



Proposed Admission arrangements for Emmbrook Infant School Academic year 2025-26

1. Introduction

The Admissions Arrangements set out below are for children born between 1st September 2020 and 31st August 2021.

At Emmbrook Infant School we want every child's time at Emmbrook Infant School to be the best experience they have in their educational life. A time when they learn to love learning and are well prepared for the next stage in their education.

There is a strong learning ethos in our school. We recognise, develop and celebrate the achievements of all our pupils in their learning and in extra-curricular activities. We also look to address any barriers to learning with targeted support strategies to prevent any underachievement

The Emmbrook Infant 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 have set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code and after consultation with the relevant local admissions authorities and interested parties. They conform to the requirements of the Wokingham Borough Council's coordinated admissions arrangements.

2. Published Admission Number (PAN) for year Reception in September 2025 Emmbrook Infant School

The Circle Trust has set a PAN for 2025 -26 for Emmbrook Infant School of 60.

3. Making an application for Reception September 2025 for a place at Emmbrook Infant 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 Emmbrook Infant 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 Emmbrook Infant 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 of children whose dates of birth are on or between 1 September 2020 and 31 August 2021 and wishing to apply for the Reception [Foundation 2] Year in September 2025 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 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 sent by the home LA on 16 April 2025 (or next working day)

4. Late applications for year Reception 2025 for a place at Emmbrook Infant School

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date in line with the LA coordinated admissions scheme.

5. The Criteria for a place at Emmbrook Infant School

The Trustees are required by law to admit all pupils with an Education Health and Care Plan, which names Emmbrook Infant 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 Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) immediately following having been looked after. 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 adopted⁵

B - Children who have a medical or social need as the grounds for their admission to Emmbrook Infant School (see notes). An additional form will need to be completed.

C - The children of staff at Emmbrook Infant School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at Emmbrook Infant School and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within Emmbrook Infant School where there is a demonstrable skill shortage.

D – Children who have a sibling who will be attending the school or Emmbrook Junior School when the child will enter the school (see notes)

E – Children whose permanent home address is within the schools designated area

F - Any other children

Tie Break

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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² 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's Act 2002 (see section 46 adoption orders).

³ Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

⁵ 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.

Priority will be given within any of the oversubscription criteria to the applicant whose permanent home address is nearest to Emmbrook Infant School in terms of radial distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the system used by the local authority into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

In the unlikely event that two or more children live at the same distance or additional 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 someone independent of the school.

Notes

Looked After Child or Previously Looked After Child or Children who appear to have been in state care outside of England

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken into account.

Social and Medical Grounds

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicant's responsibility to obtain a Circle Trust Supplementary Social and Medical Information Form which must be completed and returned to the Circle Trust along with supporting written evidence from a professional by the given closing date. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

The completed supplementary Social and Medical Information Form and any supporting evidence needs to be submitted by the national closing date for it to be considered with all on time applications.

This evidence must prove why **Emmbrook Infant School** is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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 includes children who at the time of application have a sibling who will still be attending the school when the child will enter the school. It also includes children who at the time of application have a sibling who is expected to be at Emmbrook Junior School at the time the child would enter the school. Where the sibling currently attends Year 2 at Emmbrook Infant School, but who will have left by the time the younger child starts, the application will be considered under the sibling criterion. This is because, due to the feeder link, they will be expected to have a sibling at the junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by Emmbrook Infant School.

Home address

For year Reception in September 202

5 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 Emmbrook Infant 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 Emmbrook Infant 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 Emmbrook Infant 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 Emmbrook Infant School to maintain from the start of the term in September 2025. 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. Deferred and delayed entry to Reception September 2025 for Emmbrook Infant School

At Emmbrook Infant 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 (the published admission number) available. Our policy is normally not to offer admission in September 2025 to children who were born on or after 1 September 2021. Full details are available in the relevant LA Admissions Guide.

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 (summer-born children), parents who do not wish them to start school in school year 2025-26, but to be admitted to the Reception Year in September 2026, should proceed as follows. They should apply at the usual time for a place in September 2025 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2026. Please note parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2026) for a Reception place in September 2026. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2025 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and 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.

If parents choose to defer their child's admission, or take up the place part-time before their child has reached compulsory school age, they must discuss this with the Headteacher to agree.

10. Admission of children outside their normal age group for Emmbrook Infant 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 Emmbrook Infant 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 Emmbrook Infant School

The Trustees are required by law to admit all pupils with an Education Health and Care Plan, which names Emmbrook Infant 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 Children⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁷ (or became subject to a child arrangements order⁸ or special guardianship order⁹) 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 adopted¹⁰

⁶ 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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

⁷ 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's Act 2002 (see section 46 adoption orders).

⁸ Child arrangements orders are defined in s.8 of the Children Act 1989, as amended by s.12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁹ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

¹⁰ 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.

B - Children who have a medical or social need as the grounds for their admission to Emmbrook Infant School (see notes). An additional form will need to be completed.

C - The children of staff at Emmbrook Infant School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at Emmbrook Infant School and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post within Emmbrook Infant School where there is a demonstrable skill shortage.

D – Children who have a sibling who will be attending the school or Emmbrook Junior School when the child will enter the school (see notes)

E – Children whose permanent home address is within the schools designated area

F - Any other children

Tie Break

Priority will be given within any of the above oversubscription criteria to the applicant whose permanent home address is nearest to Emmbrook Infant School in terms of radial (straight line) distance. Distances will be measured consistently and will be measured as a straight line between the Local Land and Property Gazetteer (LLPG) address points for the respective home address and school, using the Easting and Northing for each address point. These are then used to calculate the distance between the two address points using a 'direct distance mathematical routine' within the system used by the local authority into which the LLPG address points are imported. This calculates the distance from the values created through this process using Pythagoras' Theorem by measuring the distance in metres between the Easting and Northing for each end address point then multiplied by 0.000621317 to convert to miles. It should be noted that this calculation may not be exactly the same as that created by a Geographical Information System (GIS) product as the GIS product may build in a formula to allow for the curvature of the earth. This curvature does not begin to affect distance values until the distance is at least 10 miles.

In the unlikely event that two or more children live at the same distance or additional 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 someone independent of the school.

Notes

Looked After Child or Previously Looked After Child or Children who appear to have been in state care outside of England

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example of a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

Social or Medical

If a child has a social and medical need that would cause significant physical and / or mental hardship, an applicant can indicate that they wish their application to be considered under social and medical grounds.

It is the applicant's responsibility to obtain a Circle Trust Supplementary Social and Medical Information Form which must be completed and returned to the Circle Trust along with supporting written evidence from a professional by the given closing date. The supporting evidence for social and medical grounds should be from the relevant registered professional(s) involved with the child. Examples include registered

health professionals, such as Consultant, GP, Psychologist or Psychiatrist. All evidence must be on letter headed paper and reflect the child's current situation.

This evidence must prove why **Emmbrook Infant School** is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicant's responsibility to provide all evidence in support of their request and it is not possible for it to be considered under this criterion if no evidence is supplied.

All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

Requests will be considered in accordance with the Equalities Act 2010.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/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 includes children who at the time of application have a sibling attending Emmbrook Infant School who will still be attending when the child will enter the school. It also includes children who at the time of application have a sibling who is attending Emmbrook Junior School and will still be attending at the time the child would enter Emmbrook Infant School.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by Emmbrook Infant School.

Home address

For in-year admissions, all applications will be processed by the Circle Trust. Evidence will be requested to prove residency, i.e. council tax bill.

2. Offer of a place at **Emmbrook Infant 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 **Emmbrook Infant School**

The Circle Trust as the admissions authority for Emmbrook Infant 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 **Emmbrook Infant 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 **Emmbrook Infant 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 **Emmbrook Infant School**

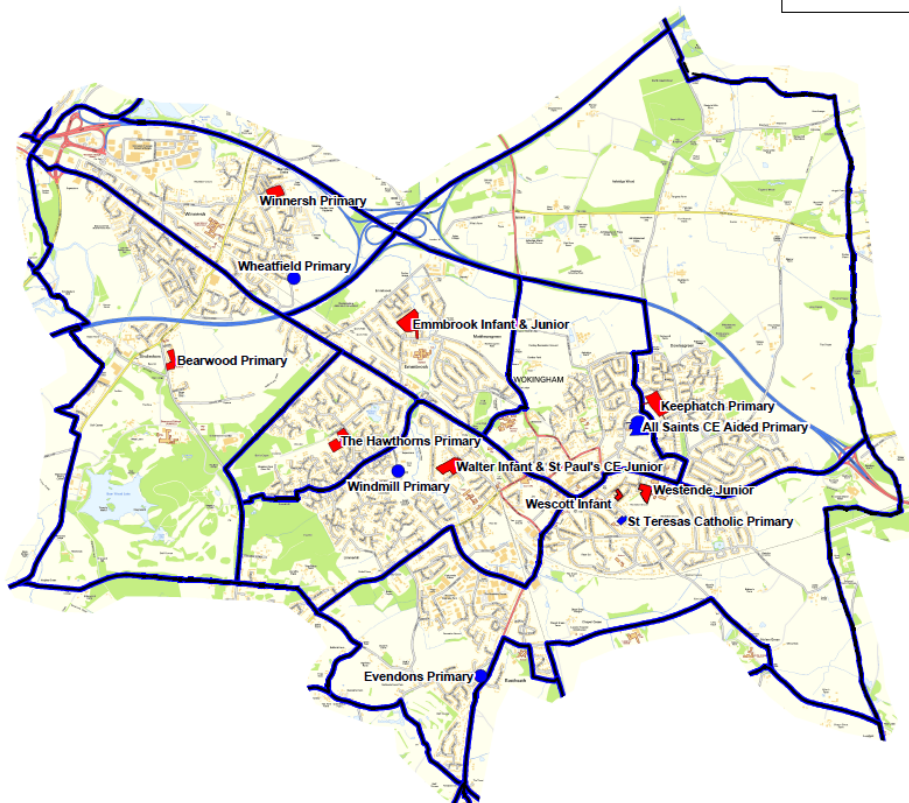
Primary School Designated Areas Wokingham Town Neighbourhood



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.



Helpful contacts

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

<https://www.emmbrook.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