



Admissions Arrangements (Years 7-11) For the academic year 2024/25

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

Published Admission Number (PAN)

The PAN (Published Admission Number) for entry in September 2024 is 279.

Application Process

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 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 2023) 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 31 December 2023. In such instances, evidence may be required.

Oversubscription criteria

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 Trust whose main place of work is Maiden Erlegh School at the time of the closing date for applications, where that member of staff is the legal parent or 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 consecutive years at the time of the closing date for applications or the member of staff is recruited to fill a post for which there is a demonstrable skill shortage. The skills shortage area will be determined by the Maiden Erlegh Trust by 1 July of the year of application and made available on the school website.
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.

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.



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.

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 two 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.



If a parent/carer owns a property which they do not occupy and/or rent out and then move into another property within, or nearer to the designated area of the preferred school, then it is for the applicant to provide sufficient evidence to satisfy the admissions authority that the new address is that of the property in which they reside, to allow that address to be used to determine any relevant criteria.

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 **31 December 2023**. 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 **31 December 2023**. 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

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 2024** 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 279.

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, Maiden Erlegh 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.

Sixth Form Admissions

Admissions to Maiden Erlegh School Sixth Form are managed by Maiden Erlegh School. The Sixth Form Admission Arrangements for entry 2024/25 are published separately and can be found on the school website.



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.

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: <https://www.wokingham.gov.uk/schools-and-education/school-admissions/school-admissions-and-exclusions-appeals/>

General Contact information for all admissions

Copies of the school admissions arrangements are available on the school website <https://www.maidenerleghschool.co.uk/> or from the School Office Manager, who should be contacted in the first instance with any queries about school admissions.

Email mesoffice@maidenerleghtrust.org
Telephone 0118 9262467

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