



# King's Academy Oakwood admission arrangements for 2025/2026

## Introductory statement

The academy is located at the heart of a new residential community fully servicing its needs. Our academy is a one-form entry 4-11 primary school which is partnered with King's Academy Binfield, a 3-18 all through school, a mile away. King's Academy Oakwood is a fully inclusive school.

The academy will offer a broad and balanced curriculum in all year groups. In keeping with our international dimension, Spanish will be taught to all children throughout their primary years. Students attending King's Academy Oakwood benefit from a fabulous new building creating an inspiring learning environment and from true partnership working with King's Academy Binfield, with which it shares all the same staff and resources.

## Admission number(s)

The academy has an admission number of **30** for entry into reception in 2025.

The academy will accordingly admit this number of students if there are sufficient applications. Where more applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the school as per the published oversubscription criteria below.

## Application process

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Primary Education in Bracknell 2025/26 which will be available from 12 September 2024 on the [Bracknell Forest website](#).

The closing date for applications is 15 January 2025.

## Oversubscription criteria

The criteria below will be used for admission into the academy.

When the school is oversubscribed, after the admission of pupils with an Education, Health and

Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children<sup>1</sup> and children who were previously looked after<sup>2</sup> but immediately after being looked after became subject to adoption, a child arrangements order<sup>3</sup>, or special guardianship order<sup>4</sup>. 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<sup>5</sup>
2. Priority will next be given to children based on their exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker involved with the child on a professional basis, of the child's need and why they must attend this school rather than any other, based on those needs. If evidence is not submitted to the local authority with the application, a child's medical or social needs cannot be considered. An additional form will need to be completed.
3. Priority will next be given to children whose siblings currently attend the academy and who will continue to do so on the date of admission.
4. Priority will next be given to children of staff members. Children whose parent(s) have, at the time of application, been employed by King's Academy Oakwood for a minimum of two years at the time of making the application or who have been recruited to fill a vacant post within the school where there is a demonstrable skill shortage.
5. Priority will next be given to children living within the catchment/designated area set out in the map at the end of this policy.
6. Other children

## Tie-break

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion, applications will be made on the *radial distance* (straight line distance on a map) between the home and the academy. Those living nearer to the academy will be placed higher than those living further away. Radial distance will be based on the co-ordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance

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<sup>1</sup>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).

<sup>2</sup> 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).

<sup>3</sup> 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.

<sup>4</sup> 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).

<sup>5</sup> 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.

Survey's national system.

Random allocation will be undertaken if the distance between a child's home and the academy is equidistance. This will be supervised by someone independent of the school.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place as they will be admitted at time of allocation. They will be admitted as permitted by the infant class size rules and exceed our PAN.

### **Late applications**

All applications received by the LA after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed the child's name will be placed on the school's waiting list.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested.

Children are educated in school with others of their age group. However, parents may request that their child is exceptionally admitted outside their age group. The academy will decide whether or not the individual child's circumstances make this appropriate, taking into account the child's individual needs and abilities and considering which year group these needs can best be met.

Decisions will be made on the basis of 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.

All requests should include information about the child's circumstances which make education outside the age group necessary. All evidence supplied should be as recent as possible and must be of the individual child's need, rather than general factors which relate to a wider group of children born at a similar time.

Parents requesting admission to an age group below the child's actual age should submit an application for the child's actual age group before the relevant closing date. The request for later admission should accompany the application. This enables the application to be processed and a school place secured in the child's actual age group if the request is refused. Parents will be informed of the outcome of their request prior to offer day

The parent will be required to contact the School Admissions Team with a request supported by evidence, for their child to be admitted into a different year group than the relevant one according to their date of birth. This request must be made before the published closing date for their child's date of birth. It is for the parent to ensure that they have submitted all relevant documentation as no further request will be made to the parent.

All request and supporting documents will be forwarded to the Trust for their decision regarding the request. The decision will be sent to the parent from the local authority.

Additionally parents offered a place in *reception* for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

## Waiting lists

The academy will operate a waiting list. Where the academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 40 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto:customer.services@bracknell-forest.gov.uk) by the relevant published dates. Information on the timetable for the appeals process is on our website at [www.kingsacademies.uk/our-academies](http://www.kingsacademies.uk/our-academies)

## Notes:

### Home address:

The address where the child lives at the closing date for applications will be used to process the application. It is for the applicant to satisfy the school that they live at the address that they state.

### Sibling:

'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a step brother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

### Multiple birth:

Where the academy has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted the other sibling(s) will be admitted as an exception. This may mean exceeding the PAN except when it would be in breach of infant class size legislation.

### 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 King's Group Academies Supplementary Social and Medical Information Form which must be completed and returned to the School Admissions Team along with supporting written evidence from a professional by the given closing date. For In-Year applications the evidence must be submitted at the time of application. 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 King's Academy Oakwood is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

It is the applicants 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.

Also considered under this criterion on social grounds will be parents who have applied for a place at their designated area school as a higher preferred school, than King's Academy Oakwood, for a primary aged older child by the published closing date and the admission authority have been unable to meet this preference and a place has been allocated to this older child at King's Academy Oakwood. If the parent then wishes to apply for King's Academy Oakwood by the published closing date for their younger child (and the older child will still be attending the primary school at the date of admission of the younger child) then the applicant must record this information on their application for that younger child that they consider this criterion applies and ensure all relevant information is supplied.

If a parent moves house or chooses not to accept the offer of a place at their designated area school then this information will have been recorded by the admission authority at the time and will be used in the decision making process as to whether a younger child will be accepted as fulfilling this criterion.

## **In Year Admissions 2025/26**

King's Academy Oakwood is part of Bracknell Forest Co-ordinated Admissions Scheme for In-Year Admissions. Parents/ carers wishing to apply for a place at the school should refer to the [Bracknell Forest website](#) for information on how to apply.

Applications for admission to Reception, after 1st September 2025 or applications made for Year 1 – Year 6 must be made to Bracknell Forest Council using the process described. If you wish to apply for a place at King's Academy Oakwood you must name the school as one of your preferences on the application.

Waiting lists will be maintained for the academic year for which you have applied and will be based upon the admissions criteria used for the original entry for that cohort. Pupils admitted under the Bracknell Forest Fair Access Protocol may take priority over children on the waiting list.

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

OFFICIAL-SENSITIVE



## King's Group Academies Supplementary Social and Medical Information Form

### 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 complete and return this form to the School Admissions Team along with supporting written evidence from a professional **by the given closing date**. For In-Year applications the supporting evidence must be submitted with the application. 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 the school named on this form 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

Name of School this information relates to:

Child's Name:

Date of birth:

Address:

Please set out the particular reasons why the school named on this form is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

Please list the supporting evidence that is being submitted to support this application under this criterion:

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with The King's Group Academies, other departments



within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority on behalf of the King’s Group Academies reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds. I understand that I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the social and medical criterion for the relevant The King’s Group Academies school as published.

Signature of parent/carer:

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Print Name:

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Date:

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Once completed scan and return this form with any relevant documentation to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk) or by post to:

The School Admissions Team  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD