

Whiteknights Primary School - Admissions Policy 2025/26

PAN and Oversubscription Criteria

The published admission number is 60 places in each year of entry into Reception from September 2022. The school admits up to this number each year and, when full, the school will have 420 pupils on roll.

This Admissions Policy has been approved by the Bellevue Place Education Trust (BPET) Board, as the admissions authority for the school.

In accordance with the law, children with an Education Health and Care Plan (EHP) will be admitted, where appropriate, to the school where the Local Authority has specifically named Whiteknights Primary School as the most appropriate placement.

Where there are fewer applicants than places available, all applicants will be admitted. In the event of there being greater demand than there are places available to the school and after the admission of children with an Education Health and Care Plan that names the school, places will be offered using the following oversubscription criteria, in keeping with the School Admissions Code 2021:

1. Children in care, i.e. children in the care of the Local Authority as defined in the Children Act 1989. This category includes 'looked after children' and children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children whose permanent home address is inside the school's designated area and who has a sibling at the school at the time of the application; who is expected to be attending the school when the child will enter the school.
3. Children of staff at the school.
4. Children whose permanent home address is inside the schools' designated area.
5. Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of the application who is expected to be attending the school when the child will enter the school. (See notes 3 and 4).
6. Any other children.

Notes

1. A child 'looked after' is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act

1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A child arrangement orders is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.

2. Priority to children of staff will be given in either or both of the following circumstances:
 - (i) Where the member of staff has been employed at the school for two or more years at the time at which the child starts at the school; and/or
 - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
2. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-7 if there are more applicants than available places under each criterion.
3. 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 0.000621317 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 least 10 miles.

A child's home will be their habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. A child's home must be a residential property that is the child's only or main residence¹, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child's parent/s or the person with legal care and control

¹ "The address should be where the parent and the child live. Where a child has two homes due to parental responsibility being shared, the address used will be the one where the child spends most of the School Week (i.e. Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If the same, reference will be made to NHS registration address and any child care provision (nursery or childminder). If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at the school."

of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

4. Sibling is defined in these arrangements as: a brother or sister, a half brother or sister, an adopted brother or sister, a step-brother or sister or the child of the parents' partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the Local Authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.
5. For families living on boats, distance will be measured from the authorised mooring point. If the family is itinerant, the nearest mooring point will be used on the closing date for the receipt of applications.
6. Where parental responsibilities are equally shared, the home or residential address will be considered to be with the parent/carer with whom the child spends the majority of time and nights Monday to Friday. This will normally be expected to be with the parent/carer that receives the Child Benefit. This address must be used for all preferences.
7. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, 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 of 60 for reception 2025/26 or the number of places in other year groups.

Tie Breaker

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 Wokingham Council Children's Services staff members.

Method of Applications for Reception

The school will be participating in coordinated admission arrangements administered by Wokingham Borough Council. Parents/carers must apply on the Citizen Portal

[https://schoolsonline.wokingham.gov.uk/CitizenPortal LIVE/en](https://schoolsonline.wokingham.gov.uk/CitizenPortal_LIVE/en)

The closing date for reception class applications will be 15th January 2026. Communications on school allocations will be issued in 16 April 2026 by the Wokingham Borough Council. Applications received after the set closing date will be accepted, but will not normally be considered for a place at the school until after the initial offer date. For full information on how to apply for a place, please all the information on

<https://www.wokingham.gov.uk/schools-and-education/school-admissions/starting-infant-or-primary-school-ages-4-5/>

Date of Admission/Deferred Entry

Children will normally be admitted to the reception year in the September following their fourth birthday.

In line with the Admissions Code, parents can defer their child's entry to the reception year until later in the school year, where they have been offered a place at a school to start before they are of compulsory school age. Where entry is deferred, the school will hold the place for that child and not offer it to another child. However, entry cannot be deferred beyond the beginning of the term after the child's fifth birthday, nor beyond the beginning of the final term of the Reception Year. A child may attend school part-time until he/she reaches compulsory school age. Parents should inform the school if they wish to exercise this option.

Admission of children outside their normal age group

Children will normally be admitted to the reception year in the September following their fourth birthday and the vast majority of pupils are educated within their normal chronological age group. Any request for admission outside of the child's chronological year of entry will be considered in accordance with paragraphs 2.18-2.20 of the Schools Admissions Code 2021.

The school's admission authority will consider requests on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. The Headteacher's views will also be taken into account. Parents may, if they wish, provide supporting evidence from a professional (GP, Hospital consultant or social worker) to assist the admission authority in making its decision. If the request is approved, the application will then be considered in accordance with the school's oversubscription criteria in the event of oversubscription.

Parents have a statutory right to appeal against the refusal of a place at the school but this right does not apply if they are offered a place at the school but it is not in their preferred age group.

Waiting List

Waiting lists will be maintained by the Wokingham Local Authority if the school has more applicants than places available. Positions on waiting lists may go up or down due to pupil withdrawals or new or revised applications received. Therefore, waiting lists will be revised:

- ☐ Each time a child is added or removed
- ☐ When a child's changed circumstances will affect their priority
- ☐ When parents respond to periodic requests to see if they wish to remain on the waiting list.

The waiting list will be removed at the end of every academic year, when a new list will be created, in accordance with the Local Authority process.

Children who are the subject of a direction by the Local Authority to admit or who are allocated to a school in accordance with a Fair Access Protocol will take precedence over those on a waiting list.

Parents will be able to apply online to Children's Services for each year if they wish to be placed on the waiting list for that year. It is the responsibility of parents to ensure that the school admissions team is informed in writing if they want their child's name to be removed from the waiting list or if their circumstances have changed from the original application.

Waiting list information will be available in accordance with the published timeline.

Appeals

Parents who are not offered a place for their child have the right to appeal to an independent appeal panel. Parents wishing to appeal should read the guide on [how to appeal on the Wokingham Council's website](#).

The appeal claim should be sent to: Clerk to the Appeals Panel, Wokingham Borough Council, Shute End, Wokingham, Berkshire, RG40 1WH, within 20 school days of the date of the letter confirming the decision not to offer a place. The school will publish an appeals timetable annually on its website showing the relevant deadlines.

In-Year Admissions

In-Year applications should be made via Wokingham Borough Council in accordance with the In-Year scheme of coordination. Wokingham Borough Council decides which children can be offered places. If there is a waiting list, then applications will be ranked by the school in accordance with the oversubscription criteria above and offers made by Wokingham Borough Council on behalf of Bellevue Place Education Trust. In the event that it is not possible to offer a place the child will be added to the waiting list and appeals procedures described above will apply. Read the full information and [apply on the Wokingham Council website](#).