

2021 Junior School Allocation Information

This document provides information about the schools in West Berkshire and what happens after 16 April including:

- Allocation details
- Contacting the admissions team
- Reasons for not being offered your preferred school or schools
- Allocated a school that was not one of your choices
- Waiting lists
- Accepting your place/or not – including accepting a school that is not your preferred school.
- Submitting a new application to change your school choices
- Appeals
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Key for information in the table below

- **School Type:** Voluntary Aided (VA) Schools are responsible for their own admission policies and have different oversubscription rules to Community Schools which are set by the Local Authority.
- **Admission Number:** The number of children that can be offered to schools each year. There are circumstances where schools will exceed this number and if there is demand they ensure they offer places to as many children as possible.
- **Number Allocated:** The number of children offered a school place in each school.
- **Space:** Shows the number of spaces remaining in schools that are not full to capacity.
- **Last child offered / Admission Rule & Distance:** Each child meets a specific admission oversubscription criterion and by measuring the home to school distance (straight line) for each child's preferred schools we can create a ranked list. The oversubscription rule and distance shown are for the lowest ranked child in the list that we could offer a place to.
- **1st child on waiting list / Admission Rule & Distance:** Following on from above, the next child in the ranked list is placed 1st on the waiting list.
- **Total on Waiting List):** Children are placed on waiting lists for all higher preference schools that were not offered and this shows the total for each school with a waiting list.

2021 Junior Allocation - data shows information as of 16 April 2021

Base Name	School Type	Admission Number	Number Allocated	Space	Last child offered		1st child on Waiting List		
					Admission Criteria	Distance (miles)	Admission Criteria	Distance (miles)	Total on Waiting list
Calcot Junior School	C	77	53	24	Feeder School	2.95			0
Garland Junior School	C	60	56	4	Catchment	4.831			0
John Rankin Junior School	C	90	87	3	other reason	0.842			0
Mortimer St Mary's CE Junior School	VA	60	62	0	other reason	2.967			1
Parsons Down Junior School	C	60	53	7	Feeder School	10.712			0
St Nicolas CE Junior School	VA	64	61	3	other reason	50			0
Westwood Farm Junior School	C	60	57	3	Feeder School	6.668			0

Contacting the admissions team

Please read all of the information below before contacting the team as many of your questions should be answered here. The best way to contact the team is by email: admissions@westberks.gov.uk and we can normally respond the same day depending on the time you email. You can phone the main switchboard (01635 55111) to be directed to the admissions team if you would like to speak to one of us but you may find it difficult to get through. Please leave a voicemail as this is emailed to the whole team rather than trying numerous times. Again we can normally respond the same day.

Reasons for not being offered your preferred school or schools

If you applied for a school or schools that received more applications than there were spaces, the school's admission policy and admission criteria are used to place you on a ranked list with all of the other applicants. If your child is not ranked high enough for any school, it is not possible for us to offer you a place in any preferred school.

Allocated a school that was not one of your choices

When we are unable to offer a place in one of your choices as outlined above we will offer you a place in the closest school to your home that still has spaces. We are required to do this as described in the school admissions code of practice. Once allocated a school, this is not the end of the process. Places may become available from waiting lists or you can apply for different schools that either have spaces or schools where you may be closer to the top of their waiting list.

You can decline your offered school if you will be making alternative arrangements. If you don't have another school for your child to attend there is no advantage in declining the place. It will not give you additional priority on waiting lists for your preferred schools and you will have no school allocated for your child.

Waiting lists

In West Berkshire we automatically place children on each higher preference school waiting list. Parents can contact the Admissions Team to find out their child's position on the list. admissions@westberks.gov.uk

The position is unlikely to change much because generally a low number of places are declined (for some schools no places are declined) so unless your child is within the first couple of places on a waiting list it is unlikely that a place will become available and even then it is not a certainty.

Positions on waiting lists can change up or down because the lists are ranked based on the admission criteria and distance of each child. If we receive a late application, the child will be placed with regard to the policy rather than being placed at the bottom of the list (**a legal requirement**). It is possible that you could initially be reasonably high on a waiting list such as 5th and then continue to move further down the waiting list because other families move in closer or the catchment area for the school.

Waiting lists for schools outside of West Berkshire

If you were unsuccessful in your application for a school outside of West Berkshire please let us know if you would like to be placed on the waiting list and we will let that Local Authority know. You can contact them to ensure that your child has been placed on a waiting list and ask for the position.

Accepting or declining a school place

We would like you to accept or decline your place as soon as possible so that we can update and offer any places that become available.

If you are not satisfied with the school that has been offered we advise that you still accept it until your child can be offered one of your original choices or an alternative because otherwise your child will have no school place allocated. Declining an offer at a lower preference school or school that was not a preference will not increase the chance of being offered a place in your preferred school.

Your child will remain on the waiting list for your preferred school or schools if you accept a lower preference or preference that was not an offer and chances of being offered will not decrease as a result.

Changing your school preference

You can submit a late application with up to 3 school preferences if you would like to add or change your school preferences. The application is available at www.westberks.gov.uk/primaryadmissions **(late applications can't be made in the online portal)**

Please ensure that your late application reflects the schools you would like considered and which order you would like them. For example if you originally applied for 2 schools and would like to add a 3rd choice please include all 3 schools on the form in the correct order. If you just place the new choice on the form we will assume this is the only school you would like to apply for.

Right of appeal

You can submit an appeal against an admission decision.

How to appeal

You have to ensure that you submit your appeal by 22 May for a West Berkshire School.

The best way to appeal is usually online if the service is available. West Berkshire council provide the service: www.westberks.gov.uk/schoolappeals

But to appeal for Voluntary Aided (VA) Church of England Schools you need to contact them directly.

To appeal for schools in other Local Authority areas, please contact them directly or the information should be available on their website.

Contact details for surrounding Local Authorities

Hampshire Schools: 01962 847318, 01962 847345 or email: Independent.Appeals.Service@hants.gov.uk

Oxfordshire Schools: 01865 810180 or email schoolappeals@oxfordshire.gov.uk

Reading Borough Council schools: 0118 9373777 or email: admissions@brighterfuturesforchildren.org

Wiltshire County Council Schools: 01225 713010 or email: admissions@wiltshire.gov.uk

Wokingham County Council Schools email: school.appeals@wokingham.gov.uk