



Admission arrangements for Westende Junior School Academic year 2021 - 22

1. Introduction

The admission arrangements set out below are for the children born between 1st September 2013 and 31st August 2014.

Westende Junior School is a happy and secure environment that nurtures all aspects of talent and creativity and ensures that everyone has the opportunity to celebrate both their own successes, and those of others. Westende Junior School is a caring place to learn. We have great respect for each other and children enjoy learning and playing together – we are careful to ensure that as a family school everyone feels included, safe and confident.

Westende Junior School is an Academy and part of a multi-academy Trust called The Circle Trust. The Circle Trust is the admissions authority for this school. The Trust works in close collaboration with Local Authorities to manage the admission process for parents and carers.

The Trustees adopted the following admission arrangements from Wokingham Borough Council when converting to become an academy. They are set in accordance with the applicable legislation and the School Admissions Code and after consultation with the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements.

2. Pupil Admission Number (PAN) for Year 3 September 2021 Westende Junior School

The determined pupil admission number for this cohort (2021-2022) is 60.

3. Making an application for Year 3 September 2021 for a place(s) at Westende Junior School

Applications to this school are in accordance with a coordinated scheme determined by the Local Authority (LA) within which the applicant resides. It is to that LA that applications for a place at Westende Junior School should be sent and that LA will advise the applicant of the result of their application. Coordinated admission schemes include procedures for the LA to pass on the application to the admission authorities for the schools concerned when it is not itself that authority. The Circle Trust is the admission authority for Westende Junior School and as such the Trust will receive and consider any applications made for a place at this school. The outcome of that consideration will be communicated to the applicant by, and in accordance with the procedures of, the relevant LA.

Parents wishing to apply for Year 3 in September 2021 must complete the online or common application form provided by their home Local Authority (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 2021. 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 sent by the home LA on 16 April 2021 (or next working day)

There is no automatic transfer from infant to junior school. Parents must still make an application for Westende Junior School even if their child currently attends Wescott Infant School.

4. Late applications for Year 3 place(s) in September 2021 at Westende Junior School

Late applications will be processed in line with the Local Authority's Coordinated Scheme.

The closing date for applications for school places in the normal admission round will be January 15, 2021. Wokingham Borough Council will, as far as possible, accept applications that are received 'late' for a good reason, e.g. when a single parent has been ill for some time, or a family has just moved into the area or is returning from abroad, provided they are received before January 15, 2021. Applications or changes to existing applications received after January 15, 2021 will be considered as 'late' and considered after the allocation. If no evidence is provided it will be reasonably assumed that an application could have been made by the closing date and the application will not be processed until after the offer date and main allocation of places. These late applications will be processed by the date given in the scheme.

5. The Criteria for a place(s) at Westende Junior School

The Trustees are required by law to admit all pupils with an Education Health and Care Plan, which names Westende Junior School in the Plan.

The Trustees will admit all applicants if it is possible to do so without exceeding the admission number determined for the year. In circumstances where more applications than places are received the following criteria will be used:

- A) 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children). This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 1).
- B) Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2).
- C) Children who are attending Wescott Infant School by the deadline for applications.
- D) Children whose permanent home address is inside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3, 4 and 5)
- E) Children whose permanent home address is inside the schools' designated area.
- F) Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- G) Other children

Note 1

A “looked after child” is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 2009). A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 2006 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 2009 and children with a special guardianship order appointing one or more individuals to be a child’s special guardian under section 14A of the Children Act 2009

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child’s social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Any relevant documentation in proof of this should be submitted with the application.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child’s admittance to the school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school; it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support. Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2021 for consideration prior to the main allocation of places. The Trust will consider the supporting evidence provided and will advise the applicant of its decision; the Trust’s decision is final. Any evidence received after 15 January will not be taken into account in the main allocation of places but will if agreed; affect the applicant’s position on the waiting list after offer day. It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, or adopted or foster children living at the same address. F1 siblings attending a school nursery or foundation stage unit cannot be considered under this criterion. It includes children who at the time of application have a sibling for whom the offer of a place at the school has been accepted, even if the sibling is not yet attending. In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child’s sibling is expected to be at either of the two schools at the time the child would enter the school.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school (in this case Westende Junior School) may be regarded as if it were the designated area school for subsequent siblings. Parents must notify the school admissions team at the time of application that they consider this exception applies.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Priority will be given within criterion C to children living within the designated area, then siblings, before applying the tie breaker below (For tie breaker purposes within criterion C, designated area and siblings are defined as in criteria E and F). Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000622317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles.

In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two staff members.

Home address

For Year 3 in September 2021 applications will be processed using the home address used on the Common Application Form or online, and as verified by Wokingham Borough Council in line with their coordinated scheme.

6. Accepting or declining the offer of a place at [Westende Junior School](#)

Parents/carers are required to accept or decline the allocated place in accordance with their home local authority procedure which will be outlined with their offer.

7. Appeals for a place(s) at [Westende Junior School](#)

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk for information on how to appeal. Information on the timetable for the appeals process is on the school's website.

8. Waiting list for a place(s) at Westende Junior School

The local authority will initially maintain a waiting list for unsuccessful applicants which will be passed to The Circle Trust, as the admissions authority for Westende Junior School, to maintain from the start of the term in September 2021. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. Reminders will be sent. Parents/Carers are requested to notify the Data and Admissions Manager if at any time they no longer wish their pupil to be considered for a place at the school.

9. Admission of children outside their normal age group for Westende Junior School

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Parents must submit their request alongside their application and include all supporting documentation. Each case will be considered on its own merits and circumstances and will only be agreed by the Headteacher and Trustees of The Circle Trust where there is consensus between the parents, school and any relevant professionals asked for their opinion by the committee, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

In-year Admissions applications for a place(s) at Westende Junior School

All applications for admission to the school outside the normal admissions round will be treated as in-year applications.

Pupils admitted under the Wokingham Fair Access Protocol may take priority over children on the Waiting List.

Parents/Carers wishing to apply for a place at this school should obtain a copy of the In-Year application form from the School website or via Wokingham Borough Council's website. This should be completed and returned to school in accordance with the instructions. The Circle Trust will notify the parent/carer of the outcome of the application once the Trustees have advised them of the decision made by the Admissions Committee.

Where there are places available then the Trustees will determine a place can be offered to the applicant. If however at the time of this determination the school has more applications than places available in the same year group, all the applications will be ordered according to the criteria used in determining initial admissions and will be considered in that order and places will be offered accordingly.

Unless they are statutorily obliged to admit the applicant or the application is covered by the Local Authority's Fair Access Protocol, Trustees will, when reaching a decision on an application for admission to a full year group refuse the application.

Unsuccessful applicants, upon request, will be placed on the waiting list.

1 The Criteria for Westende Junior School

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The Trustees will admit all applicants if it is possible to do so without exceeding the admission number determined for the year. In circumstances where more applications than places are received the following criteria will be used:

- A) 'Looked after children and children who were looked after, but ceased to be so because they were adopted or became the subject of a child arrangements order or special guardianship order' (previously looked after children). This also includes children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 1).
- B) Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (see note 2).
- C) Children who are attending Wescott Infant School by the deadline for applications.
- D) Children whose permanent home address is inside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3, 4 and 5)
- E) Children whose permanent home address is inside the schools' designated area.
- F) Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)
- G) Other children

Note 1

A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function (see definition in section 22(1) of the Children Act 1989).

A previously looked after child is a child who was looked after by a local authority but ceased to be so because they were adopted, or became the subject of a child arrangements order or special guardianship order. This includes children who were adopted under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders). It also includes children who have been provided with child arrangement orders (previously known as residence orders) under the provisions of section 14 of the Children & Families Act 2014 which amends section 8 of the Children Act 1989 and children with a special guardianship order appointing one or more individuals to be a child's special guardian under section 14A of the Children Act 1989.

Applications received under the Criterion A must be made by the person with parental responsibility for the child (e.g. the child's social worker, acting on behalf of the local authority for a looked after child) and will need to be supported by the following official documentation, as applicable:

- confirmation by the home local authority that the child is looked after or
- confirmation by the local authority that last looked after the child confirming that the child was looked after immediately prior to the issuing of one of the orders detailed above.

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Any relevant documentation in proof of this should be submitted with the application.

Note 2

When submitting applications under criterion B (exceptional medical or social needs as grounds for a child's admittance to the school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g. doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school; it must show why the school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered if you do not declare that you are applying under this criterion and you do not provide written independent professional evidence. All supporting documentation must be received with the application. The Trust will consider the supporting evidence provided and will advise the applicant of its decision; the Trust's decision is final. Any evidence received later may if agreed, affect the applicant's position on the waiting list.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3

A sibling is a brother or sister (that is, another child of the same parents, whether living at the same address or not), or a half-brother or half-sister, step-brother or step-sister, adopted or foster children living at the same address.

Siblings attending a school nursery cannot be considered under this criterion.

It includes children who at the time of application have a sibling for whom the offer of a place at the school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or F if the child's sibling is expected to be at either of the two schools at the time the child would enter the school.

Note 4

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case (where the Trust has agreed to allocate a place), the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated

school (in this case Westende Junior School) may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion: sibling resident inside the designated area. Parents must notify the school at the time of application that they consider this exception applies.

The authority has sought to make the above criteria as objective as possible. However for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

Priority will be given within criterion C to children living within the designated area, then siblings, before applying the tie breaker below. For tie breaker purposes within criterion C only, designated area and siblings are defined as in criteria E and F. Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to the school in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance, to three decimal points, between the two address points using a 'direct distance mathematical routine' within the Capita ONE system used by the council's School Admissions Team into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621371 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is least 10 miles. In the unlikely event that two or more children live at the same distance (measured as stated above) from school (including for example, flats within the same building) and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least two staff members.

Home address

Applications are processed on the basis of the child's single permanent home address living with parent(s) or a carer/legal guardian. An address will not be accepted where the child was resident other than with a parent or carer unless this was part of a private fostering or formal care arrangement.

Checks will be made to determine whether an address declared on the application form is that of a second home with the main home being elsewhere. If there are two or more homes, evidence will be required as to which is the main home showing that the other property is either let out on a long term rental (6 months plus), that the property is uninhabitable, or that the address is in the process of being sold and the family live permanently in the declared property. This evidence is required to prove where an applicant was living at the time of making the application.

Applicants will be asked to declare that the address used is expected to be their place of residence beyond the date of the pupil starting school. Applicants are required to advise of any change of circumstance at any time prior to the child starting school. If you do not declare such arrangements, or a different address is used on the application where the child does not usually live; it will be considered that a false declaration has been made and it may be decided to decline to offer a place, or to withdraw the offer of a place. In deciding whether a place was allocated on the basis of a misleading or fraudulent application, the trust will consider any supporting evidence giving reasons why the move was necessary prior to the child starting school.

It is important to declare if there is to be a change of address prior to the child starting school. If the applicant already own a property which is in the process of being sold, we are able to accept the address of the new property only on submission of the appropriate evidence in support e.g. exchange of contracts letter on both the new property and, where possible, disposal of their current property.

A temporary address cannot be used to obtain a school place. Temporary addresses will only be considered where evidence is provided of a genuine reason for the move e.g. flooding or subsidence.

The admission authority reserves its right to carry out further investigation and require additional evidence and to reject applications or withdraw offers of places, if it believes it has the grounds to do so. In such cases, the applicant will have recourse to putting their application through the independent appeals process.

Split living arrangements

Where a family claims to be resident at more than one address, justification and evidence of the family's circumstances will be required e.g. formal residence order, child arrangements order or legal separation documentation. The application must be completed by the parent, at an address which is owned, leased or rented, where the child lives for the majority of the school week. This is based on the number of school nights a child spends at the home (Sunday night 1800hrs to Friday 0900hrs).

Where there is an equal split or there is any doubt about residence, the Trust will assess and make a judgment about which address to use for the purpose of the allocation of a school place where necessary requesting further information e.g.

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school or early years setting of the contact details and home address supplied to it by the parents
- any other evidence the parents may supply to verify the position

2. Offer of a place at [Westende Junior School](#)

Parents/carers will be contacted by letter if an offer of a place can be made at the school. Parents will then be advised of the process to start their child at the school.

3. Waiting list for a place(s) at [Westende Junior School](#)

The Circle Trust, as the admissions authority for Westende Junior School, will maintain a waiting list for unsuccessful applicants. Pupils on the list will be placed in order according to the criteria used in considering the original applications. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers who are unsuccessful will be asked if they wish their son or daughter to be placed on the waiting list for their year and will be advised, on request, where the pupil stands in the list. It should be remembered that a pupil's position on the list may rise and fall as others are added or removed from the list. At the end of the school year the waiting list will end and parents will need to reapply for a place for the following year. Reminders will be sent. Parents/Carers are requested to notify the Data and Admissions Manager if at any time they no longer wish their pupil to be considered for a place at the school.

4. Appeals for a place(s) at [Westende Junior School](#)

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact customer.services@bracknell-forest.gov.uk for information on how to appeal.

5. Admission of children outside their normal age group for **Westende Junior School**

Children are normally allocated to their chronological year group. Requests from parents for school places outside a normal age group will be considered carefully whether for gifted and talented pupils or for those who have experienced problems, e.g. having missed education due to ill health, etc.

Parents must submit their request alongside their application and include all supporting documentation. Each case will be considered on its own merits and circumstances and will only be agreed by the Headteacher and Trustees of The Circle Trust where there is consensus between the parents, school and any relevant professionals asked for their opinion by the committee, that to do so would be in the pupil's interests. Parents will be informed of their statutory right to appeal. This right does not apply if they are offered a place in another year group at the school.

Designated Area **Westende Junior School**

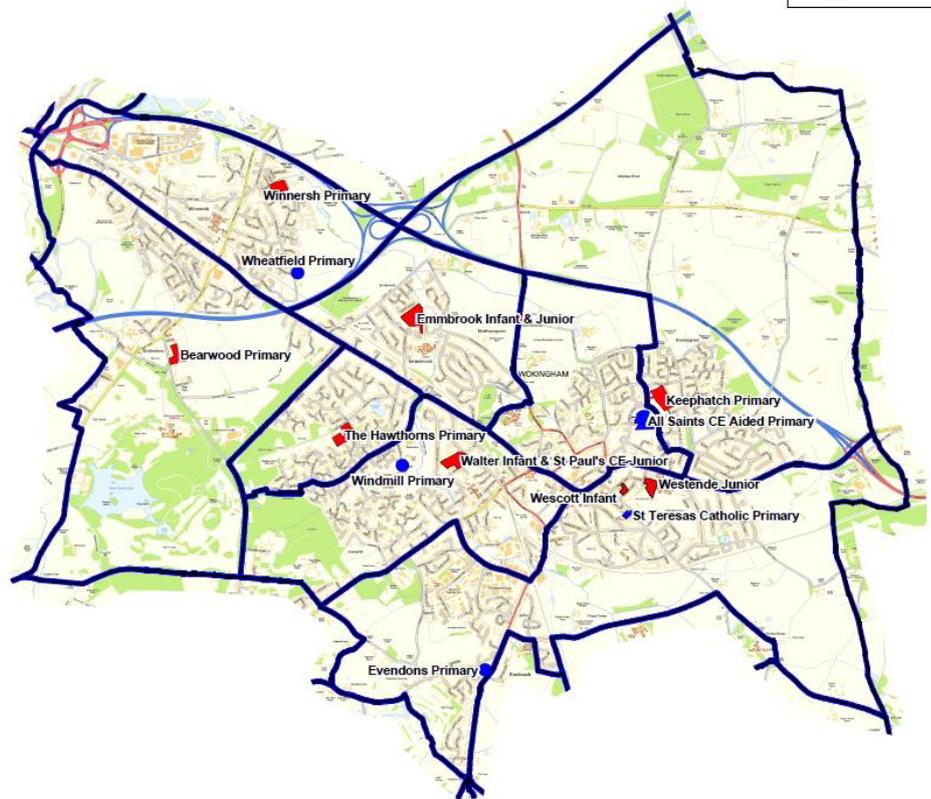
Primary School Designated Areas Wokingham Town Neighbourhood



This map gives a guide to the designated areas for Community and Voluntary Controlled schools in the Wokingham Borough that use them in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

Areas not identified may be part of the designated area of a Voluntary Aided school or Academy. Voluntary Aided schools or Academies are shown in blue for information only - please refer to the policies later in the guide.



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Helpful contacts

All admission documents and copies of admission forms are available on Westende Junior School's website

<https://www.westende.wokingham.sch.uk/>

Any queries can be directed via admissions@thecircletrust.co.uk

The Data and Admissions Manager
c/o The Circle Trust
St Crispin's School
London Rd
Wokingham
RG40 1SS