

# School Admission Guide

Applying for a Secondary School place



for September 2025



West Berkshire  
C O U N C I L

If you require this information in a different format, such as audio tape, or in another language, please contact the Admissions Team who will be able to help.

## Contact details

Admissions Team, Council Offices, Market Street, Newbury, Berkshire, RG14 5LD  
Office hours - 8.30am to 5.00pm Monday to Thursday, 8.30am to 4.30pm Friday  
Call 01635 551111. Email: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk)



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# Foreword

Dear Parent,

Transferring to secondary school is a big step and we want to help make it as easy as possible for you to choose the school that will best suit your child.

This Admissions Guide will support you in preparing to make the change from primary to secondary school. It provides you with information about the schools in West Berkshire and explains how and when you should apply for a school place. Schools will welcome your enquiries and there are various planned open days/evenings when you can visit them to find out more.

The quality of education in West Berkshire schools is high and we are proud of the achievements of our pupils. Headteachers, staff and governors are committed to children's individual development and aim for the highest standards of achievement for all pupils regardless of ability, ethnic origin, disability or gender.

As a parent you have a vital role to play in successfully completing your application on time and throughout your child's education in supporting your child's learning. We believe that a strong partnership between schools, parents and the community is the key to bringing out the best in children and place great importance on achieving this balance.

West Berkshire Council coordinates the arrangements for offering places at secondary schools.

If your child is already in Year 6, you should apply for a place at Secondary school.

**The closing date for applications is 31 October 2024**

Yours sincerely,

**Neil Goddard**

**Head of Education**

# Applying for a Secondary School Place

If your child is in Year 6 and at a Junior/Primary school, you should apply for a Secondary school place for September 2025.

## Secondary schools in West Berkshire

### School

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Denefield School (Academy)

John O' Gaunt School (Academy)

Kennet School (Academy)

Little Heath School

Park House School (Academy)

St Bartholomew's School (Academy)

The Downs School

The Willink School

Theale Green School (Academy)

Trinity School (Academy)

## Special Educational Needs

Many children with special educational needs go to a local school and have some extra support to help them. As well as this, some schools (both mainstream with an Additional Resource Provision Unit and special schools) help children with particular needs. If your child has (or you expect them to have) an EHC Plan, you should contact the Special Educational Needs Team. Most parents of children with an EHC Plan will be advised of their child's school placement before the main allocation of places. The team can be contacted by email at: [senassessmentteam@westberks.gov.uk](mailto:senassessmentteam@westberks.gov.uk)



# Making the Right Decision

As a parent, you have the right to express your preference about which school your child is allocated, but you are not guaranteed a place at the school of your choice.

Before you decide which schools to apply for, get as much information as possible. You should arrange to visit schools, including your catchment area school. Schools have pre-arranged days in the autumn term for this purpose.

Each school has a prospectus and a website. These are often good places to start getting to know the school:

- the school's aims and objectives
- standards and other achievements
- out of school activities and clubs
- information on policies such as behaviour and discipline

You might want to think about:

- the importance the school places on working with parents
- whether staff have high expectations of pupils with an emphasis on each child's achievement
- how the school supports all children, particularly those with additional needs
- the range of activities available for all ages and abilities
- how the school hopes to develop over the next few years

Further considerations:

- Consider how likely it is that your child will be offered a place in one of your preferred schools, bearing in mind the over-subscription criteria and previous year's allocation data (page 47-51)
- Which of the school's admission criterion do you meet?
- If the schools you choose are not available, we would allocate the nearest school with spaces, but it could be some distance away
- Consider the latest Ofsted report and how recently the report was written. Schools will be able to answer questions you raise at their open evenings.

## Consider how your child will get to school

**Free school transport is provided to your nearest available school and not your catchment school if it is not the nearest. (Other criteria apply)**

Further information about free home to school transport is on page 21 and includes information for low income families.

## School Catchment Areas

School catchment areas are used by most schools in their admission policy as one of their over-subscription criteria. Most schools have catchment area children as a high criterion so the large majority of catchment children are likely to receive an offer if they apply for it.

There is no guarantee of being offered a place in the catchment school because we may receive a higher number of catchment applications for a school than the school has places.

The catchment school is not always the closest and for that and other reasons parents may choose not to apply for it. We do recommend that if the catchment school is not your preferred school that you make it one of your preference in case we can't offer the higher preference. We don't guarantee a place in the catchment school either but it is likely a place would be available. You do not have to apply for your catchment school.

There is no automatic placement in the catchment school. If applicants do not apply for their catchment school and do not receive an offer of a school place in one of their listed preferred schools, a place will not be offered in the catchment school if it is full from applicants who named it as a preference.

School catchment maps are available in this guide. An interactive map and school catchment checker are available on the website: [www.westberks.gov.uk/school-catchment-areas](http://www.westberks.gov.uk/school-catchment-areas)

In the event that a catchment boundary runs through a property, the unique property identification points within the National Land and Property Gazetteer (NLPG) will be used to determine which school catchment area the property falls in. The school catchment checker will confirm your school catchment when you enter your address details.

## Making an on-line application

We recommend that you apply online for a secondary school place because:

- There are clear, simple prompts to guide you through making your application, as well as additional step by step guidance on our website.
- It is quick, easy to use, safe and secure.
- You can view and change your application at any time before you submit it.
- You can still change your application and resubmit it up until the closing date of **31 October 2024**.
- You will receive the outcome of your application by email – this will be sent out on **01 March 2025**. You can also view the outcome online on **01 March 2025**.

### Remember – Apply on Time

If you do not apply by the deadline you may disadvantage your child, as you will lose the opportunity to be considered in the first allocation round. This could severely affect your chances of getting a preferred school place for your child.





# What you need to do

## Closing date for applications 31 October 2024

### 1. Who can apply for a school place?

A child's parent/carer must make the application. A parent is defined in law (the Education Act 1996) as: any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person. A person who is the child's 'parent' should make the application. If two parents with parental responsibility live at different addresses and both submit an application, we will respond to both parents to confirm that only one application can be made. We will not proceed with the application until we have confirmation from both parents as to which application should be considered.

### 2. Where do I find the form?

- If you live in West Berkshire you must fill in the West Berkshire form. We recommend you apply online at [www.westberks.gov.uk/secondary-school-admissions](http://www.westberks.gov.uk/secondary-school-admissions) up to 31 October You can obtain a paper form by calling the Council on 01635 551111.
- If you live outside of West Berkshire (for example, in Reading), you must fill in the form from your local Council by their deadline.

### 3. How do I complete the form?

- First read the admission policy for the schools you are applying for because you may need to supply supporting information or complete a supplementary application form.
- Fill in details about your child including their legal name and the address at which they live.
- You can name up to **four schools** that you would like your child to go to, and rank them in order of preference. The school that you name first should be the one you would most like your child to go to. You can apply for any type of school, either in West Berkshire or elsewhere, except fee-paying schools. Do not apply for fee-paying schools in this way.
- If you already have a child at the school you should fill in the 'sibling' box and let us know this child's name and date of birth.

## Warning

We are required to make sure that applications are genuine. If your child moves into the home of a friend or relative during the process, or you provide an alternative address as a deliberate device to improve your child's priority for a school place, or other details are provided on the application form which prove to be untrue – this is a fraudulent application. If we have allocated a place and discover that the information is false, we will withdraw the school place offer for the child, even if the child has already started at the school.

# Secondary Application Flow Chart

## Consider which School is best for your child

Application made using online form  
[www.westberks.gov.uk/secondaryadmissions](http://www.westberks.gov.uk/secondaryadmissions)

Application form received (paper copy)

Details entered in  
Council's database

## Closing date for applications - 31 October

Applications are processed using parent preference  
and over-subscription rules.

Details entered in  
Council's database

Preferences that can be  
offered are identified

Information from other  
Councils on possible offers  
are added to the database

The highest preference  
order is decided and the  
pupil record is updated

## National Allocation day - 1 March

You will be sent the result of your application. Online applicants will also be able to view the result of their application by 5pm.

Your child's name is automatically added to the waiting lists for any higher West Berkshire school preferences that could not be offered

If a place becomes available, the child at the top of the waiting list will be offered the place. A child's position on the waiting list can move up and down.

Parents are given the right to appeal against all preferences not offered – deadline to submit on appeal 31 March.



# Definition of a permanent home address

The child's permanent home address is where he or she lives with his or her legal parents/carers and are living at the closing date for applications in the normal admissions round (**31 October 2024 – secondary; 15 January 2025 –primary**) Future addresses must not be used on the application form.

In the majority of cases, applicant's rent or own one property, however, family circumstances vary so we have identified below how we will consider different cases.

- If you own a house or a flat and are renting and living in another property, we will consider the rental address as your permanent address if:
  1. your owned property is rented and
  2. you have been living at the rented address for at least 1 year (we will require proof)

In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if your owned property is a considerable distance away from the rented accommodation where you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

- If you own two or more houses, the permanent home address is where you live and we may ask for evidence to determine which address is the permanent home address.
- If your permanent home address is not owned or rented (for example living with parents) we will consider it as your permanent home address if you do not own or rent another property. We will require evidence to show that you do not own or rent another property. If you cannot show evidence that you have lived at the current address for more than 1 year we will need to see documentation that confirms what the previous address was and that you do not own or rent the property.
- If you own or rent a property and have moved because of an emergency, for example fleeing domestic violence, we will consider the address where you are staying as your permanent home address. We will require evidence such as a police report.
- Where parental responsibilities are shared and the child/children live at both parent's addresses during the school week on a permanent arrangement, either address will be considered the permanent home address.

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

1. Any legal documentation confirming residence if such an agreement exists.
  2. Information on the actual pattern of residence.
  3. The length of time the residence arrangements have been in place.
  4. Council Tax bill and other utilities bill.
- Families of service personnel with a confirmed posting to West Berkshire or crown servants returning from overseas to live in the area will be considered as catchment applicants if: The application is accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.

## Moving House

If you move house after 31 October, please let us know as soon as possible. If you advise us by 31 December, we will use the new address for allocations. Later notification may mean that we cannot use the new address for the application. Once we have announced the initial allocations on 01 March, we can re-assess your application, based on your new address. We will need proof of your new address and proof that you have left your old address.

If you are returning to live in the UK from abroad, you must be resident in the UK before we will process your application for a school place.

**You must tell us straight away if you move house after making your application but before your child starts school.**

## School Admission Over-subscription Criteria Explained

If a school receives more applications than it has places available, over-subscription criteria are used to decide, in a fair and consistent way, the children who should be offered school places. For each West Berkshire School that you list when you apply we will work out, from the information in your application, which criterion should be applied.

Children with an Education Health and Care plan are allocated school places through a separate review process and will be included in the number of children allocated to the school.

### Over-subscription Criteria for West Berkshire Community Secondary Schools

Oversubscription criteria are applied to each applicant in order to produce a ranked list in case there are more applications than places for a school.

For Community and Voluntary Controlled schools that are oversubscribed, the following criteria in that order are used to determine which children will be offered places.

A. looked after children and all previously looked after children. 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.



And:

Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. 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.

B. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant or professional from Children's Services. 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.

C. Feeder Schools (this criteria only applies to junior school applications)

D. Catchment Area Pupils, i.e.

Children whose permanent home address (defined in Appendix 1) is within the school catchment area (shown in Appendix 3).

E. Non-Catchment Siblings

Pupils with a brother or sister (including step/foster sibling and children of the parent's/carer's partner living in the same family unit) who is 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.

F - Children of staff at the school

a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Schools will be asked to confirm the points above.

G. All Other applicants - Those who do not meet any of the Oversubscription criteria A-F

## **Tie-breaker**

Priority will be given within any of the over-subscription criteria in the following order:

1. For Criteria A-D, priority will be given first to siblings (the definition of sibling is as explained in criteria E).
2. 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.
3. Child whose permanent home address is nearest to the preferred school. Distances will be measured using a Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).
4. Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. In order to ensure fairness, the School admissions team will administer the lottery system overseen by the head of the education service. The applicant's names will be drawn in order and that order will be applied to their ranked order in the admission list for the school.

## **Multiple Births**

Where last child offered a place is from a multiple birth and one or more of the siblings would fall below the limit of the admission number in the ranking, all of the children will be offered a place which will exceed the school's admission number.

# Over-subscription Criteria for Voluntary-Aided schools, Foundation schools, Free schools and Academies

**The over-subscription criteria for Voluntary-Aided schools, Foundation schools, Free schools and Academies may be different.** These schools are maintained and controlled by their governing body. They are responsible for deciding and applying their own over-subscription criteria, in line with the National Admissions Code. The Council offers school places on behalf of these governing bodies.

If you plan to list a Voluntary-Aided, Foundation or Free school or an Academy in your application, you should read the over-subscription criteria for that school carefully.

A summary of the oversubscription criteria for each school in West Berkshire is provided in this guide. The full admission arrangements can be obtained from the schools. For schools outside West Berkshire, please contact the school or look at their website.

It is important to do this because schools of this type may use different rules to allocate their school places. They may want you to provide written evidence if you are applying under church or faith rules.

## Voluntary Aided schools in West Berkshire

- Little Heath School

## Foundation schools in West Berkshire

- The Downs School

## Academies in West Berkshire

- Denefield School
- John O'Gaunt School
- Kennet School
- Park House School
- St Bartholomew's School
- Theale Green School
- Trinity School

## Free schools

There are no Free schools in West Berkshire.



## How Places are Offered

We will use the information in your application to work out how your child meets the over-subscription rules of the schools that you have ranked, and to see where they can be offered a place.

- Each of your preferences will be considered. We will inform other Local Authorities of any applications for schools in their area, and they will inform us of any applications from their area for West Berkshire schools.
- Each admission authority, including other councils and boroughs will use their own over-subscription criteria to rank the applications. They will tell us the order of priority for admitting the children who have listed the school.
- By applying the over-subscription criteria for each school to each application, a list is produced for each school that provides the order in which places will be offered. For example, if 200 applications are received for a school, applicants will be ranked from 1 – 200.
- We will then begin to determine school places. All schools have an admission number. For example, if the admission number was 150 pupils and there were 200 applicants, the first 150 applicants from the ranked list can be offered a place.
- If places can be offered to applicants who live in other Local Authorities, we will inform the relevant Local Authority. Other Local Authorities will also let us know if West Berkshire residents can be offered places in their schools.
- If more than one school place can be offered, we will look at the order of your preferences and offer your child a place at the school that you have listed highest.
- We will give each child only one offer of a place.
- We will let you know the school place we are offering by email if you apply using the online application (emailed forms are not considered as an online application) and request to be notified by email on 01 March. We post a letter on 01 March (2nd class) if you request to be notified that way or use the alternative application form.
- If the final offer we can make is not for a school that is your highest preference, or we are not able to offer a place at any of your preferred schools, then this will be because there were more applications than places available and after the application of each schools over-subscription rules, other children had a higher priority for the available places.
- If we are unable to offer a place at any of your preferred schools and you live in West Berkshire, we will offer your child a place at the nearest West Berkshire LA school with a place.
- We cannot guarantee that you will be offered a place at your catchment area school or at any of your preferred schools.
- You cannot choose your child's school but you have the right to express a preference.

**Date your child's school place is offered: 01 March**



# Admission Outside Normal Age Group

Parents can request that their child is taught outside of their normal age group. The school admission authority is responsible for making the decision on which year group a child should be admitted to. The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned.

The request should be made formally to the admission authority in advance of the application being made. The request should be made during the academic year prior to the application year in order that the admission authority has time to consider the request before the application round.

## In the normal admission round – Community Schools

- Parents can make a request in writing, providing the reasons why their child should be taught out of year by 31 September.
- Parents may provide evidence from professionals to support their request.
- The decision will be made by 20 October which if agreed will enable parents to apply by the admission round closing dates.
- Parents should list all of the schools they will apply for. One admission authority cannot be required to honour a decision made by another admission authority on admission out of the normal age group. For this reason, parents should consider whether to request admission out of the normal year group at all their preference schools, rather than just their first preference school.
- A decision will be made by the Service Manager based on the information provided and discussions with appropriate head teachers.
- If the request is received after 31 September the request will be considered from 01 March. Such requests submitted from 01 March will be considered and a response provided within 6 school weeks. If the request is granted, parents will be entitled to apply for the schools requested, but will be considered as late applications

# Confirming the School Place

We know that each year most parents are very happy with the school place offered, and all they need to do is accept the place.

## Remember - Accept the School Place

You can accept on the portal, email: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) or return the form we send you with your letter. Please only respond once. You must reply even where the school offered is in another LA area. **You have until 15 March to accept the offer of your school place.** We recommend you accept any place offered. This will not affect your child's place on the waiting list for your preferred school or your chances of success if you decide to appeal, but it will ensure your child has a school place for September.

## Waiting Lists

After the initial allocation, if we have not offered your child a place at your preferred school, we will automatically add your child to the waiting list for your preferred West Berkshire school (or schools). If you have been refused a space at a school outside of West Berkshire Council you need to contact the relevant Local Authority to make sure your child will be placed on a waiting list.

Waiting lists will be held until the end of the 2025-26 academic year. Parents would need to reapply if they want to be considered for a place in the following academic year.

A waiting list is held in over-subscription criteria order, and we will treat all preferences equally even if you made them after the closing date. We will offer any places that become free, in later allocation rounds only from the waiting list. To be considered, your child must be on this list.

Your child's place on a waiting list can go up or down, depending on whether other children join or leave it and where those children are ranked under the over-subscription rules compared to your child.

If we can offer a place from the waiting list, we will automatically take away the place we have already offered at a lower ranked school, and that place will be offered to another child. This is because we can offer your child only one place at any time.

**If your child is on the waiting list for a school you have ranked higher than the one we have offered, it is assumed that if we are able to offer a place at the higher ranked school then that is what you want us to do. We will not contact you to check first.**

You must let us know in writing (letter or email) if you want your child's name removed from a waiting list at any time. You may also like to contact the Admissions Team, who will be able to advise you about other local schools with vacancies.



## Admission Appeals

If we do not offer your child a place at your preferred school, you can appeal to an Independent Appeal Panel. For Community and Voluntary-Controlled schools, the Council's Appeals Team (Legal and Democratic Services) manages this process. An Academy, Foundation, Voluntary-Aided or Free school will advise you how to appeal for a place at their school.

You can submit an appeal via the West Berkshire Council Website. There is a link on the Homepage titled School Admissions & Transport Appeals. The Website address is: [www.westberks.gov.uk/school-admissions-appeal](http://www.westberks.gov.uk/school-admissions-appeal) or you can contact the appeals clerk on 01635 519644.

The closing date to submit an appeal in the normal admissions round is 31 March 2025. This will ensure that your appeal is heard in the main appeal round. Secondary School appeals are normally heard in May depending on the volume of appeals that are received.

Appeals submitted late will still be heard but will be later in the academic year.

The decision of the Independent Appeal Panel is normally binding on all parties. We would expect any place offered to your child upon appeal to be accepted and your child enrolled at the school within two weeks of the start of the autumn term or within two weeks of receiving notification that the appeal was successful.

**Closing date for registering an appeal 31 March 2025**

## Late Applications

- Applications received after the closing date (31 October) are classed as "Late". They are not considered until after we have processed the applications that were sent in before the closing date. If there is an exceptional reason why the application was late e.g. moving into the area, we may include this in the first allocation round.
- Late applications received on or before 15 March, will be processed together from 18 March.
- Late applications received from 16 March will be processed by date of receipt after the above.
- No place will be allocated to children from waiting lists until 17 March when acceptances should have been returned.

# Changing Schools during the School Year

Sometimes, a parent may wish a child to move school at a different point in the school year or when they are in a different year group. Parents are strongly advised to consider this carefully, as moves during secondary education can affect your child's examination results:

- Talk to your child's current school about the reasons for considering a move, and see what help/support the school can offer
- Take the time to visit potential new schools, and see whether they seem the right choice for your child.
- Consider the effect of the change you are considering on school transport especially if your child is already in receipt of free transport.

After considering your options, if you wish to move your child and you have decided which school(s) you prefer, you should apply by completing an application form. Your application must be made to the Local Authority where the school is located. Applications will be processed straight away, but it may take up to two weeks to confirm the offer of a place, if we have to liaise with other admissions authorities. This will depend on the school(s) you choose.

The new school place must be taken up on the date offered or can be withdrawn. Applications will not be processed until the requested start date is within 6 weeks. If an application is made for a child where the address has not changed and an offer can be made, it will be for the start of the following term. If a child is new to the area and without a school place, a school place will be offered to start on the Monday following a clear week from the date of the offer letter.

## Other options for year 10

There are other opportunities for education starting in year 10 available in the local area, which you may not be aware of.

University Technical Colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. They were established by the government to encourage young people to study technical subjects and sciences, and to give them the opportunity to learn the skills that employers are looking for. They offer GCSEs alongside technical qualifications at Key Stage 4 and A Levels alongside technical qualifications at Key Stage 5.

If you decide that you would like to apply for a place at any of these schools for your child, you will need to complete an application form. The closing date for applications is 31 October.

UTCs in the local area are:

**UTC Reading**, Crescent Road, Reading, RG1 5RQ, Website: [www.utcreading.co.uk](http://www.utcreading.co.uk)  
Applying: Details including an online application are available on the school's website

**UTC Oxford**, Greenwood Way, Harwell, Didcot, OX11, Website: [www.utcoxfordshire.org.uk](http://www.utcoxfordshire.org.uk)  
Applying: Details including an online application are available on the school's website



# Home to School Transport

Parents are responsible for making sure that their children get to and from school at the appropriate times each day. The Council supports sustainable and active travel to school, such as walking, scooting or cycling. Supporting these helps to improve children's health and fitness, make children more aware of their surroundings, and arrive at school more relaxed and ready to learn. Fewer cars outside the school gate helps to reduce congestion on our roads and improves road safety outside schools.

All schools in West Berkshire have School Travel Plans which set out what the school are trying to do to help and encourage children to walk or cycle to school. Schools are involved in a number of schemes, including walk to school reward scheme Go Kinetic, National standard cycle training (Bikeability) as well as theme days and weeks such as Walk to School Week and Bike Week. If you would like further information request the travel plan from your child's school or access the website [www.westberkshire.gov.uk/schooltransport](http://www.westberkshire.gov.uk/schooltransport)

## Free School Transport

Your child may receive free transport to the closest school if there is no available walking route or you are 3 miles or more from the school. Children who receive free school meals or the highest level of working tax credit may be entitled to free transport to their closest 3 schools over 2 miles from their home. You can check which school is closest to your home using the school checker at: [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment)

To receive free transport you must be eligible and apply once you have been offered a school place. Transport is only provided for the purpose of attending school at the beginning of the day and returning home at the end of each day. To see if your child is eligible for free Home to School Transport and to apply, please read the criteria within the Home to School Transport policy: [www.westberks.gov.uk/schooltransport](http://www.westberks.gov.uk/schooltransport)

The criteria in the policy covers:

- Distance
- Low income families
- Safety of walking routes
- Special Educational Needs – mainstream or Special School
- Temporary Medical Condition

## Discretionary Fare Paying Transport Scheme

The Council may fill any vacant seats on school buses contracted by the Council for pupils who are not entitled to free home to school transport. Please refer to the Fare payer Scheme Policy: [www.westberks.gov.uk/schooltransport](http://www.westberks.gov.uk/schooltransport)

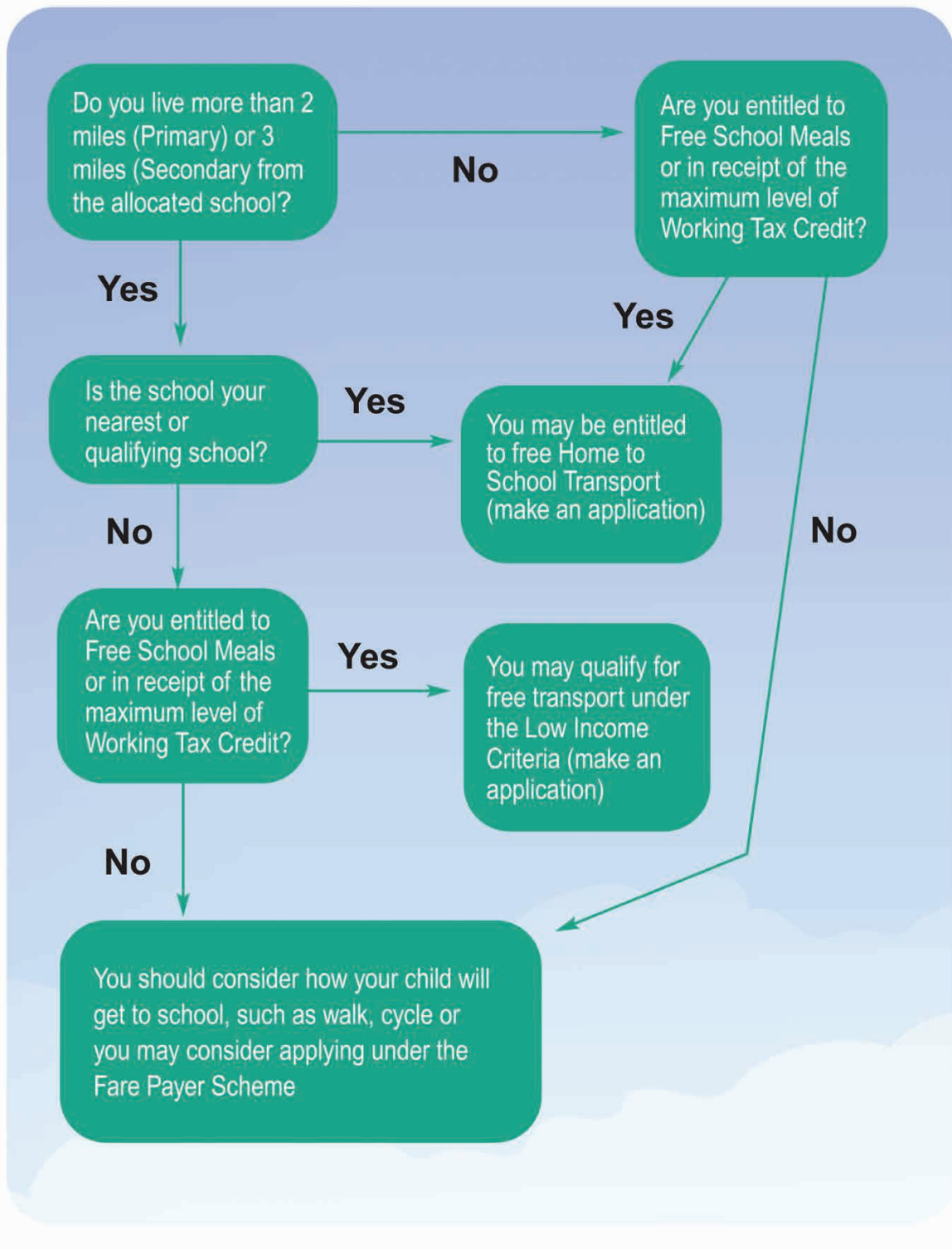
Apply from 25 April to 19 June for a fare paying seat (currently £990 per year – subject to change): [www.westberks.gov.uk/farepaying](http://www.westberks.gov.uk/farepaying)

### Consider how your child will get to school

Free school transport is provided to your nearest available school and **not your catchment school** if it is not the nearest. **The nearest school might be in a neighbouring Local Authority.** Please read the full policy as other criteria apply including distance.



# Home to School Transport Eligibility Flowchart



## School uniform

School uniform plays a valuable role in contributing to the ethos and tone of a school. The uniform that a school chooses should be widely available in high street shops, other retail outlets, and internet suppliers rather than expensive sole suppliers. Schools should have arrangements in place to make sure that no family feels unable to apply for a school place because the uniform costs are too high. Uniform information will be in a school's prospectus.

## School Meals

Students who have a healthy lunch are more likely to concentrate in the classroom and more able to function effectively during the school day than those who don't.

All food provided must meet the Government's national "Nutrient Based Standards". These ensure that children are provided with a healthy, balanced diet incorporating all the essential 14 nutrient groups, including:

- high-quality meat, poultry or oily fish regularly available
- at least two portions of fruit and vegetables available with every meal
- cereals and potatoes regularly available with bread available with every meal

## Free school meals<sup>1</sup>

Your child could receive a nutritious, healthy and tasty free school meal every day that they are at school, saving you over **£380** per year. If you are receiving any of the benefits listed below, you could qualify for Free School Meals for your child:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income Based Job Seekers Allowance\*
- Income related Employment Support Allowance
- support under part VI of the Immigration and Asylum Act 1999 (from the National Asylum Support Service)
- the guarantee element of State Pension Credit
- Child Tax Credit, provided you're not also entitled to Working Tax Credit and have an annual income of no more than £16,190
- Working tax credit run on-paid for four weeks after you stop qualifying for Working Tax Credit

For more information, or to apply online, go to [www.westberks.gov.uk/free-school-meals-apply](http://www.westberks.gov.uk/free-school-meals-apply) You can also contact us by email at [freeschoolmeals@westberks.gov.uk](mailto:freeschoolmeals@westberks.gov.uk) or call us on **01635 503622**.

<sup>1</sup> Free School Meals eligibility is assessed from the date of application and cannot be backdated.







# West Berkshire Schools

## Community Schools

- The Willink School - [The Willink and all West Berks Community and VC School's admission police 2025](#)

## Foundation Schools

- The Downs School - [The Downs School Admission Policy 2025](#)

## Voluntary Aided Schools

- Little Heath School - [little heath School Admission Policy 2025](#)

## Academy Schools

- Denefield School - [Denefield School Admission Policy 2025](#)
- John O'Gaunt School - [John O'Gaunt School Admission Policy 2025](#)
- Kennet School - [Kennet School Admission Policy 2025](#)
- Park House School - [Park House School Admission Policy 2025](#)
- St Bartholomew's School - [St. Barts School Admission Policy 2025](#)
- Theale Green School - [Theale Green School Admission Policy 2025](#)
- Trinity School - [Trinity School Admission Policy 2025](#)

All 10 secondary schools in West Berkshire are co - educational

# Community School

## The Willink School

**Headteacher:** Mrs N Browning

**Age Group:** 11-18

**Address:** School Lane, Burghfield Common, Reading, Berkshire, RG7 3XJ.

**Telephone:** 0118 983 2030

**E-mail:** office@willink.w-berks.sch.uk

**Website:** www.willinkschool.org.uk

**Admission Number Year 7:** 208

### Over-subscription Criteria: (explained in full page 12)

A. looked after children and all previously looked after children Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

B. Children who have exceptional social or medical needs.

C. Feeder Schools (this criteria only applies to junior school applications.

D. Catchment Area Pupils.

E. Non-Catchment Siblings

F - Children of staff at the school

G. All Other applicants - Those who do not meet any of the Oversubscription criteria A-F

#### Tie-breaker

Priority will be given within any of the over-subscription criteria in the following order:

1. For Criteria A-D, priority will be given first to siblings

2. Children of UK service personnel and crown servants who are returning from overseas.

3. Child whose permanent home address is nearest to the preferred school.

4. Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child.



# The Downs School

**Headteacher:** Mr C Prosser

**Age Group:** 11-18

**Address:** Manor Crescent, Compton, Newbury, Berkshire, RG20 6NU.

**Telephone:** 01635 270000

**E-mail:** [contact@thedownsschool.org](mailto:contact@thedownsschool.org)

**Website:** [www.thedownsschool.org](http://www.thedownsschool.org)

**Admission Number Year 7:** 210

## Oversubscription Criteria: Summary

A Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.

And:

Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted. 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 organization 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 Admissions Authority will determine if the evidence provided is sufficient.

### B Catchment Area Pupils

The catchment area is divided into Priority Zones 1 and 2. Places will be offered to applicants in Priority Zone 1, before those in Priority Zone 2. Children with siblings who attend and will continue to attend have priority within each zone.

### C Siblings

Pupils with a brother or sister (including step/foster sibling) living in the same family unit who is already on the roll of The Downs School at the time of application and, in relation to admissions at The Downs School's first point of entry, will continue to attend education at the school during the following academic year.

### D Children from primary schools federated to The Downs School

### E Children of Staff at the School

Children of staff in either of the following circumstances as certified by the Headteacher where:

- a) the member of staff has been employed at The Downs School for two or more years at the time at which the application for admissions to the school is made, or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

### F All other applicants

## **TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to The Downs School. Distances will be measured using the West Berkshire Geographical Information System, with the measuring points as specified within that system, taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG), and not by taking travelling distances. Where the last child offered a place is from a multiple birth and one or more of the siblings from that multiple birth would fall below the limit of the admission number in the ranking, all of the children will be offered a place which will exceed the school's admission number.

## **Admissions to the Sixth Form:**

### **General Criteria/principles**

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students. The highest priority is Looked After Children and previously Looked after Children who meet the criteria under 1 and 2 below.

### **1 ADMISSION NUMBERS**

At age 16, a minimum of 10 "additional" places will be offered in Year 12 (i.e. over and above students attending The Downs School who progress from Year 11 to Year 12).

### **2 ADMISSION ARRANGEMENTS**

At age 16 The Downs School has an open admissions policy, subject to the availability of appropriate courses and to particular requirements as published in the Sixth Form Prospectus. A student must be capable of benefiting from the programme of study.

In order to give the widest possible access for the variety of courses offered the Admission Arrangements are based on the grades achieved at GCSE as detailed below:

Detailed criteria are:

A. Students choosing BTEC Level Two courses will be expected to have achieved 4 Level 9-2 grades (or equivalent) at GCSE.

B. Students choosing an Applied Level Three pathway will be expected to have achieved at least 5 level 9-4 grades (or equivalent) at GCSE.

C. Students choosing to take A levels will be expected to have achieved at least 7 level 9-4 grades (or equivalent) or above at GCSE, with students wishing to take 4 A levels being recommended to have achieved 7 level 9-6 grades (or equivalent) or above at GCSE.

D. Individual subjects will have their own entry requirements, which are published in the Course Guide.

E. All students will be expected to follow full time programmes of study.

F. Entry to Year 13 is dependent upon students having successfully completed their Year 12 programmes of study.

# Applying for Little Heath School

## Voluntary Aided school

**Headteacher:** Mr D J Ramsden

**Age Group:** 11-18

**Address:** Little Heath Road, Tilehurst, Reading, Berkshire, RG31 5TY.

**Telephone:** 0118 942 7337

**E-mail:** office@littleheath.org.uk

**Website:** www.littleheath.org.uk

**Admission Number Year 7:** 260 Admission Number Year 12: 30

## Oversubscription Rules: Summary

The following over-subscription criteria in order of priority are applied for application when the school receives more preferences than places available. All preferences will be treated on an equal basis.

A – Looked After Children and all previously looked after children. 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.

And:

Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted. 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.

B – Designated Area Pupils, (this is “catchment area”)

C – Siblings, i.e.

Pupils with a brother or sister (including step-brother, step-sister or foster sibling) living in the same family unit who is already on the roll of the preferred school’s first point of entry, and who will continue to attend the school during the following academic year.

D – Linked Partner School Pupils, i.e.

Children who currently attend a partner school that is formally linked to Little Heath School: Birch Copse Primary, Calcot Junior, Kennet Valley Primary, Manor Primary, Park Lane Primary, Springfield Primary, St. Pauls Catholic Primary School.

E – Strong Social Grounds, i.e.

Children of parents who can demonstrate strong social grounds for admission to the preferred school and are able to provide supporting documentation from relevant professionals with the application. The supporting evidence needs to set out particular reasons why the school in question is the most suitable and the difficulties that would be caused if the child had to attend another school. The requirement is for a decision to be consistent and based on objective evidence. Each application will be considered on its own individual merits by the Governors’ Admissions Committee after the West Berkshire Admissions lists and waiting lists have been drawn up in December. At this time the Governors’ Admissions Committee will be advised of any applications on the waiting list that fall under this category by West Berkshire Council.

F – All other applicants

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to Little Heath School. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

## Year 12 Admission Number: 30

Governors note that as a co-educational comprehensive school the Sixth Form is open to all and that all current Year 11 students have a right to progress to Year 12/13, as long as they meet the admission criteria.

To this end the school offers a range of Level 3 courses, both academic and vocational. Students must take English and Maths GCSE resit if they achieve a grade 4 or less in these subjects in the summer of 2021 – according to current government guidelines which may change.

Access to the Sixth Form is open, but access to any particular course will depend on students being appropriately qualified to start that course. Students will need to achieve 5 or more 9-4 (or equivalent) at GCSE and there are certain subject specific requirements (typically grade 6 or higher) which are specified in the coursing booklet to be able to access the subject at A-level, though this may be relaxed in individual cases for good cause (e.g. illness). These same criteria apply equally to all students whether in Year 11 at Little Heath or 'new entrants' moving from other schools.

Admission is not dependent on interview, but a course guidance meeting with one of the Sixth Form staff is strongly advised. The surest path to a successful and enjoyable Sixth Form experience is to start on the right courses, having been well informed about the potential impact on future university or career choices.

Admission to the Sixth Form will be granted in line with parental preference as long as the school offers a course for which a prospective student is appropriately qualified. Standards of work and good behaviour will be expected similar to those required of other Little Heath students.

The school will make available a minimum of 30 places per year for new entrants each year but may admit more than this according to the availability of places in particular subjects or sets. Applications should be made by 14th December. (All applications are completed on-line - see link on Sixth Form page of the school website).

In case of over-subscription, the following criteria shall apply for admission in September:

- (a) Looked After Children and children who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after;
- (b) those applying before 1st March shall first be admitted;
- (c) those applying before 31st August each year;
- (d) applications made after 31st August.

In the case of a tie-breaker being necessary, priority will be given to the applicant whose permanent home address is nearest to Little Heath School. Distances will be measured using the West Berkshire Geographical Information System taking a straight line between the home address and the school.

Any applicant refused admission shall have the right to appeal to an Independent Appeal panel.



# Applying for Denefield School

**Headteacher:** Mr Towill

**Age Group:** 11-18

**Address:** Long Lane, Tilehurst, Reading, Berkshire, RG31 6XY.

**Telephone:** 0118 941 3458

**E-mail:** office@denefield.org.uk

**Website:** www.denefield.org.uk

**Admission Number Year 7: 180**

## Oversubscription Rules: Summary

Where the school is oversubscribed, places are allocated according to the over-subscription criteria as outlined below.

**A. Looked After Children**

Looked After children and children who were previously looked after. Evidence will be required to support an application.

**B. Catchment area students, ie:**

Children whose permanent home address is in the school's designated catchment area.

**Where necessary, priority will be given to siblings in catchment.**

**C. Siblings** Students with a brother or sister including step/foster sibling and children of the parent's/carer's partner living in the same family unit. Children living at the same address in a family unit are therefore deemed to be siblings even if there is no actual relationship between them. Children who are siblings but living at different addresses to each other will not be treated as siblings for the purpose of the admissions criteria. A sibling is considered to be one who is already on the roll of Denefield School, and in relation to admissions at Denefield's first point of entry, will continue to attend compulsory education at the school during the following academic year.

**D.** The children of a member of staff who has been employed at Denefield School for a minimum of two years, and/or were recruited to fill a vacant post for which there is a demonstrable skills shortage.

**E.** All other applicants

Tie breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to Denefield School. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a random allocation system will be used to set the rank order for each child. In order to ensure fairness the School Admissions Team (West Berkshire Council) will administer the random allocation system overseen by the Head of the Education Service. Simply, the applicant's names will be drawn in order and that order will be applied to their ranked order in admission list for the school

## Admissions to the Sixth Form at Denefield School

**The admission number for Year 12 is 30 (i.e. over and above those students attending the school who progress from Year 11 to Year 12).**

The school offers a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course as published in the Sixth Form prospectus. Admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although admission will not be dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course.

### Oversubscription

The highest priority is Looked After Children and children who were previously looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order, immediately following having been looked after, and who meet the criteria as set out in the Sixth Form prospectus.

In the case of a tie breaker being necessary, priority will be given to the applicant whose permanent home address is nearest to Denefield School. Distances will be measured using the West Berkshire Geographical Information System taking a straight line between the home address and the school.

# Applying for John O'Gaunt School

Headteacher: Mr Hawthorne

**Age Group:** 11-16

**Address:** Priory Road, Hungerford, Berkshire, RG17 0AN.

**Telephone:** 01488 682400

**E-mail:** jogoffice@excalibur.org.uk

**Website:** : www.johnogauntschool.co.uk

**Admission Number Year 7:** 120

## Over-subscription Rules: Summary

1. Looked After Children or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who have exceptional social or medical needs, supported by a written recommendation from the child's paediatrician/consultant, general practitioner or specialist to show that it would be detrimental to the child not to be admitted to the preferred Academy. 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. All supporting evidence should accompany the original application or submitted by the deadline for exceptional circumstances supporting evidence.
3. Students attending a linked academy or living in the catchment area, priority will be given to siblings.
4. Siblings: of pupils on roll and who will continue to be on roll in the following academic year.
5. Children of Excalibur employees employed at the academy on a permanent, minimum 40% Full Time Equivalent contract with the Trust for two or more years at the time at which the application for admission is made or who have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. All other applicants

**TIE BREAKER :** When two or more children with the same priority for admission live exactly the same distance from the preferred School, the available places will be decided by random allocation (casting lots), except when the children are twins or from the same multiple birth, in which case their applications will be treated as a single application and the twin or other children of the same multiple birth will be admitted as supernumerary (above PAN without in effect increasing PAN).

# Applying for Kennet School

**Headteacher:** Ms G Rigg

**Age Group:** 11-18

**Address:** Stoney Lane, Thatcham, Berkshire, RG19 4LL.

**Telephone:** 01635 862121

**E-mail:** office@kennetschool.co.uk

**Website:** www.kennetschool.co.uk

**Admission Number Year 7:** 300

## Oversubscription Rules: Summary

1. Looked After Children and children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order immediately following having been looked after.  
Children who were previously in state care outside of England and have ceased to be in state care as a result of being adopted. 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.
2. Catchment area students. Where necessary, priority will be given to siblings in catchment.
3. Siblings  
Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Kennet School applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred school's first point of entry, will continue to attend compulsory education at the school during the following academic year.
4. Children of members of staff i.e.  
The children of members of staff at Kennet School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.
5. All other applicants.
6. TIE BREAKER :Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG).

Where 2 or more applicants meet the same admission criteria and the measured distance between home and school is the same to 3 decimal places a lottery system will be used to set the rank order for each child. In order to ensure fairness West Berkshire School Admissions team will administer the lottery system overseen by the Head of the Education Service. The names will be drawn in order and that order will be applied to their ranked order in the admission list for Kennet School.

## **Year 12 Admissions Policy for Kennet**

### **General Criteria/principles**

These arrangements apply to students entering Year 12.

All schools offer a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although Admission is not dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental and student preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course.

### **Admission Numbers**

Admission numbers for Year 12 is 40 (external).

### **Oversubscription**

The highest priority is for looked after children and previously looked after children who meet the criteria as set out in the Sixth Form prospectus.

### **Appeals**

Any parent not offered a school place for their child at their preferred school has the right of appeal to an independent appeals panel. The student concerned also has the right to a separate appeal. The appeal can be for a place at any one or more of the preferred schools. Information on how to appeal will be provided with the result of the application.

# Applying for Park House School

**Acting Headteacher:** Mr J King

**Age Group:** 11-18

**Address:** Andover Road, Newbury, Berkshire, RG14 6NQ.

**Telephone:** 01635 573911

**E-mail:** office@parkhouseschool.org

**Website:** www.parkhouseschool.org

**Admission Number Year 7:** 205

## Oversubscription Rules: Summary

Where the school is oversubscribed, places are allocated according to the oversubscription criteria as outlined below.

**Priority 1:** Looked After Children Priority for Looked After Children or children who were Previously Looked After. A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**Priority 2:** Exceptional Medical/Social need Priority for children who have an exceptional social and/or medical need. Students who have either medical or social grounds for admission to this school. This evidence must set out the particular reason why the student should attend this school rather than any other, and show that this is the only suitable school to meet their stated needs, why no other local school could meet those needs and what the difficulties would be if the child had to attend any other local school.

Parents should complete the Trust's Social and Medical Form (in addition to the CAF), which can be found on the school's website [www.parkhouseschool.org](http://www.parkhouseschool.org) The Social and Medical Form must be supported by relevant written evidence on letter headed paper from a Doctor, Social Worker or Attendance/Welfare Officer. The Trust's Social and Medical Form must be submitted directly to the Greenshaw Learning Trust no later than 31 October via email to [s.m@greenshawlearningtrust.co.uk](mailto:s.m@greenshawlearningtrust.co.uk) or posted to, Head of Admissions, Greenshaw Learning Trust, Grennell Road, Sutton, SM1 3DY.

**Priority 3:** Children of members of staff Priority for children of members of staff of the school.

Where;

- The member of staff has been employed at Park House School for two or more consecutive years at the time at which the application for admission to the school is made; or
- The member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage

**Priority 4:** Siblings Priority for students who will have a sibling at the school at the time of admission. Sibling refers to brother or sister, half brother or sister, adopted brother or sister, foster brother or sister, step brother or sister, or the child of the parent's partner, as well as children who are brought together as a family by a same-sex civil partnership. In every case, the child must be living in the same family unit at the same address, Monday to Friday, at the time of the application. Where a sibling is in

Years 11 or 12 at the time of application to start year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

**Priority 5:** Designated Catchment Area Priority for students living in the school's designated catchment area. Students who live in the designated catchment area of the school. Children must be living in the designated catchment area at the closing date of 31 October to be considered under this criterion. If parents/carers plan to move, documentary evidence will be required, such as proof of exchange of contracts or a tenancy agreement to confirm residence at the time of admission. If such evidence is received by 1 January for a secondary place during the normal admissions round, the new address will be accepted for the forthcoming allocation

**Priority 6:** Applications are ranked in accordance to the home to school distance (straight line) within each priority.

**Tie Break:** Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be selected by the drawing of lots. Lots will be drawn by a senior officer of the Greenshaw Learning Trust Shared Service who is independent of the school's admissions process.

## Sixth Form

Park House School has 50 places available in Year 12 for external students. Year 11 students currently studying at Park House School and students in the appropriate age range studying elsewhere may apply to join the Sixth Form.

All prospective candidates will be given on request, the appropriate information related to courses and the process of application. Where assistance is requested regarding the completion of the application it will be provided.

The minimum academic attainment required for entry into the post-16 provision level 3 is:

- 5 GCSE grades 4+, including maths or English language, for extended diplomas.
- 5 GCSE grades 5+ including maths and English Language, for A levels.

Students will also need to satisfy minimum entrance requirements for the courses in which they are applying, as detailed in the prospectus, available from the schools website. Students who did not attain grade 4 or above in GCSE English and maths will need to resit these qualifications during their sixth form studies. If a candidate has attained grades that meet the minimum requirements for a course, they will be offered a place in the Sixth Form. If a course is deemed to be full, the decision as to which students will be offered a place on that course will be made based on the academic qualifications that the student currently holds.

# Applying for St Bartholomew's School

**Headteacher:** Dr D Fitter

**Age Group:** 11-18

**Address:** Andover Road, Newbury, Berkshire, RG14 6JP.

**Telephone:** 01635 521255

**E-mail:** office@stbarts.co.uk

**Website:** www.stbarts.co.uk

**Admission Number Year 7:** 270 **Admission Number Year 12:** 150

## Oversubscription Rules: Summary

If any Year Group in Years 7 - 11 is oversubscribed, places will be allocated according to the admissions policy and oversubscription criteria in the following order of priority, taking account of all preferences for St Bartholomew's School and the effects of the LA's Co-ordinated Admission Scheme:

A. Looked after children and all previously looked after children: 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.  
and:

Children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted. 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.

B. Catchment area students, i.e.:

Children whose permanent home address is in the school's designated catchment. Where necessary, priority will be given to siblings in catchment.

C. Siblings: Children who have sibling(s) living in the same family unit already on roll at the school and, in relation to admission at St Bartholomew's School's first point of entry, will continue to attend the school during the following academic year, up to and including Year 14.

'Sibling' is defined in these arrangements as a child with a brother or sister, including natural, step, foster and adopted siblings and the children of parent/carer's partner living in the same family unit. All children living at the same address in a family unit are therefore deemed to be siblings even if there is no actual relationship between them. Children who are siblings but living at different addresses to each other will be treated as siblings for the purpose of admissions criteria.

A child of a multiple birth will be admitted where the School has been named on a sibling's Education, Health and Care Plan (EHCP).

D. Children of Staff at the School: Children of staff in either of the following circumstances as certified by the Headteacher:

I. where the member of staff has been employed at St Bartholomew's School for two or more years at the time at which the application for admission to the School is made,

Or



2. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

E. Strong Medical and/or Social Grounds Definitions:

a. 'Medical need' does not include mild medical conditions.

b. 'Social need' does not include a parent's wish that a child attends the school because of a child's aptitude or because their friends attend the school or because of routine childminding arrangements.

Applications for admission on the basis of strong medical and/or social grounds may be made where St Bartholomew's School is specifically recommended by an independent and relevant professional such as a doctor, social worker, health visitor, Education Welfare Officer, or other appropriate person who knows about the child.

Written evidence from the relevant professional must be provided at the time (or within 12 weeks before) at which the application for admission to the School is made by the person with parental responsibility who is making the application. This evidence, which will be assessed by the Governing Body, must confirm the child's medical and/or social need, and demonstrate the reasons that need makes it essential that the child attends St Bartholomew's School rather than any other secondary school.

F. All other applicants

### **TIE BREAKER**

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to St Bartholomew's School. Distances will be measured through the West Berkshire Admissions Geographical Information System, using the unique property identification points within the National Land and Property Gazetteer, taking a straight line between the home address and the school; travelling distances will not be taken into account. In cases where there are multiple births, if one child is admitted then all will be admitted. In cases where blocks of flats are concerned, priority will be given to the lowest flat number, eg 1, 1a, 2, etc. In cases of two applicants living the same distance from school, both will be offered places.

## **Admissions to the Sixth Form**

The requirement for entry to Level 3 courses is a minimum of five GCSEs at Grade 5 or above with at least one Grade 4 or above in English Language or Mathematics. For the purposes of these entry requirements, a Merit in a Level 2 BTEC qualification is a GCSE Grade 5 equivalent. Having met these general entry requirements, the scope of a student's subject choices will be determined by their performance in specific GCSE/BTEC qualifications. A-Level and Level 3 BTEC courses have their own subject-specific entry requirements. Details of these are on the individual subject course guides which will be available on the School's website by the date of the open evening.

If a student does not secure a Grade 4 in English Language and/ or Mathematics then they will be required to attend lessons and re-sit GCSE exams in these subjects.

Some flexibility may be applied to these entry requirements in circumstances where students have belatedly joined the English school system from overseas or where students have only been able to complete a limited portfolio of GCSEs because of ill health or other personal circumstances.

Generally, where students do not meet these Level 3 entry requirements, they will be advised to apply to join our Sixth Form Plus programme.

# Applying for Theale Green School

**Headteacher:** Charlotte Badarello

**Age Group:** 11-18

**Address:** Church Street, Theale, Reading, Berkshire, RG7 5DA.

**Telephone:** 0118 930 2741

**E-mail:** [inmail@thealegreen.w-berks.sch.uk](mailto:inmail@thealegreen.w-berks.sch.uk)

**Website:** [www.thealegreen.w-berks.sch.uk](http://www.thealegreen.w-berks.sch.uk)

**Admission Number Year 7:** 180

## Over-subscription Rules:

A. looked after children and all previously looked after children. 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.

And children who were previously in state care outside of England, and have ceased to be in state care as a result of being adopted.

B. Catchment Area Pupils i.e. children whose permanent home address is within the catchment area of the school, shown on the map at [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment). Where necessary, priority will be given to siblings in catchment. It is the child's normal permanent home address where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives.

C. Siblings and Children of members of staff i.e.

Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Theale Green School applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred Criteria C to D apply to children whose permanent home address is not within the preferred school's catchment area school's first point of entry, will continue to attend education at the school during the following academic year.

AND

The children of members of staff at Theale Green School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.

D. All other applicants.

## Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). In the case of multiple births, we will use random allocation to decide which sibling or siblings will receive the available place or places.

## **Admissions to the Sixth Form:**

### **General Criteria/principles**

These arrangements apply to new students entering the school at Year 12 for the first time, not existing school students.

All schools offer a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although admission is not dependent on interview, a course guidance meeting may be advised.

Admission to the Sixth Form will respect parental and student preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course.

### **Year 12 Admission number: 50**

**All applications for sixth form places must be made to the school.**

**Details of closing dates and a prospectus can be obtained from the school.**

# Applying for Trinity School

**Headteacher:** Mrs C Wilson MA

**Age Group:** 11-18

**Address:** Love Lane, Shaw, Newbury, Berkshire, RG14 2DU.

**Telephone:** 01635 510500

**E-mail:** office@trinity.newburyacademytrust.org

**Website:** www.trinityschoolnewbury.co.uk

**Admission Number Year 7:** 210

## Over-subscription Rules: Summary

When Trinity School is oversubscribed, places are allocated according to the over-subscription criteria for the school preferred as outlined below.

1. Highest priority will be given to children in care and all children previously in care who apply for a place at the school.
2. Catchment area students i.e:  
Children whose permanent home address is in the school's designated catchment.  
Where necessary, priority will be given to siblings in catchment.
3. Priority will next be given to children with siblings currently on roll at the school. Siblings include step siblings, foster siblings, adopted siblings and other children living permanently at the same address. Priority will not be given to children with siblings who are former pupils of the school.
4. Priority will next be given to children who attend Newbury Academy Trust Schools. Our Trust feeder schools are Fir Tree Primary School and Nursery and Speenhamland School.
5. Priority will next be given to children of staff at the school, in either of the following circumstances:
  - a) The member of staff has been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or
  - b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
6. All other applicants.

## Tie Breaker

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school. Distance will be measured in a straight line from the child's home address to the school's front doors on Church Road. A child's home address will be considered to be where they are resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

Random allocation would be by drawing random sealed envelopes with name of one child per envelope.

## **Admissions to the Sixth Form:**

### **General Criteria/principles**

In Year 12, 25 additional places are available (i.e., over and above students attending the school who progress from year 11 to year 12).

The following arrangements apply to students entering Year 12:

- All students must achieve Grade 4s in at least 5 GCSE examinations.
- Students wishing to study BTEC Qualifications will need grade 4s in the facilitating subjects.
- Students wishing to study A levels will need grade 5s in the facilitating subjects.

## **Year 12 Admission Number: 25**

### **Oversubscription**

The highest priority for is Looked-after children and previously looked-after children who meet the criteria as set out in the Sixth Form prospectus.



# School Admission Data

The following pages provide information from previous school application rounds and these can sometimes give an indication of the likelihood of you receiving an offer in one of your school preferences.

## **Schools' Previous Application and Preference Information**

The information shows how many applications have been made for the school.

## **Waiting lists**

The information shows how many children were not offered a place in the school because we automatically place all children on waiting lists if we cannot offer a place. If the school does not have a waiting list it means that everyone who wanted a place could be offered.

## **Secondary School Allocations by Oversubscription Criteria**

The information shows how many children were allocated to each school and also how many of the allocated children met each oversubscription criteria.

**Further information is available on the website:**

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

# Applications recieved for schools in previous years allocations

Admission year	Denefield School					John O'Gaunt School					Kennet School					Little Heath School					Park House School							
	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	5th	Total	1st	2nd	3rd	4th	5th	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total	
2006	155	164	102		421	92	10	11			113	275	90	45			410	263	221	89			573	212	237	104		553
2007	200	128	108		436	66	15	14			95	301	74	44			419	269	221	109			599	161	232	102		495
2008	149	140	113		402	89	20	5			114	347	70	52			469	270	231	127			628	156	251	119		526
2009	171	138	125		434	53	18	10			81	310	76	43			429	263	215	88			566	167	223	107		497
2010	138	106	96	19	359	76	17	8			101	310	82	59			451	295	219	105	18		637	159	239	84		482
2011	118	90	97	28	333	68	12	14			94	317	86	54			457	269	180	91	30		570	129	206	74		409
2012	151	127	57	18	353	70	15	8			93	325	78	37			440		235	184	83	28	530	174	123	73		370
2013	172	139	44	16	371	80	15	5			100	264	77	34			375	260	179	79	25		543	110	173	59		342
2014	173	133	48	16	370	67	25	8			100	304	92	42			438	220	162	86	17		485	134	206	72		412
2015	242	146	62	22	472	73	20	13			106	281	72	33			386	219	184	76	24		503	153	159	53		365
2016	214	148	46	22	430	75	15	13			103	302	60	27			389	229	203	69	21		522	153	178	49		380
2017	201	154	66	21	442	66	11	8			85	305	57	35	2		399	263	188	86	42	1	580	139	156	50		345
2018	255	171	54	16	496	66	15	6			87	303	87	27			417	253	212	76	30		571	168	186	44		398
2019	274	184	92	33	583	77	18	13			108	344	71	52	2		469	314	240	95	41		690	184	205	58		447
2020	221	185	59	27	492	79	25	11			115	292	76	25	1		394	271	217	112	52		652	173	232	42	1	448
2021	187	167	75	26	455	74	22	13			109	304	51	38	1		394	256	204	86	39	585	1170	165	195	66	6	432
2022	234	143	76	23	476	79	24	9	7	1	119	309	63	37	10	1	420	227	219	78	33		557	144	203	61	9	417
2023	200	185	49	18	452	98	20	6	10		134	288	81	37	10		416	277	189	54	22		542	71	139	51	9	270
2024	216	191	59	23	489	82	25	7	8		122	268	67	41	13		389	285	211	77	21		594	88	134	43	11	276



Admission year	St. Bartholomew's School					The Downs School					The Willink School					Theale Green School					Trinity School							
	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	Total	1st	2nd	3rd	4th	5th	Total	1st	2nd	3rd	4th	5th	Total	
2006	233	211	105		549	198	65	39		302	151	112	55		318	220	189	164			573	145	91	94				330
2007	249	190	72		511	237	75	29		341	150	85	56		291	214	214	148			576	121	78	91				290
2008	279	216	92		587	231	80	37		348	158	105	68		331	249	248	171			668	89	87	73				249
2009	278	230	86		594	244	88	39		371	160	58	35		253	177	241	158			576	120	65	55				240
2010	252	190	94		536	233	104	51		388	187	67	49	2	305	190	264	149	25		628	104	72	54				230
2011	305	180	66		551	241	92	43		376	148	71	40	2	261	189	245	135	33		602	124	61	33				218
2012	266	158	57		481	181	78	39		298	153	48	16	9	226	162	189	134	24		509	96	88	48				232
2013	234	138	55		427	243	70	30		343	171	30	34	11	246	126	139	108	26		399	118	70	40				228
2014	328	185	61		574	216	70	62		348	177	53	32	10	272	107	106	73			286	156	97	55				308
2015	275	161	41		477	251	98	39	1	389	218	62	39	6	325	95	84	68	24		271	186	79	48		1		314
2016	294	172	61		527	234	106	41		381	182	49	33	10	274	70	62	89	24		245	151	113	44				308
2017	343	149	39		531	251	69	46		366	185	55	37	4	281	73	46	43	16		178	167	100	42	1			310
2018	329	174	43	1	547	227	73	43		343	234	38	35	6	313	61	42	46	7		156	188	97	48	1			334
2019	356	193	46		595	255	103	60		418	246	79	50	17	392	71	31	40	13		155	195	130	61				386
2020	380	156	46		582	240	109	64	4	417	206	72	61	21	360	90	57	76	22		245	211	131	51				393
2021	338	183	50	1	572	266	91	69	7	433	238	86	42	15	381	116	65	70	14		265	133	54	2				189
2022	383	126	50	4	563	255	142	56	16	469	251	84	48	14	397	116	77	80	24	1	298	222	162	42	15			441
2023	396	160	57	4	617	240	111	66	12	429	240	60	41	20	361	129	75	97	32		333	237	171	63	6			477
2024	372	153	35	8	568	264	171	93	25	553	230	76	52	19	377	151	70	64	32		317	250	155	44	11			460

## Waiting Lists

The tables below show the number of children placed on waiting lists at the time of allocation

	Denefield (Academy)				John O'Gaunt (Academy)				Kennet (Academy)				Little Heath (Voluntary Aided)								
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	
<b>Over-subscription criteria</b>																					
Child in care																					
Catchment Area																					
Siblings																					
Member of Staff																					
Feeder School																					
Strong Social Grounds																					
All Other Applicants	70	20	74	32	58						19	23	22	14	3	76	48	36	53	70	
<b>Total</b>	70	20	74	32	58	0	0	0	0	0	19	23	22	14	3	76	48	36	53	70	
Distance from home to school of 1st child on the waiting list. (Straight line distance in miles)	1.487	2.302	1.359	2.094	1.605						2.629	2.209	1.342	2.812	4.844	1.447	1.634	1.882	1.654	1.446	

	Newbury Academy Trust - Trinity				Park House (Academy)				St. Bartholomew's (Academy)				The Downs (Foundation)								
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	
<b>Over-subscription criteria</b>																					
Child in care																					
Catchment Area																					
Siblings																		1			
Member of Staff																					
Feeder School																		1			
Strong Social Grounds																					
All Other Applicants	25	0	4	45	53						122	91	128	148	124	55	75	72	64	108	
<b>Total</b>	25	0	4	45	53	0	0	0	0	0	122	91	128	148	124	55	75	74	64	108	
Distance from home to school of 1st child on the waiting list. (Straight line distance in miles)	1.987										0.955	1.071	0.904	0.827	0.963	5.246	3.764	9.564	4.427	3.818	

	The Willink (Community)				Theale Green (Academy)					
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
<b>Over-subscription criteria</b>										
Child in care										
Catchment Area										
Siblings										
Member of Staff										
Feeder School										
Strong Social Grounds										
All Other Applicants	21	72	69	51	42					
<b>Total</b>	21	72	69	51	42	0	0	0	0	0
Distance from home to school of 1st child on the waiting list. (Straight line distance in miles)	4.359	3.321	3.655	3.83	3.867					

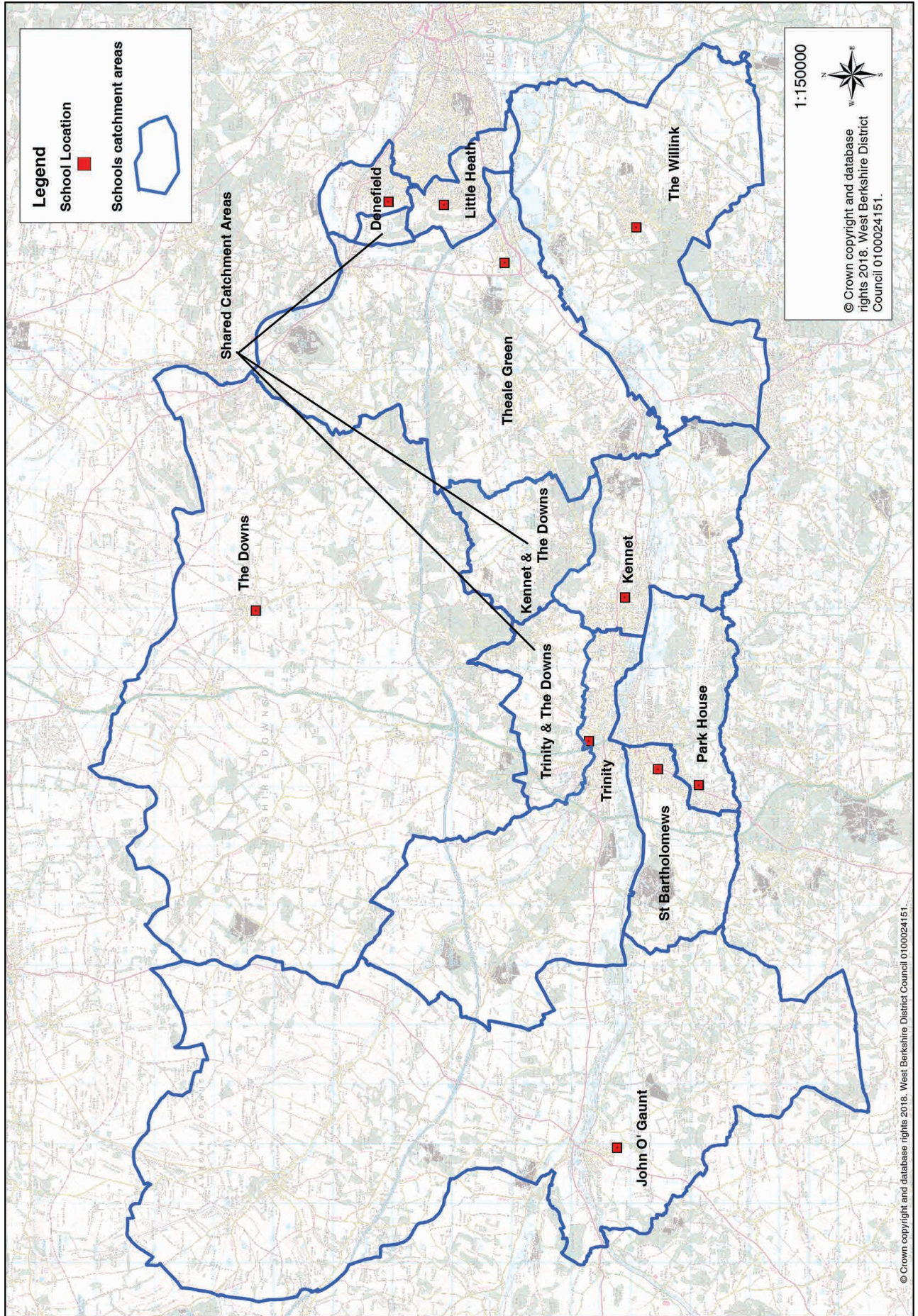
## Secondary School Allocations by Oversubscription Rules

Note: not all of the over-subscription rules apply to each school.

	Denefield					John O'Gaunt					Kennet					Little Heath (Voluntary Aided)					Newbury Academy Trust - Trinity									
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024					
<b>Over-subscription criteria</b>	1	2	4	4	4	1	1	1	1	1	3	1	4	4	3	2	2	4	1	2	2	2	2	2	2	2	3	1	2	2
Child in care																														
Catchment Area	98	105	111	97	86	75	79	77	93	90	231	239	227	219	205	117	129	112	106	121	177	158	192	196	193					
Siblings	42	20	31	26	32	1	4	3	3		28	19	31	33	25	65	59	42	53	58	19	13	14	22	14					
Member of Staff	2		1	1							1		1	1	3						1									
Feeder School										2						56	45	55	74	53										
Strong Social Grounds																1		1												
All Other Applicants	55	66	49	70	74	8	3	5	9	3	30	34	30	36	54	27	36	56	31	31	7	20	49	2	10					
SEN Pupils with Education, health and care plan (EHCP)	2	7	4	2	4					2	7	7	7	7	10	2	2	3		5	4	4	11	9	8	15				
Non Preference Offer										5																				
Total Pupils Allocated	200	200	200	200	200	95	92	86	114	102	300	300	300	300	300	270	275	270	270	270	210	210	270	240	245					
Distance from home to school of the last child allocated. (Straight line distance in miles)	1.468	2.053	1.348	2.085	1.589	7.567	33.66	12.275	7.793	13.067	2.515	2.176	1.259	2.776	4.087	1.441	1.633	1.872	1.652	1.427	1.686	11.34	8.788	0.926	1.496					

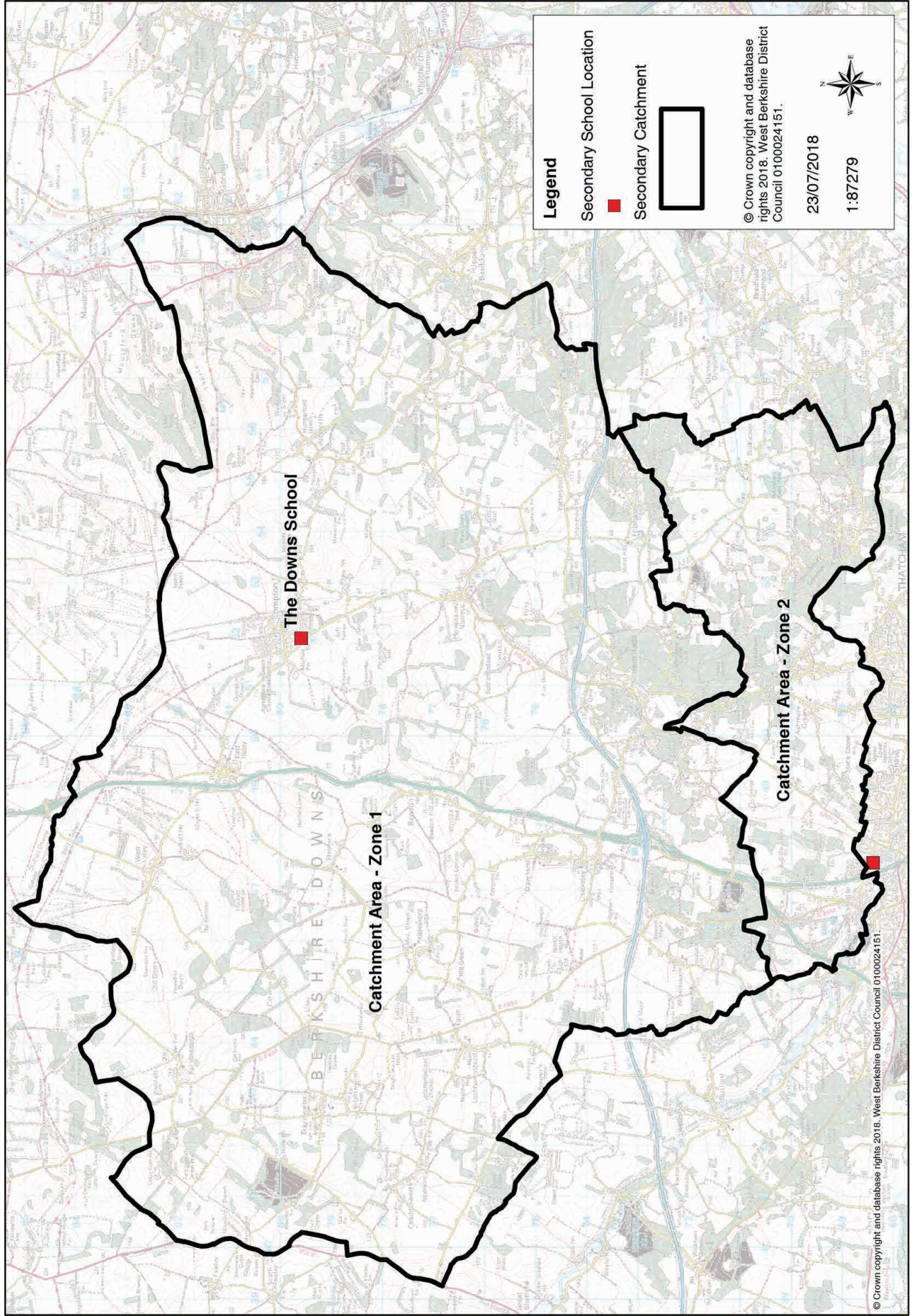
	Park House					St. Bartholomew's					The Downs (Foundation)					The Willink					Theale Green														
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024					
<b>Over-subscription criteria</b>	4	1	1	1	1	1	6	7	7	7	1	1	5	2	4	3	2	2	2	2															
Child in care																																			
Social or Medical Grounds																																			
Catchment Area	89	87	90	69	54	173	150	179	172	167	164	187	182	176	177	161	174	175	180	169	67	85	79	76	80										
Siblings	53	43	48	26	26	60	53	55	49	48	15	19	20	20	16	7	17	12	12	10	12	13	18	20	24										
Member of Staff	3					3	3	3	5	5	1			1					1																
Feeder School											2	1			7																				
Strong Social Grounds																																			
All Other Applicants	101	82	65	42	55	29	59	30	31	36	24			8	1	33	6	18	13	21	31	49	51	68	58										
SEN Pupils with Education, health and care plan (EHCP)	2	8	2		1	3	2	1	4	4	3	2	3	3	5	4	8	1		8	2	3	4	2	6										
Non Preference Offer																																			
Total Pupils Allocated	248	227	206	163	158	270	270	270	270	270	210	210	210	210	210	208	208	208	208	208	141	169	170	176	179										
Distance from home to school of the last child allocated. (Straight line distance in miles)	11.79	13.34	11.091	12.148	14.632	0.954	1.063	0.9	0.815	0.955	5.205	5.827	9.484	4.4	8.315	4.282	3.268	3.645	3.791	3.84	9.303	8.255	10.047	20.04	17.46										

# Secondary School Catchment Areas



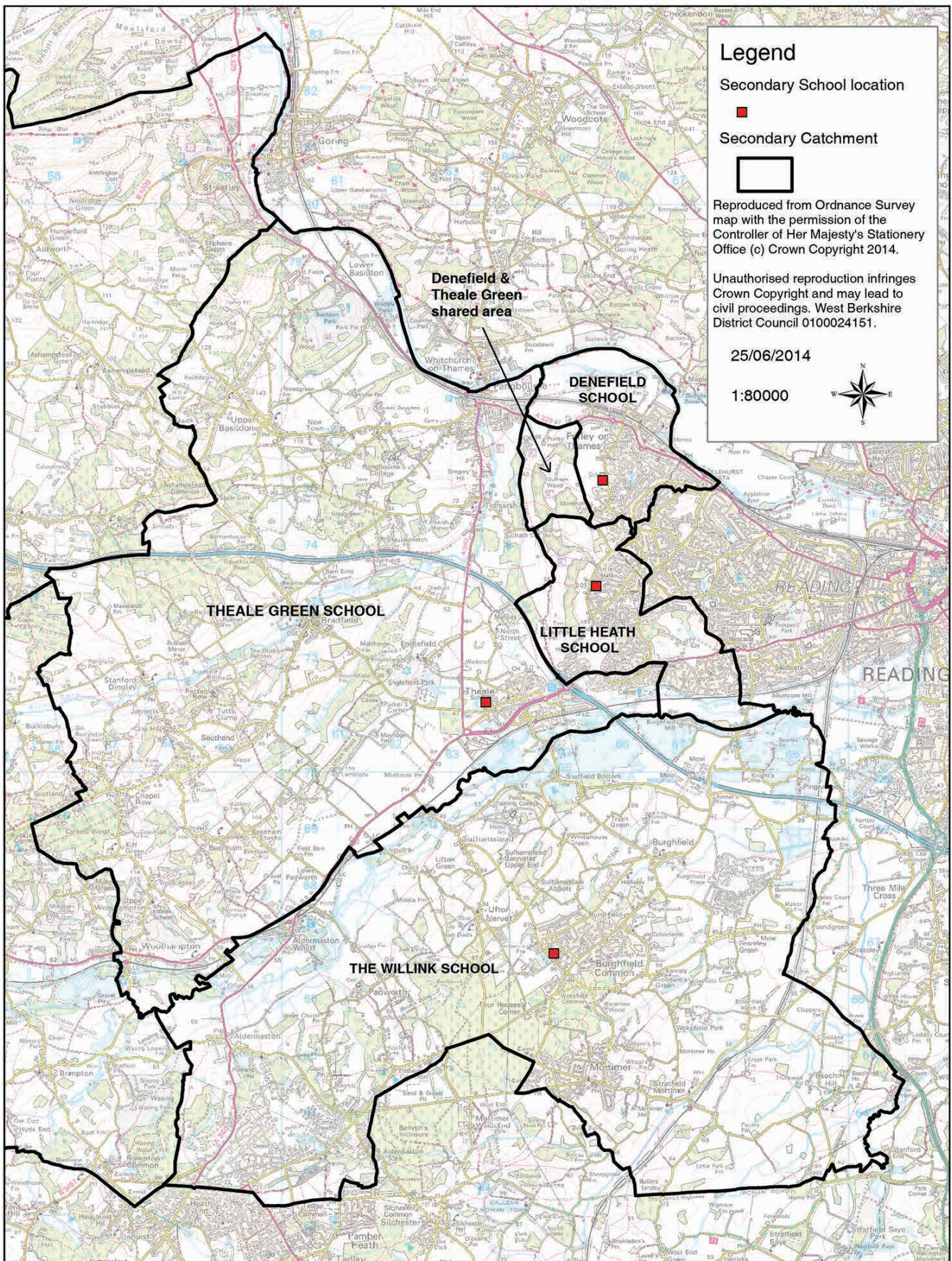
# Secondary School Catchment Areas

## The Downs School



# Secondary School Catchment Areas

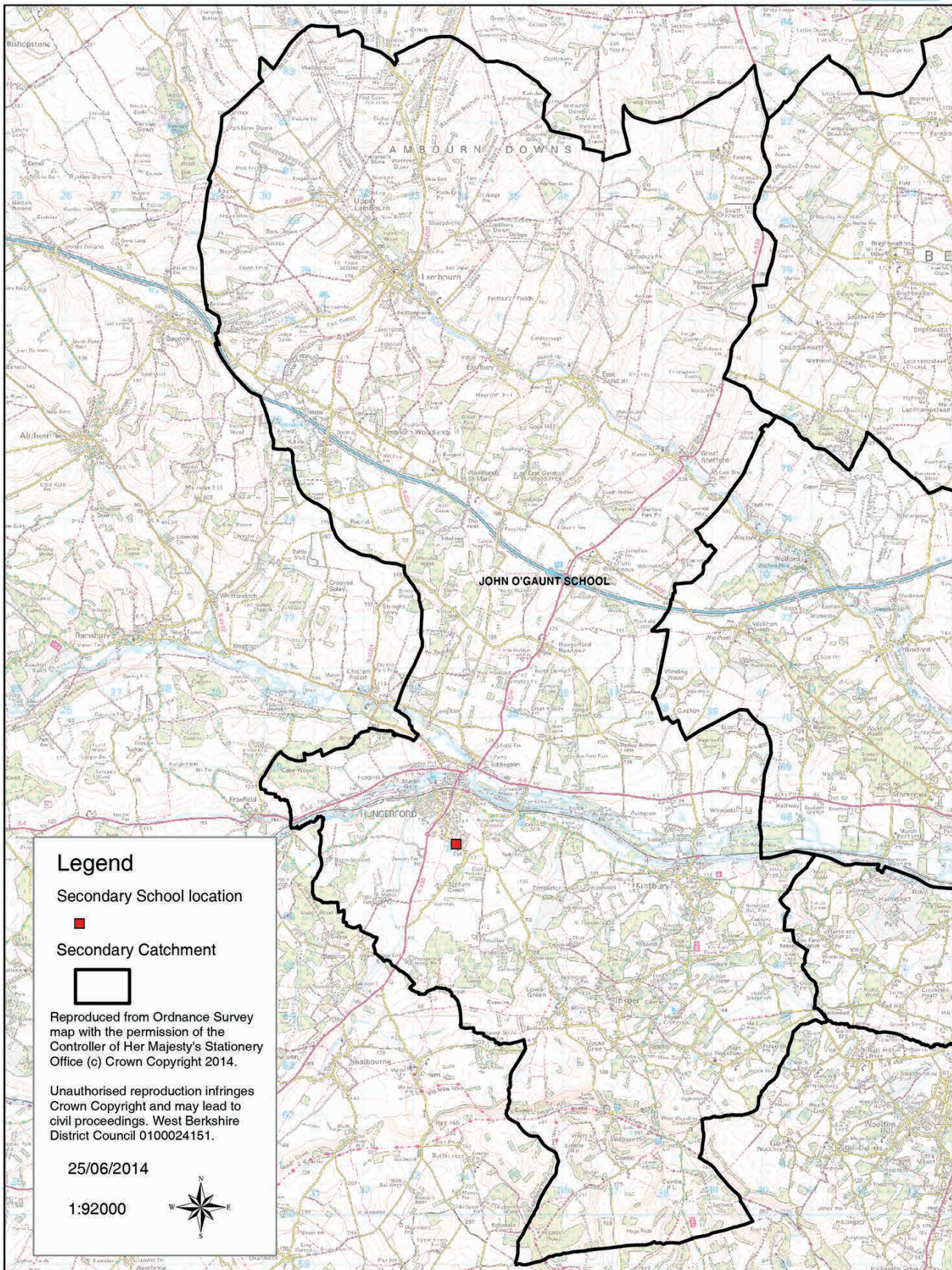
## Eastern Area Schools



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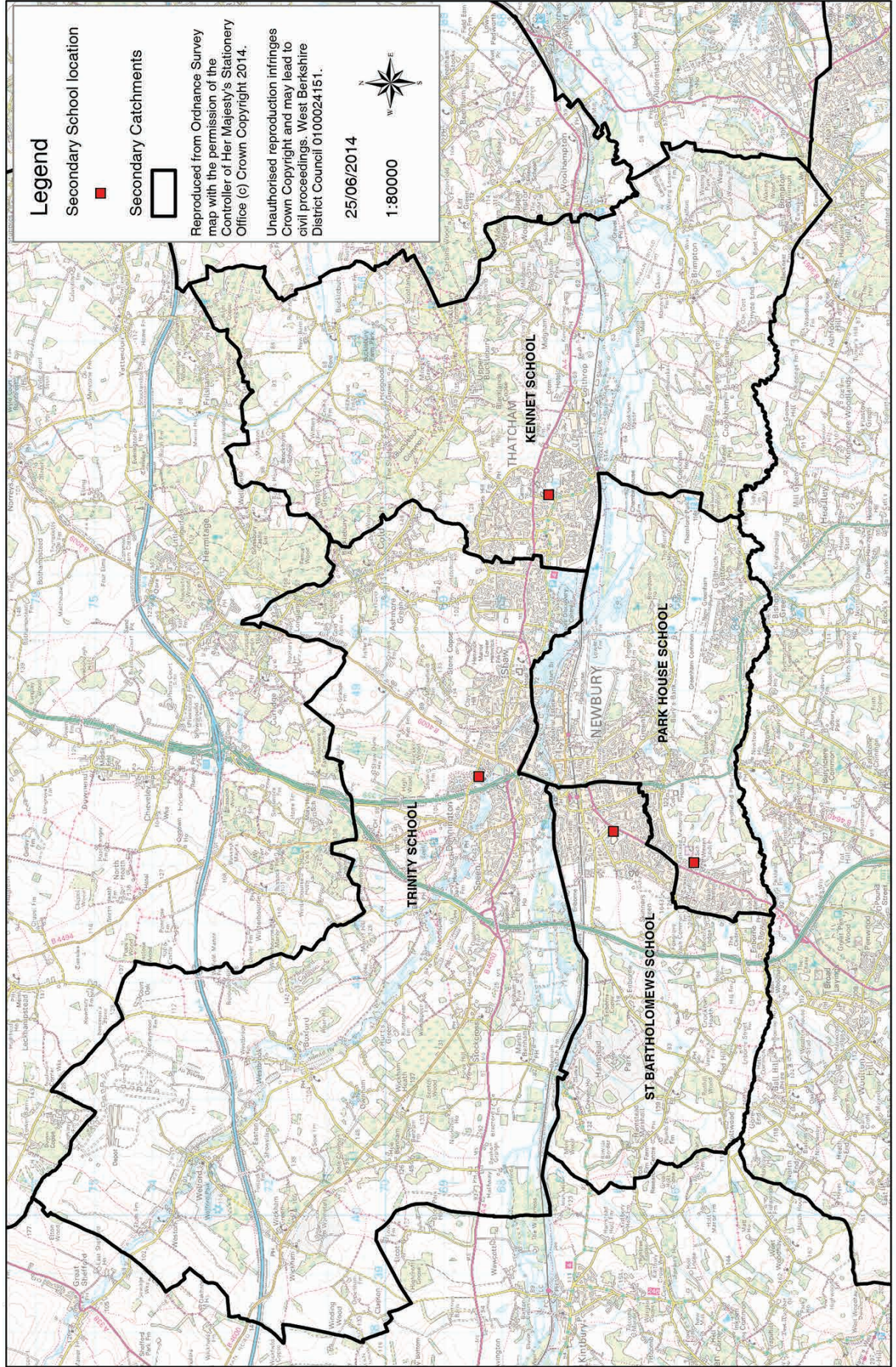
# Secondary School Catchment Areas

## John O'Gaunt School



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# Secondary School Catchment Areas Newbury and Thatcham Schools



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**Secondary School Application Form**  
**for West Berkshire residents applying for a year 7 place**  
**starting in September 2025**  
**Closing date: 31 October 2024**



**Please return the application form to:** admissions@westberks.gov.uk

**Forms can also be sent to:** The School Admissions Team, Council Offices, Market Street, Newbury, RG14 1BZ. **But email is preferable.**

For further information or to **apply online** visit: [www.westberks.gov.uk/secondaryadmissions](http://www.westberks.gov.uk/secondaryadmissions)

or contact the admissions team: admissions@westberks.gov.uk or 01635 551111

**Please read the form carefully and complete all sections\* so that your application can be processed correctly.**

**Section 1 – Details of the applicant, the person making the application**

<b>Parents Name: *</b>	<b>Title:</b>	<b>Initial:</b>	<b>Last Name:</b>
<b>Relationship to Child (example: Mother/Father/Foster Carer/social worker): *</b>			
We will normally only accept applications from the child's parent or legal guardian. If you have a private fostering arrangement please provide the details in an accompanying letter.			
<b>Address: *</b>			
<b>Contact telephone numbers: *</b>			
<b>Email (only complete if you are happy to communicate this way): *</b>			

**Section 2 – Child's details**

<b>Child's First Name: *</b> (Full Legal Name)	<b>Child's Last Name: *</b> (Full Legal Name)
<b>Child's Gender: *</b> (Male) or (Female)	<b>Childs Date of Birth: *</b>
Date of birth range for children starting year 7 in the 2025/26 academic year: 01/09/2013 – 31/08/2014	
<b>Child's home address (where the child lives) if different to the applicants: *</b>	
If the address is different please provide the details of why you are making the application in an attached letter*.	
<b>Is the address the permanent home address? Refer to below* (Yes) or (No) If no please attach details</b>	
<b>Important Information relating to what is considered to be a permanent home address:</b> <ul style="list-style-type: none"> <li>The child's permanent home address is very significant in the admissions process because the address is used to determine how places will be offered in oversubscribed schools.</li> <li>'Permanent home address' is defined in full in the Admissions Guide for Parents, but common questions are answered below.</li> <li>A rented property will not be considered as the permanent home address if a previous property is still owned.</li> <li>If moving, the permanent home address is the permanent address at the closing date for applications.</li> <li>If information provided by applicants is fraudulent or intentionally misleading and a school place is offered, <b>that place will be withdrawn and can be withdrawn even if a child has started the school.</b></li> <li>You can contact the School Admissions Team to clarify if you are unsure.</li> </ul>	

**Section 3 – Details relevant to the application**

<b>The name of your child's current school: *</b>	
<b>Have you just moved from overseas? *</b> (Yes) or (No)	If yes, visa information is required. Please contact the Admissions Team.
<b>Does your child have an Education Health and Care Plan (EHCP)*</b> (Yes) or (No)	Your child's school will be named on the statement, so there is no requirement to complete this form.

#### Section 4 – Information for making your school preferences

- You can choose any state funded school - Academy, Community, Foundation, Free School, Voluntary Controlled and Voluntary Aided within and outside of West Berkshire.
- All schools have an admission number, a limit to how many children can be offered places within each year.
- Many schools receive more applications than their admission number, so Admission Authorities must publish oversubscription rules in order to determine which children will be offered places.
- The oversubscription rules for schools within West Berkshire are provided in the Admissions Guide, which is available on the website, [www.westberks.gov.uk/secondaryadmissions](http://www.westberks.gov.uk/secondaryadmissions)
- To check your catchment school/s: [www.westberks.gov.uk/catchment](http://www.westberks.gov.uk/catchment)

#### Section 5 – Your preferences

- There is space below to give your reasons for applying for up to 4 schools and additional questions that relate to over-subscription rules.
- It is important to read the oversubscription rules for the schools you are applying for to understand which rule you will meet. You may need to provide supplementary evidence to meet particular rules. Supplementary forms are available from the website or by contacting the school admissions team.
- Admission Authorities cannot take any reasons into consideration other than the oversubscription rules.

<b>1st Preference School:</b> Reasons for applying:	FOR OFFICE USE
<b>2nd Preference School:</b> Reasons for applying:	FOR OFFICE USE
<b>3rd Preference School:</b> Reasons for applying:	FOR OFFICE USE
<b>4th Preference School:</b> Reasons for applying:	FOR OFFICE USE
Have you supplied evidence to support an application based on medical or social grounds? *	(Yes) or (No)
Have you supplied evidence or completed a supplementary form to support an application based on religious grounds? *	(Yes) or (No)
Is one of the parents a member of staff at a preferred school? *	(Yes) or (No) School:
Does your child have a brother or sister attending any preferred school and who will continue to attend in the next academic year? *	(Yes) or (No)
<b>If yes please provide sibling details below.</b> Having a sibling in a preferred school is part of the over-subscription rules for most schools. Brother or sister may also mean step/foster sibling and children of the parent/carer's partner living in the same family unit.	

<b>Sibling's Details</b>	<b>First Name: *</b>	<b>Last Name: *</b>	<b>Date of Birth: *</b>
<b>Current School: *</b>	<b>Address: *</b>		
Is the child in the care of a local Authority (A Looked After Child)? *	(Yes) or (No)	If yes, please provide the Local Authority name:	
Was your child previously in the care of a local Authority? *	(Yes) or (No)	If yes, please provide the Local Authority name:	
Was your child previously in state care outside of England and has now ceased to be in state care as a result of being adopted? * (Yes) or (No) If yes please include copies of relevant documents to support your application.			

#### Section 6 – Declaration

I understand that the admission authority can only consider my school preferences in line with their published policy and over-subscription rules. I understand that I must provide evidence to meet certain admission rules. I understand that school admission authorities reserve the right to verify the information given on this form. Any offer of a place will be on the basis that the information is accurate and up to date. If a school place is offered and the supplied information is fraudulent or deliberately confusing the offer will be withdrawn even if the child has started at the school. <b>I confirm that the information I have provided on this form is correct.</b>	
<b>Signature of applicant:</b>	<b>Date:</b>

**Privacy Notice:** Our Privacy Notice explains more about how we use the data you give us in this form. You can read it online at [www.westberks.gov.uk/pnadmissions](http://www.westberks.gov.uk/pnadmissions)

## Neighbouring Local Authorities and Schools

Contact details for neighbouring Local Authority admissions teams and schools outside of West Berkshire most commonly applied for by West Berkshire residents.

### HAMPSHIRE COUNTY COUNCIL

#### School Admission:

Children's Services Department, Elizabeth I I Court north,  
Winchester, Hampshire, SO23 8UG

Tel: 0300 555 1377

#### Secondary Schools:

The Clere School - Burghclere, Newbury, Berkshire, RG20 9HP

Tel: 01635 278 372

The Hurst Community School - Brimpton Road, Baughurst,  
Tadley, Hampshire RG26 SNL

Tel: 0118 981 7474

### OXFORDSHIRE COUNTY COUNCIL

#### School Admissions:

School Admissions Team, County Hall, Oxford, OX1 1ND

Tel: 0345 241 2487

#### Secondary Schools:

King Alfred's County School Portway, Wantage, Oxon, OX12 9BY  
(Community)

Tel: 01235 225 700

Langtree School Woodcote, Reading, RG8 0RA  
(Community)

Tel: 01491 680 514

### READING BOROUGH COUNCIL

#### School Admissions:

Civic Offices, Bridge Street, Reading, Berkshire, RG1 2LU

Tel: 0118 937 3777

#### Secondary Schools:

Blessed Hugh Faringdon, Fawley Road, Southcote,  
Reading, Berkshire, RG30 3EP  
Catholic School

Tel: 0118 957 4730

Kendrick School London Road, Reading, Berkshire, RG1 5BN

Tel: 0118 901 5859

Prospect School, Cockney Hill, Tilehurst, Reading, Berkshire,  
RG30 4EL

Tel: 0118 959 0466

Reading Girls' School Northumberland Avenue,  
Reading, Berkshire, RG2 7PY

Tel: 0118 986 1336

Reading School, Erleigh Road,  
Reading, Berkshire, RG1 5LW Grammar - (day and boarding)

Tel: 0118 015600

## Neighbouring Local Authorities and Schools

### WILTSHIRE COUNTY COUNCIL

#### **School Admissions:**

School Admissions Team, County Hall  
Bythesea Road, Trowbridge, BA1 4 8JN

Tel: 01225 713 010

#### **Secondary Schools:**

St. John's Malborough, Granham Hill,  
Marlborough, Wiltshire, SN8 4AX

Tel: 01672 516 156

### WOKINGHAM BOROUGH COUNCIL

#### **School Admissions:**

School Admissions Team, Wokingham Borough Council, PO box 156 RG40 1WN  
Tel: 0118 974 6245

### INDEPENDENT SCHOOLS

Details of independent schools can be obtained from:

#### **The Independent Schools Council (ISC)**

can be contacted on 020 7766 7070

#### **Christ's Hospital School**

This is an 11-18 charitable boarding school for children from all backgrounds near Horsham, West Sussex. Free and subsidised school places may be available for eligible children, including those who reside in the Borough of Reading and the ancient Borough of Newbury (including Thatcham and Hungerford). For further information contact the school on 01403 211293 or [www.christs-hospital.org.uk](http://www.christs-hospital.org.uk).



## Admissions Team

West Berkshire Council  
Council Offices  
Market Street  
Newbury  
Berkshire  
RG14 5LD

*Please note the information contained in this booklet was current in September 2024.*

*Admission arrangements could be subject to amendment or modification before start of, or during, the school year 2025/26 or in relation to subsequent school years.*

