

2022 Junior School Allocation Information

This document provides the following information:

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

Contacting the admissions team

Please read all of the information below before contacting the team as many of your questions should be answered here. The best way to contact the team is by email: admissions@westberks.gov.uk and we can normally respond the same day depending on the time you email. You can phone the main switchboard (01635 551111) to be directed to the admissions team if you would like to speak to one of us but you may find it difficult to get through due to the volume of calls on offer day. Please leave a voicemail as this is emailed to the whole team rather than trying numerous times. Again we can normally respond the same day.

Reasons for not being offered your preferred school or schools

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

Waiting lists

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

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

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

Waiting lists for schools outside of West Berkshire

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

Accepting or declining a school place

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

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

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

Changing your school preference

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

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

Submitting an appeal

You can submit an appeal for a place in 1 or more of your preferred schools. You need to write your reasons for appealing on the appeal form. You need to provide as much information as possible to explain why your child needs a place in the school and why their needs can't be met in another. If you believe your application was processed incorrectly and your child should have been offered a place, you can submit an appeal on these grounds but make sure you contact the admissions team as soon as possible. If we can see that a mistake has caused your child not to be offered we would normally offer the place.

The appeals process

Once your appeal has been submitted a date will be arranged to hear your appeal alongside all other appeals made for a place in the school. The school admission authority will provide a response to all submitted appeals that will explain why the school cannot accommodate additional children. Admission appeals for West Berkshire Junior Schools are normally heard towards the end of June.

The schools set their admission number as high as possible as the best compromise between budget and providing suitable education within the accommodation that they have. Their appeal statement will provide information that supports this. There are no places held back when places are offered, any successful appeal will result in a child being admitted in excess of the school's admission number.

Parents are invited to the appeal hearing to put their case forward to an independent appeal panel. First the admission authority will put forward their case and the appeal panel will determine if they have proven their case that additional children should not be placed in the school. The panel have to decide at this point if the school could accommodate all of the children with submitted appeals. If they decided the school could accommodate all, then all would be offered. If they do not, all parents will individually put their case to the panel and the panel will decide if an individual's reasons out way the problems that the school would have in admitting an extra child. One or more children could be offered places at this stage but equally, no places will be offered if the cases are not stronger than the schools.

The appeals clerk will write to parents after all of the appeals for the school have been heard to inform them of the decision.

How to appeal

You have to ensure that you submit your appeal by 22 May to the relevant admission authority or local authority

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

But to appeal for Voluntary Aided (VA) Church of England Schools (Mortimer St. Mary's and St. Nicolas Junior Schools), you need to contact them directly.

2022 allocation data for each school

Key for information in the table below

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

2022 Junior Allocation - data shows information as of 19 April 2022

Base Name	School Type	Admission Number	Number Allocated	Space	Last child offered		1st child on Waiting List		
					Admission Criteria	Distance (miles)	Admission Criteria	Distance (miles)	Total on Waiting list
Calcot Junior School	C	60	69		Feeder school	1.537			
Garland Junior School	C	60	58	2	Catchment	0.469			
John Rankin Junior School	C	90	89	1	Other reason	0.346			
Mortimer St Mary's CE Junior School	VA	60	61		Feeder school	3.74	Other reason	1.714	2
Parsons Down Junior School	C	60	29	1	Feeder school	1.13			
St Nicolas CE Junior School	VA	64	60		Catchment	0.194			
Westwood Farm Junior School	C	60	60		Feeder school	6.668			