



*Empowering our children to flourish and achieve under God's love - John 10:10. Live life in all its fullness*

**These are our promises to keep to our children to be able to serve the common good with our work as part of the Church of England.**

<b>At Jennett's Park we are:</b>	<b>Our promises:</b>
Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves and their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals loved by God who feel valued and involved – where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much that they are loved and valued by so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

## **SCHOOL ADMISSION POLICY FOR 1 SEPTEMBER 2025 – 31 AUGUST 2026**

### **ADMISSION ARRANGEMENTS FOR ENTRY TO THE RECEPTION CLASS IN SEPTEMBER 2025**

As an Academy, the Governing Body is responsible for deciding on admissions to the school but works closely with Bracknell Forest Council (the Local Authority) to co-ordinate admissions to all maintained schools in Bracknell Forest. The Governors have made every effort to ensure that these arrangements comply with all relevant legislation, including that on infant class sizes and equal opportunities, as well as participation in Bracknell Forest Council's Fair Access Protocol. In determining this policy, due consideration was given to the comments received during Consultation and advice taken from both the Local Authority and the Diocese of Oxford.

Jennett's Park CE Primary School is proud of its distinctive Christian ethos which is built around our 'Rainbow Promise' and is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of our local community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents to respect and support the Christian ethos of our school.

Details of the Local Authority's co-ordination arrangements are in Bracknell Forest Council's booklet "Guide to Primary Education in Bracknell Forest". The booklet explains the timetable for applications, how parents can express a preference for a school and give reasons for that preference, and how they will be informed of the result of their application. It also gives details of how applications received after the deadline and waiting lists will be handled. All applications must be on the Common Application Form of the local authority to which council tax is paid (the home LA).

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2020 and 31 August 2021 may apply for them to be admitted to the Reception Year in September 2025. There are 60 places available in the Reception year and in Years 1, 2, 3, 4, 5 and 6. Our policy is not to offer admission in September 2025 to children who were born on or after 1 September 2021.

Parents of a child whose fifth birthday falls between 1 September 2025 and 31 March 2026 may request that their child is not admitted until later in the school year 2025/26 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026, parents who do not wish them to start school in school year 2025-26, but to be admitted in September 2026 for school year 2026-27, should discuss this with the school at an early stage. They may decide not to apply for a Reception place in the school for September 2025, but to apply in the second half of the summer term 2026 for a Year 1 place in September 2026. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2025-26 Reception Year group. Alternatively, they may decide to apply in the normal round (no later than 15 January 2025) for a Reception Year place in September 2026, but would need to provide strong supporting reasons for seeking a place outside the normal year group.

Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the Headteacher.

Parents (see Note 1) wishing to apply for the Reception [Foundation] Year in September 2025 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA **no later than 15 January 2025**. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2025, or the next working day.

#### **OVER-SUBSCRIPTION CRITERIA**

Children with an Education Health Care Plan or Statement of Special Educational Needs that names the school must, by law, be admitted. After this requirement has been satisfied, if the number of applications exceeds the number of places (60) available, the following criteria will apply in the order of priority:

- A. Children Looked After, internationally adopted, previously looked after children (IAPLC) and children who were previously looked after but ceased to be so because, **immediately after being looked after**, they became subject to an adoption, child arrangements or special guardianship order. (See Note 2)
- B. Families who have exceptional medical or social needs that make it essential that their child attends Jennett's Park CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (See Note 3)
- C. Children who live in the designated area of the school (see map) and who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Years R-6 at the time of the child's admission.
- D. Children of members of staff (See Note 4).

- E. Children who live in the designated area of the school (See map).
- F. Children who have a statutory (compulsory) school aged sibling at the school at the time of application and who is expected still to be attending the school in Reception to Year 6 at the time of the child's admission.
- G. **Other children**

## NOTES

1. "Parent" is defined in law (The Education Act 1996) as either:
  - any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
  - any person who has care of the child or young person.
- 2 By a "Child Looked After" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are included here as well as those who appear to have been in state care outside England and ceased to be in state care as a result of being adopted (internationally adopted, previously looked after children – IAPLC.) The admissions authority will be responsible for determining whether an IAPLC child is eligible.

An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

- 3 When applying under Criterion B (exceptional medical & social needs), your application needs to be accompanied by completion of social and medical application form. You must also include supporting evidence from an independent professional person who is aware of your situation and supports your reasons for preferring Jennett's Park CE Primary School to any other local primary school. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. Failure to provide sufficient evidence may mean your application will not be considered under this criterion. The person supplying the evidence should be a tertiary care physician, health visitor, social worker etc who is aware of your child's or your own case. The School reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational, social or medical professionals where necessary.
- 4 Members of staff are those staff who: a) are employed permanently and directly by the Local Governing Body and have been for at least two years at the time the application is made, or b) staff employed for 15 hours or more a week by contractors appointed by the Local Governing Body and work solely on the school site, for at least two years or c) any member of staff recruited to fill a vacancy for which there is a demonstrable skills shortage or where there has been significant difficulty in filling the post through the usual recruitment methods

In some cases a **tie-breaker** will be required. If the school does not have places for all the

children in one of the above categories, priority will be given to the children who fulfil more than one of the admissions criteria in the same priority order as above. If there are still insufficient places and no distinction can be made between the applicants, a final decision will be made on the radial distance between the home and the school. Those living nearer to the school will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school - known as the 'c' point, as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national system. Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The way in which this is done is to calculate the distance in metres between the Easting and Northing co-ordinates for each location. The measurement in metres is then multiplied by 0.000621317 to convert this measurement to miles. The same method of calculation is used for each direct distance measured.

If in the event that two or more children live at the same distance from school (for example for families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the School.

The school will admit up to its admission number of 60 and no places can be reserved for pupils moving into the designated area, except in the case of UK Service Personnel (UK Armed Forces), if accompanied by an official government letter which declares a relocation date and a Unit postal address or quartering area address.

Attendance at Jennett's Park CE Primary School's Nursery does not guarantee a place at Jennett's Park CE Primary School, as Nursery Admissions are subject to a separate Admissions Policy.

### **MULTIPLE BIRTHS**

For applications for Reception and KS1, in cases where there is one place available, and the next child on the list is a twin, triplet, etc., we can only admit one child as we cannot exceed the PAN of 60 children.

For applications to KS2 we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number or the number of places available in the relevant year group.

### **SPLIT RESIDENCE ORDERS**

It is increasingly common that parents are agreeing, and courts are sanctioning, split residence orders under Section 8 of The Children Act. Further advice on this matter can be obtained from the School Admissions Team at Bracknell Forest Council. Any details regarding split residency, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. The school may take legal advice on these matters as they relate to a specific case and its decision is final. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters unless this is requested.

### **HOME ADDRESS**

The normal home address means the child's home address where the child lives at the closing date of 15 January 2025. This address is to be used to process on time applications. This address

must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child.

All addresses will be checked via the Bracknell Forest Revenue Services department. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

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

If an applicant already owns and resides in a property which is in the process of being sold, Bracknell Forest is able to accept the address of the new property on submission of the appropriate evidence in support of the move eg, a solicitor's letter showing completion. It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

The address used on an application must be a permanent address; temporary addresses can only be considered where evidence is provided of a genuine reason for the move.

Where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at each home. The School Admissions Team may take legal advice on these matters as they relate to a specific case. A main address will need to be used to process the application. If the second parent or carer's address is different from the first they will not receive any information/letters.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. An official letter declaring a relocation date and a Unit postal address or quartering area address or proof of intended address will be used when considering the application against the oversubscription criteria.

#### **APPLICANTS FROM ABROAD**

If families are moving (for the first time) into the Bracknell Forest area from abroad, then they (including the child) must be resident before an application for a school place can be accepted. Proof of residency will be required. If they are living abroad and returning to a property that they own, in the local area, then they will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from the School Admissions Team at Bracknell Forest Council. Armed Services families can produce a Housing Executive letter or proof of redeployment.

#### **PUPILS WITH AN EDUCATION HEALTH CARE PLAN**

Their admission to the school will be managed by the Special Needs Team at Bracknell Forest Council, who will inform the school and the Admissions Team at the Council of the allocation of places. These pupils will be allocated places first. Parents will be advised by 15 February 2025 as to their child's allocated school.

## **DEFINITIONS**

**Parent** is defined in law (The Education Act 1996) as either:

- any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

By **sibling** we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

## **WAITING LISTS**

The school and Local Authority will maintain a waiting list for places until the end of the school year 2025-2026 if the school is over-subscribed. Applicants not offered a place can be placed on this waiting list, and parents will be asked to inform the Local Authority if they wish their child's name to go on it. Parents should be aware that their child's name can go up or down the waiting list according to the priority of new additions to the list. At the end of the academic year 2025-2026 (ie the last term of Summer Term), all names will be removed from the waiting list; should parents wish their child to be placed back on the waiting list for the 2026-2027 academic year, they must reapply for a Year 1 place in June/July 2026.

## **LATE ADMISSIONS**

The process will follow that outlined in the BFC coordinated admission scheme for 2025/26.

## **APPEALS**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. Appeals will be managed by Bracknell Forest Council. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application from the appellant in the same school year (1 September – 31 August) unless there has been a material change in circumstances: for example, a change of address which results in a move from outside the designated area to inside it.

## **IN-YEAR APPLICATIONS DURING 2025/26**

The Local Authority will administer all "in year" applications on behalf of the Governing Body. Applications to the Reception Class once the school year has started will be treated as "in-year" applications. The same criteria as detailed above will be used in the event of over-subscription for any year group. The school will determine whether or not a place can be offered and parents will be informed. Parents moving into the area and wishing to apply for a place at Jennett's Park CE Primary School should contact Bracknell Forest LA Admissions Team, who will advise you about how to make an application. Parents wishing to transfer from a Bracknell Forest Primary school should complete the Primary School Transfer Application Form obtainable from the Headteacher of your child's current school. The LA will pass on any applications to the Governing Body so that it can make a decision about a place. Once this information is received, the School will endeavour to advise the Local Authority of their decision within 5 school days.

In KS2 we may agree to admission over PAN unless it would prejudice the provision of efficient education or efficient use of resources.

Parents will be notified by the LA of the result of their application in writing within 15 school days.

### **FAIR ACCESS**

The school participates in Bracknell Forest Council's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school as a result of severe bullying or social issues. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

### **APPLICATION FOR PLACES OUTSIDE THE NORMAL AGE GROUP**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

### **ADMISSIONS IN SEPTEMBER 2023**

The school received 83 applications expressing a preference for admission to the Reception Year in 2023 by the closing date in January 2023. These were ranked as follows:

<b>Criterion</b>	<b>Number of initial applications</b>	<b>Rankings</b>
<b>EHCP</b>	0	0
<b>A</b>	0	0
<b>B</b>	18	1
<b>C</b>	8	12
<b>D</b>	6	0
<b>E</b>	38	40
<b>F</b>	0	3
<b>G</b>	13	27

### **CONTACT DETAILS**

We warmly welcome visits from prospective parents. Open Days will be organised during the Autumn Term 2024 where prospective parents may visit the school, details of these dates will be posted on our website. To arrange a visit or for further details, please contact:

The Admissions Secretary Jennett's Park CE Primary School  
3 Tawny Owl Square Bracknell  
Berkshire RG12 8EB  
Telephone: 01344 301269

[admissions@jennetts.bonitas.org.uk](mailto:admissions@jennetts.bonitas.org.uk)

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