



## **Admission arrangements for Shinfield Infant and Nursery School**

### **Academic year 2021 - 22**

#### **1. Introduction**

The admission arrangements set out below are for the children born between 1<sup>st</sup> September 2016 and 31<sup>st</sup> August 2017.

Shinfield Infant and Nursery School has been at the heart of the local community, educating Shinfield children for over 300 years. Closely linked with Shinfield St Mary's CE Junior School, we have a strong tradition of providing excellent teaching and learning outcomes for all our pupils aged 3 to 11 years.

Our vision 'Everyone shining in their own field' comes from the water meadows around Shinfield that give it the 'shining field' name. It encompasses our whole school approach; ensuring that each child is nurtured and encouraged to shine through his or her own interests, talents and skills. We take time and care to develop positive and supportive relationships with parents and carers for the benefit of all pupils and offer wrap around care before and after school. We are proud that in the latest Ofsted inspection (February 2019), we are graded as a 'Good' school and that 'all parents who responded to the online questionnaire would recommend this school to other parents'.

Our enthusiastic, nurturing and supportive teachers take great pride in delivering a rich, safe and healthy learning environment. We develop active learning through a fun, inspiring and challenging curriculum and extra-curricular activities. Good communication and collaborative working skills are an integral part of the children's learning, along with developing independence in working at school and at home. Our school community is very diverse and inclusive and we respect equal opportunities, valuing the needs, skills and contributions of all individuals. We have high expectations of good learning behaviour. We encourage our pupils to become caring, responsible citizens, respecting others through self-discipline and kindness. This provides them with a sure foundation from which they can gain self-confidence and continue to make a positive contribution in their future lives.

Shinfield Infant and Nursery 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 Reception September 2021 [Shinfield Infant and Nursery School](#)**

The determined pupil admission number for this cohort (2021-2022) is 90.

#### **3. Making an application for Reception September 2021 [for a place\(s\) at Shinfield Infant and Nursery 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 Shinfield Infant and Nursery 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 Shinfield Infant and Nursery 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 2016 and 31 August 2017 and wishing to apply for the Reception [Foundation 2] Year 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 nursery to reception. Parents must still make an application to start school even if they currently attend the school nursery.

#### **4. Late applications for Reception place(s) in September 2021 at Shinfield Infant and Nursery 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 Shinfield Infant and Nursery School**

The Trustees are required by law to admit all pupils with an Education Health and Care Plan, which names Shinfield Infant and Nursery 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 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)
- D) Children whose permanent home address is inside the schools' designated area.
- E) 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)
- F) 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 2008). 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 2008 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 2008

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 C or E if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a Reception place at Shinfield Infant and Nursery School that has both a feeder and a sibling link to the junior school, and that child has a sibling currently attending Year 2 at Shinfield Infant and Nursery School but who will have left by the time the younger child starts, the Reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

### **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 Shinfield Infant and Nursery 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 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 Reception 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 Shinfield Infant and Nursery 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 Shinfield Infant and Nursery 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](mailto: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 Shinfield Infant and Nursery 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 Shinfield Infant and Nursery 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. Starting Reception September 2021 for Shinfield Infant and Nursery School**

Children will be offered a full time school place from the September following their fourth birthday. For 2021/2022, applications will be considered for children born between 1 September 2016 and 31 August 2017. Parents may require that their child attends part-time until the child reaches compulsory school age, the start of the first school term after their fifth birthday. Parents may also defer their child's admission to the school until later in the school year or until the child reaches compulsory school age in that school year. Where parents do not wish to take up the allocated place until the next school year, the place will not be held. A fresh application would have to be made and there would be no guarantee that a place would be available at the school. Children are normally allocated to their chronological year group. Where a parent considers that their summer-born child (with birthdays between 1 April to 31 August) will not be ready to start school in their chronological year group and would like their child to work a year behind; the request will be considered in accordance with the policy relating to admission outside the normal age group below.

## **10. Admission of children outside their normal age group for Shinfield Infant and Nursery 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.

### **Requests for summer born children to be admitted outside normal age group**

For children whose fifth birthday falls between 1 April and 31 August (summer-born children), parents who do not wish them to start school in school year 2021-22, but to be admitted to the Reception Year in September 2022, should proceed as follows:

In order that such requests (supported by evidence from relevant professionals) can be fully considered, the parent will be asked to submit their request together with an application for the normal age group by the deadline. This ensures that if the request is refused, the child's application for preferred schools will not be disadvantaged and the request can be considered appropriately including the views of the preferred schools either prior to the offer date or after. The parent will be informed of the implications of making such a request.

If the request is agreed, their application for the normal age group may be withdrawn before a place is offered. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group, or to refuse it and make an in-year application for admission to year one for the September following the child's fifth birthday. Where a parent's request is agreed, they must make a new application as part of the main admissions round the following year. Requests to continue working out of normal age group would need to be made whenever the child moves schools.

Decisions will be made based on the circumstances of each case and in the best interests of the child concerned. Consideration will include taking account of the parents' views; information about the child's academic, social and emotional development; where relevant, the child's 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 views of the head teacher and the child's early years setting will also be taken into account. When informing a parent of the decision on the year group to which the child should be admitted, the parent will be notified of the reasons for the decision and where possible, the decision will be made prior to the offer date for the child's chronological year group. Where it is agreed that a child will be admitted out of the normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the local authority and admission authority must process the application as part of the main admissions round on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. The parent has a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

## **In-year Admissions applications for a place(s) at Shinfield Infant and Nursery 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 Shinfield Infant and Nursery School**

The Trustees are required by law to admit all pupils with an Education Health and Care Plan, which names Shinfield Infant and Nursery 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 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)
- D) Children whose permanent home address is inside the schools' designated area.

- E) 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)
- F) 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 C or E 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 Shinfield Infant and Nursery 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 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 [Shinfield Infant and Nursery 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 [Shinfield Infant and Nursery School](#)**

The Circle Trust, as the admissions authority for Shinfield Infant and Nursery 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 [Shinfield Infant and Nursery 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](mailto:customer.services@bracknell-forest.gov.uk) for information on how to appeal.

## **5. Admission of children outside their normal age group for [Shinfield Infant and Nursery 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 **Shinfield Infant and Nursery School**

### Primary School Designated Areas

#### South West 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.

1. Shared designated area between Lambs Lane Primary and Shinfield Infant School.
2. Shared designated area between Farley Hill and The Coombes CE Primary.
3. Farley Hill Primary School designated area and determined area of 2nd priority for The Coombes CE Primary School.

Areas not identified may be part of the designated area of a Voluntary Aided school. Voluntary Aided schools 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 Shinfield Infant and Nursery School's website

<http://www.shinfieldschools.co.uk/>

Any queries can be directed via [admissions@thecircletrust.co.uk](mailto:admissions@thecircletrust.co.uk)

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