junior School	60
Hampstead Norreys CofE Primary School	15
Hermitage Primary School	15 Changing from 30
Hungerford Primary School	56
The Ilsleys Primary School	12
Inkpen Primary School	12
John Rankin Infant and Nursery School	90
John Rankin Junior School	90
Kennet Valley Primary School	30
Kintbury St. Mary's CofE Primary School	15 Changing from 30
Long Lane Primary School	30
Mortimer St. John's CofE School	60
Mrs Bland's Infant School	60
Pangbourne Primary School	20
Parsons Down Infant and Nursery School	30
Parsons Down Junior School	30
Purley CofE Primary School	15
Robert Sandilands Primary School and Nursery	30
Shaw-cum-Donnington CofE Primary School	14
Shefford CofE School	12
Springfield Primary School	42
Spurcroft Primary School	60
Streatley CofE Voluntary Controlled School	15
Thatcham Park CofE Primary School	60
Theale CofE Primary School	45
Welford & Wickham CofE Primary School	14
Westwood Farm Infant School	60

Westwood Farm Junior School	60
The Willows Primary School	60
The Winchcombe School	60

Community Secondary School

School Name	Admission Number	
	Year 7	Year 12
The Willink School	208	20

Appendix 3: School Catchment Area Maps

Parents can use an online tool to check which school catchment area their home falls within. The system uses the National Land and Property Gazetteer (NLPG) to determine the appropriate catchment area for each property.

Catchment area maps are provided at: www.westberks.gov.uk/school-catchment-areas