



Maiden Erlegh School Admissions arrangements for the academic year 2018/19

Maiden Erlegh School is an 11–18 co-educational comprehensive school and this document details the policy to be followed for admissions to Maiden Erlegh School. Please note that living in or moving to the designated area of the school cannot guarantee a place at the school.

Year 7 Entry

- The PAN (Published Admission Number) for entry in September 2018 is 278.
- The school uses the Wokingham Borough Council Admissions Service which publicises the school to parents in the same literature as for other Wokingham schools. The school will participate in the co-ordinated arrangements made by Wokingham Borough Council. Parents/carers wishing to send their children to Maiden Erlegh School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.
- Applications received after the published deadline (31 October 2017) will be treated as a 'late' application and be considered after the on-time applications have been allocated. If there is good reason i.e. the family has moved to the area after the closing date or the illness of a single parent prevented them submitting an on-time application the application may be treated as on-time, provided it is received by 15 January 2018. In such instances evidence may be required.
- Children with an Education Health and Care Plan (EHCP), or a statement of special educational needs that names the school in the plan or the statement will be allocated a place above all other applicants.
- If there are more applicants than places available applications will be prioritised in accordance with the following over-subscription criteria;
 1. Looked after children or children who were looked after:¹
 2. The children of staff at Maiden Erlegh School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.
 3. Children whose permanent home address is **inside** the designated area of the school and who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school ².
 4. Children whose permanent home address is **inside** the designated area of the school.
 5. Children whose permanent home address is **outside** the designated area of the school and who have a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school ².
 6. Any other children.

¹ A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).

The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.

² A sibling is a brother or sister (that is another child of the same parents, whether living at the same address or not), or a half brother or sister, step brother or step sister, or adopted or foster children living at the same address. It includes children who at the time of application have a sibling who the offer of a place at the school has been accepted, even if the sibling is not yet attending. Parents may indicate a sibling in Year 11 at the school provided it is the intention of the family that the child is due to continue their studies in the Sixth Form at the school.



Where the application of oversubscription criteria would result in splitting children with either the same birth dates or children born in the same academic year from the same family, then places will be offered even if this will result in the school going above its admission number.

Tie –breaker

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the following tiebreaker will be applied to decide which of the applicants can be offered places, and the waiting list order. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to Maiden Erlegh School in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the event that two or more children live at the same distance from the school and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least 2 officers at Wokingham Borough Council.

Residency Requirements

Applications are processed on the basis of the child's single permanent home address, living with parent(s), or a carer/legal guardian. Evidence is required of a single address. It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already owns a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property. Parents will be asked to declare that the address used will be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place, or to withdraw the offer of a place. The school will reserve its right to carry out further investigation and require additional evidence, and to reject applications or withdraw offers of places if it believes it has grounds to do so. In such cases parents have recourse to putting their application through the independent appeals process. If a child spends part of the week with parents at different addresses, the home address will be where they usually spend the majority of the school week (Sunday 6pm to Friday 9.00am, including nights) with a parent. Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances (e.g. legal separation) will be required. The home address will also be considered on the basis of the child benefit payment arrangements, where this is payable. If a child does not live at their parent(s) address we need to know the reasons for this. The reasons would need to be supported by official documentation. A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence. After allocation, if an applicant moves from the property they have used in their application to another property which is within or nearer to the designated area of the preferred school; the address of the property they originally owned and declared on application will be the address used for determining their designated area, unless this house has been sold or rented out for 12 months prior to the closing date for applications.

Where a parent has two or more properties, evidence will be required showing the rental, or disposal, of the previous property. Reference will be made to Council Tax and school records. If an applicant is moving house and wishes to use the new address for the allocation of places, evidence will be required that the parent and child have moved and are living in the new home by **15 January 2018**. If the move takes place later or information is provided later, the school will only be able to treat the new address for waiting list purposes and consider this information after the initial allocation of places has taken place.



Applicants from abroad

An application for a school place can be made from applicants applying for a school place for their child from abroad, provided that they can provide evidence of their right of abode. The address used will be the address where the child is living at the closing date for applications unless evidence is provided that the family is returning to a property that they own in the borough by January 15, 2017. Third party written evidence confirming the details and timing of the relocation will be required. Adjustments will be made to any waiting lists, if the family returns later, prior to the start of school. Further advice on the documentation required can be obtained from Wokingham Borough Council School Admissions Team.

Service Families

Families of UK service personnel who are not yet living in the area will be able to make an application if it is accompanied by an assignment order declaring a relocation date and intended address. In the absence of a new home postal address, the authority will use the former Hazebrouck Barracks (co-ordinates: Easting 476869 and Northing 166249) as the postal address to determine distance to a preferred school. A letter from the Commanding Officer or garrison headquarters will be required confirming the living arrangements for families who are being housed at the army quarters at Arborfield but are assigned to another base.

Out-of-age-group admissions will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and Maiden Erlegh) and any relevant professionals asked for their opinion on the case by Maiden Erlegh School.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the home local authority in accordance with their co-ordinated scheme (Wokingham Borough Council states two weeks from the date of the offer letter). If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the local authority at any stage if they are not accepting the place for any reason.

Waiting Lists

After 1 March 2018 a 'waiting list' will be administered if the school has more applicants than places available. A child's position on the waiting list is determined by applying the over-subscription criteria as described above. Positions on the waiting list may go up or down due to pupil withdrawals or new or revised applications and no account is taken of the length of time spent on the waiting list. Waiting lists will be maintained until such time as the policy is changed, to fill places that may become available during the school year. Parents will receive periodic requests to see if they wish to remain on the list. Children who are the subject of a direction by the local authority to admit or who are allocated to Maiden Erlegh School in accordance with an in-year fair access protocol will take precedence over those on the waiting list.

In Year admissions to Years 7-11

Applications for entry to Year 7 after the end of the routine admissions round (ending on 31 August) and applications for entry into Year 8 to Year 11 at any time are processed as in-year applications and applications will be co-ordinated by Wokingham Borough Council according to published admission arrangements and timescales. See www.wokingham.gov.uk/admissions.

The number of places for each year group is 278.

Parents wishing to apply for a place at the school should obtain from their Local Authority a copy of their common application form. This should be completed and returned to Wokingham Borough Council.

If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to Year 7. Pupils will be admitted from the waiting list in order as space becomes available.



If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Academy Trust will determine whether a place can be offered to the applicant. If at the time of this

determination the school has applications from more than one pupil for admission to the same year group, all the applications will be ordered according to the criteria used in determining initial admissions to Year 7 and will be considered in that order.

In reaching a decision on an application for admission to a full year group, the Academy Trust will normally refuse a place unless they are statutorily obliged to admit the applicant or the application is covered by Wokingham Borough Council's Fair Access Protocols.

Out-of-age-group admissions in other year groups will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and Maiden Erlegh) and any relevant professionals asked for their opinion on the case by Maiden Erlegh.

Accepting or declining the offer of a place

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the local authority within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the local authority, at any stage, if they are not accepting the place for any reason.

Unsuccessful applicants will be placed on the waiting list if they confirm that they wish to be.

Appeals

Parents have a statutory right to appeal to an independent appeals panel against the refusal of a place in all year groups at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not their preferred age group.

Anyone wishing to appeal has 20 days from the date of notification that their application was unsuccessful to prepare and lodge their written appeal. Information about this process will be given in the decision letter sent by the local authority on behalf of the Academy Trust. The decisions of the appeals panel are binding on the school. There is no automatic right to a further appeal for admission within the same academic year unless there is a significant change of circumstances relevant to the application. Please see <http://www.wokingham.gov.uk/schools/schoolappeals/> for more detail.

Sixth Form admissions

For admission to the Sixth Form students will be required to pass at least 5 courses successfully at the following levels; A*-C or 4-9 at GCSE, or level 2 in a Technical course at merit or distinction, and must include a pass at level 4 or above in either English Language, English Literature or maths GCSE. In addition each course has specific entry requirements as detailed in the most recent school Sixth Form prospectus. Students who have achieved the minimum entry requirements through Pass grades on Level 2 Technical courses are expected to study Level 3 Technical Education courses in the sixth form.

Where they are offered, entry to Level 2 Technical Pathways in the Sixth Form will be for students with an average GCSE grade of 3 or D and with GCSE English Language, English Literature or mathematics grades below Grade 4. Level 2 Technical courses may not be offered every year.

Students who have studied in another country up to Year 11 will be required to demonstrate the equivalence of GCSE passes.

Internal students

Maiden Erlegh School welcomes applications from internal students who will have attended Year 11 during the 2017/18 academic year. These students have priority over external students.



External students

Applications from those not attending the school will be also be accepted. The Planned Admission Number will be 30, but more places may be available subject to the take-up by internal applicants. External students will be offered a place on the courses they wish to take, provided there are spaces available and they have met the specified academic requirements. When applicants can be offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

Making an application

Those wishing a place in the school's Sixth Form starting in Year 12 in September 2018 should complete the school's Sixth Form Application form, which will be available from the school in the autumn term 2017. This form must be completed and the deadline for submission will also be published at this time. Students in Year 11 already attending the school will be given a copy of the form. Both parents and prospective students themselves have separate rights to apply for a place at a school sixth form. They must apply by the deadline given in the school prospectus and send the application form to the nominated person on the application form. (The term 'applicant' is used in the rest of this policy, to mean either parents or prospective students).

Applications will be considered by the Head of Sixth Form plus at least one other member of staff nominated by the Headteacher. Where special consideration has been approved by the examination board, the school reserves the right to deviate from the matriculation arrangements in consultation with the Local Advisory Board.

Multiple births or children with birth dates in the same academic year

Allocation of places is based on individual students meeting the requirements of their chosen course. No guarantee of a place is given to other siblings applying to the school from the same family.

Personal guidance meetings may be arranged with students and their parents to discuss the options open to the student and to help the student decide on the suitability for them of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria below.

Late applications

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

Criteria for admission

If there are more applicants than places, then places will be allocated to students who fall into the following criteria in order of priority. Priority will be given within any of the oversubscription criteria below to the applicant whose permanent home address is nearest to Maiden Erlegh School in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by Wokingham Borough Council's School Admissions Team into which the LLPG address points are imported.

This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

The Trust is required to admit all students with an Education Health and Care Plan (EHCP) or a statement of special educational needs that names Maiden Erlegh School in the plan or statement and meets the specified academic requirements; these students will be admitted first.



The oversubscription criteria referred to above are:

1. Students already attending the school at the time of application;
2. Looked after children or children who were looked after³;
3. All other applicants meeting the academic requirements.

If there are insufficient spaces on any course for all those students who have expressed an interest and who have the appropriate qualifications, then places will be allocated on the same basis as used for admission to the lower school.

Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course.

Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

Out-of-age-group admissions will only be agreed where there is consensus that it is in the best interests of the child; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and Maiden Erlegh) and any relevant professionals asked for their opinion on the case by Maiden Erlegh.

Accepting or declining the offer of a place.

Places are offered on the understanding that there is a commitment to meet the academic requirements of the school and the individual courses. Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. If a form is not received, there will be one further written warning and failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage if they are not accepting the place for any reason.

Enrolment

Students are required to enrol on their chosen courses during the allocated Enrolment Days. Failure to enrol on their chosen courses in advance of the beginning to the school term may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements of their course choices, will be offered alternative appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places

³ A previously 'Looked After' child is a child who was looked after, but has been adopted or became subject to a child arrangement order or special guardianship order immediately following having been 'Looked After'. Confirmation by the local authority that last looked after the child that the child was looked after immediately prior to the issuing of one of the following orders:

*These are children adopted under the Adoption Act 1976 (Section 12) and children adopted under the Adoption and Children's Act 2002 (Section 46).
The Children and Families Act 2014 amended the Children Act 1989 and replaces residence orders with child arrangement orders.*



Appeals

Anyone whose application is unsuccessful is entitled to appeal to an independent appeals panel. Information about this process can be obtained from the school.

If the school is unable to make an offer to a student, the school will provide a letter of explanation to the applicant of the decision to reject their application together with an explanation of how to appeal.

The student and their parent; may appeal separately or jointly appeal against non-admission to an independent panel. This will be explained in the school's decision letter. Appeals should be made to:

Clerk to the Appeals Panel
Wokingham Borough Council
Democratic Services
Shute End
Wokingham
RG40 1WQ
Tel No:0118 974 6053

Information on appeals is also available at: <http://www.wokingham.gov.uk/schools-and-education/school-admissions/appeal-the-school-place-youve-been-offered/>

General Contact information for all admissions

Copies of the school admissions arrangements, sixth form prospectus and application form for sixth form are available on the school website <http://www.maidenerleghschool.co.uk/information/admissions/> or from the School Office Manager, who should be contacted in the first instance with any queries about the school admission arrangements.

Email office@maidenerleghschool.co.uk
Telephone 0118 9262467
Fax 0118 9266111

The Office Manager
Maiden Erlegh School
Silverdale Road
Earley
Reading
RG6 7HS

Copies of Wokingham Borough Council documents, parent's guides and common application forms are available on its web site: <http://www.wokingham.gov.uk/schools-and-education/school-admissions/>

They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Wokingham's admission arrangements should be addressed to the team.

Email schooladmissions@wokingham.gov.uk
Telephone 0118 974 6143
Fax 0118 974 6135

School Admissions Team
Children's Services
Wokingham Borough Council
P O Box 156
Shute End
Wokingham
RG40 1WN