ACTIVATE LEARNING EDUCATION TRUST

Admissions Policy for 2027-2028

Theale Green School

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1. Introduction

Theale Green School is an academy. Activate Learning Education Trust is responsible for admissions decisions. The Trust has delegated this responsibility to the school's Governors. The Trust and Governors will work closely with West Berkshire Council and will use the Council as their agent for the processing of applications for places. This admissions policy meets all lawful requirements including those set out in the following Acts, Codes, policies and relevant case law:

- Children Act 1989
- School Standards & Framework Act 1998
- Education Act 2002
- Equality Act 2010
- School admissions code 2021
- West Berkshire School Admissions

School Admissions Appeals will be conducted under arrangements set out in

- School Standards & Framework Act 1998
- School Admissions Appeals Code 2012

2. Normal Admission Point

September 2027 (Autumn Term) for a child whose 12th birthday falls between 1 September 2027 and 31 August 2028.

3. Admission Numbers

The approved admission number for
Year 7 - 180
*Year 12 – 90
**Year 12 admissions process will be detailed in the section titled, 12. Year 12 Admissions 2027-2028*

4. Co-ordinated and In-Year Admissions Scheme

In common with other Local Authorities, West Berkshire operates a Co-ordinated Admissions Scheme: all applicants to Theale Green School should complete the Local Authority Application Form in the area where they live (their 'home' Authority, e.g., West Berkshire, Reading, Oxfordshire or Hampshire) and return it to that Local Authority by the nation-wide closing date below. Any application forms sent erroneously directly to Theale Green School will be forwarded to the applicant's home Authority until the closing date. Late applications will be managed as explained below. Further details of the Co-ordinated Admission Scheme are available on each Local Authority's website and in their published Guides to Secondary Admissions.

Please note that the West Berkshire Scheme considers applications on an equal preference basis against the over-subscription criteria for each of up to three preferred schools; it does NOT consider by using the first preference before other preferences. Pupils in Years 7 - 11 will be admitted without reference to ability or aptitude.

School Admission numbers

The Published Admission Number (PAN) only applies to the first year of entry into school. In all other year groups admission authorities can only refuse admission where the admission of another child would prejudice the provision of efficient education or efficient use of resources. The point where prejudice occurs could be the same as the PAN because the number is normally set as a result of much consideration as to how many children could be admitted, whilst maintaining the right standard of education. The number may differ in different year groups within the same school because certain cohorts may present more challenges.

5. Oversubscription Criteria

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan1 or a Statement of Special Educational Need naming the school will always be admitted.

For Theale Green School, places are allocated according to the over-subscription criteria for the school preferred as outlined below.

A. looked after child (as defined in the Children Act 1989) or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those 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.

B. Catchment Area Pupils, i.e. children whose permanent home address is within the catchment area of the school, shown on the map at www.westberks.gov.uk/catchment. Where necessary, priority will be given to siblings in catchment. It is the child's normal permanent home address(see note 1) where he or she lives with his or her parents/carers that is used to decide in which school's catchment area the child lives. Where parental responsibilities are shared, the home address will normally be considered to be with the parent/carer with whom the child spends the majority of days and nights Monday to Friday; this will normally be expected to be with the parent/carer that receives the pupil's Child Benefit, where this benefit is still available. Where there is any doubt about the split of the residence then the relevant address used will be that at which we are satisfied that the child spend the majority of the school week (see note 2). Temporary addresses cannot be used to obtain school places, e.g. temporary addresses whilst retaining a previous permanent home will not be accepted.

If parents/carers are in the process of moving from the address they live at currently, and want to use the new address for the school place allocations, evidence that they have moved and are already living in the new address will need to be provided by 31st December. Even if a move is planned, a future address must not be used and will not be accepted. Normally if such evidence is received by 31st December for a secondary place, or for a primary place before allocation processes begin, during a normal admissions round, the new address will be accepted for the forthcoming allocation. Confirmation received after these dates will not normally be taken into account until immediately after allocation dates and waiting lists adjusted accordingly. At all other times changes of address will be considered immediately on receipt of evidence. Any child offered a school place based on fraudulent or intentionally misleading information concerning a catchment area permanent home address will have their place withdrawn and a new application will be required, by which time preferred schools may be full. This may also occur after the child has been admitted to a school.

Note 1
The permanent home address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child. We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement, inclusion on the electoral roll or rent book which shows the address concerned.

If you own a house or flat and are renting and living in another property, we will consider the rental address as your permanent address if:

- your owned property is rented and
- you have been living at the rented address for at least 1 year (we will require proof) and
- your rental agreement shows you will continue to live in the rented property for at least a year after the application for a school place.

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In some cases we may consider a rental address where you have lived for a period shorter than a year as your permanent address if we determine that your owned property is a considerable distance away from the rented accommodation you are living. In these cases we will decide what evidence you should provide us and we will review it and make a decision.

Note 2
If we determine an equal split, we will make the judgement about which address to use for the purpose of deciding whether or not to offer a place.

To establish where the child resides we may ask for any or all of the following information, for instance:

- any legal documentation confirming residence such as the legal separation documents;
- information on the actual pattern of residence such as a joint declaration from the parents stating the exact pattern of residence;
- the length of time the residence arrangements have been in place;
- confirm past residence arrangements from previous schools;
- Where the child is registered with the GP; and
- we may request additional documents as well.

C. Siblings and Children of members of staff i.e.
Pupils with a brother or sister including step/foster sibling and children of the parent/carer's partner living in the same family unit. For Theale Green School applications a sibling who is already on the roll of the preferred school, and in relation to admissions at the preferred Criteria C to D apply to children whose permanent home address is not within the preferred school's catchment area school's first point of entry, will continue to attend education at the school during the following academic year.

AND

The children of members of staff at Theale Green School where that member of staff is the legal parent or guardian of that child and where that member of staff has a permanent contract and employed at the school for two or more years at the time of application for the place.

D. All other applicants.

Criteria C to D apply to children whose permanent home address is not within the preferred school's catchment area

6. Tie Breaker

Priority will be given within any of the above over-subscription criteria to the applicant whose permanent home address is nearest to the preferred school. Distances will be measured using the West Berkshire Admissions Geographical Information System taking a straight line between the home address and the school using the unique property identification points within the National Land and Property Gazetteer (NLPG). In the case of multiple births, we will use random allocation to decide which sibling or siblings will receive the available place or places.

7. Waiting Lists

Waiting lists will continue to be maintained for all year groups where necessary for children not offered a school place at their first preference school. Placement will be determined by applying the over-subscription criteria.

They will remain until 1 September when parents will be asked to confirm in writing their wish to be placed on a newly constructed waiting list. Names will be removed from the lists if requested or if the offer of a place that becomes available is not accepted. Positions on waiting lists may change due to new applications or revised applications in respect of a change of preferred schools, and precedence is given to Looked After children and previously looked after children, and those allocated a place at the school in accordance with the In Year Fair Access Protocol.

8. Late Applications

Late applications are considered as detailed in the co-ordinated and in-year admissions scheme (see co-ordinated scheme above).

9. In-Year Applications (After the Normal Admissions Round)

The administration of applications outside the normal admission round is detailed in the co-ordinated and in-year admissions scheme (see co-ordinated above).

10. Admission Outside the Normal Age 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. 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 between the parents, schools concerned (both old and preferred) and any relevant professionals asked for their opinion on the case by the LA. Those refused places outside the normal age group will be informed of their statutory right of appeal.

11. Appeals

Any parent not offered a school place at their preferred school has the right of appeal to an independent appeals panel. This can be for a place at one or more of your preferred schools and against an alternative school place that has been allocated by this Council. Information on how to appeal will be provided with the result of the application. Appeals must be lodged by the dates set out in the co-ordinated and in-year admissions scheme for the normal admissions round or within 20 school days from the date of the offer or refusal letter.

12. Year 12 Admissions 2027-2028

General Criteria/principles

These arrangements apply to students entering Year 12.
All schools offer a wide range of courses based on grades achieved at GCSE and it is considered that acceptance is based on a student's capability of benefiting from a course and admission to the Sixth Form and any particular course will depend on students being appropriately qualified to start that course. Although Admission is not dependent on interview, a course guidance meeting may be advised. Admission to the Sixth Form will respect parental and student preference as long as the school offers the course and the prospective student has appropriate pre-requisite qualifications for the course.

Admission Numbers

Admission numbers for year 12 from external candidates is 60 in addition to around 80 students transferring within school from year 11.
Oversubscription The highest priority is for looked after children and previously looked after children who meet the criteria as set out in the Sixth Form prospectus.

Appeals

Any parent not offered a school place for their child at their preferred school has the right of appeal to an independent appeals panel. The student concerned also has the right to a separate appeal. The appeal can be for a place at any one or more of the preferred schools. Information on how to appeal will be provided with the result of the application.