



Admission arrangements for The Emmbrook School Academic year 2022 - 2023

1. Introduction

The Emmbrook School is a unique school which combines high expectations with family values. Our students are healthy, happy and well rounded individuals who embrace school life.

Family is at the heart of everything we do. Our school represents a diverse, caring, respectful and inclusive family. We learn together, we succeed together.

The Emmbrook 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. These arrangements 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 requirements of the Wokingham Borough Council's coordinated admissions arrangements.

The Admissions Arrangements set out below are for children born between 1st September 2010 and 31st August 2011.

2. Published Admission Number (PAN) for year 7 September 2022 -The Emmbrook School

The determined pupil admission number for this cohort (2022 -23) is 210.

3. Making an application for Year 7 September 2022 for a place at The Emmbrook 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 The Emmbrook 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 The Emmbrook 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/carers wishing to apply for a Year 7 place in September 2022 must complete the online or paper common application form provided by their home Local Authority (LA). The home LA is the LA in whose area the parents/carers live at the time of the application. The application must be returned to that LA

no later than 31 October 2021. Offers and refusals of places will be sent by the home LA on 1 March 2022 (or the next working day).

4. Late applications for year 7 September 2022 for a place at The Emmbrook 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 October 31, 2021 for secondary schools. 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, 2022. Applications or changes to existing applications received after January 15, 2022 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 at The Emmbrook School

The Trustees are required by law to admit all pupils with an Educational Health and Care Plan, which names The Emmbrook School in the plan.

The Trustees will then 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 and 4)

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 organization, 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 a particular 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 Emmbrook School; it must show why that 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 2022 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 may, if agreed, affect the applicant’s position on a school’s 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.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

Parents may indicate a sibling in year 11 at The Emmbrook School provided it is the intention of the family that the child is due to continue their studies in the sixth form at 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, 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, The Emmbrook School) may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion C (sibling resident inside the designated area). 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 criterion 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 Emmbrook 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 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 or additional distance (measured as stated above) from The Emmbrook 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.

Designated Area

A map of the designated area for The Emmbrook School can be viewed on the last page of this document and electronically through Wokingham Council's website. The map represents the definitive description of The Emmbrook School designated area for the purposes of admission arrangements and oversubscription criteria.

Living in the designated area does not guarantee a school place as there may be more applications from parents living in the designated area than places available. Where this is the case, the relevant tiebreaker, as explained above, will be applied to decide which of the applicants can be offered places, and the waiting list order.

Home address

For year 7 in September 2022 applications will be processed using the home address recorded on the online or paper Common Application Form, and as verified by Wokingham Borough Council in line with their coordinated scheme.

6. Accepting or declining the offer of a place at The Emmbrook 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 The Emmbrook 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 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 The Emmbrook 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 The Emmbrook School to maintain from the start of the term in September 2022. 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 have their child's name added to the waiting list for year 7 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 child to be considered for a place at the school.

9. Admission of children outside their normal age group for The Emmbrook 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 best 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.

In-year Admission applications for a place(s) at The Emmbrook School

In-Year admissions refers to admissions into an already established year group (years 8 – 11) and the relevant age group (year 7) when the application is submitted on or after the first day of the school year.

In-Year applications are processed by the Circle Trust as the admissions authority for The Emmbrook School.

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 The Circle Trust in accordance with its 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.

When reaching a decision on an application for admission to a full year group, unless they are statutorily obliged to admit the applicant or the application is covered by the Local Authority's Fair Access Protocol, the Trustees will refuse the application.

Upon request, unsuccessful applicants will be placed on the waiting list.

1 The Criteria for a place at The Emmbrook School

The Trustees are required by law to admit all pupils with an Educational Health and Care Plan, which names The Emmbrook School in the statement.

The Trustees will then 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 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; who is expected to be attending the school when the child will enter the school (see notes 3 and 4)

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; 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 a particular 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 Emmbrook School; it must show why that 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, or adopted or foster children living at the same address.

It includes children who at the time of application have a sibling for whom the offer of a place at The Emmbrook School has been accepted, even if the sibling is not yet attending.

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 The Emmbrook 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 Emmbrook 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 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 or additional distance (measured as stated above) from The Emmbrook 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 [The Emmbrook 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 [The Emmbrook School](#)

The Circle Trust as the admissions authority for The Emmbrook 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 [The Emmbrook 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 for information on how to appeal.

5. Admission of children outside their normal age group for [The Emmbrook 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.

SIXTH FORM ADMISSIONS

1. Admission to the Sixth Form at [The Emmbrook School](#)

The Emmbrook School accepts applications from all students, both internal and external for the Sixth Form. Students must be between the ages of 16 and 18 years old on the 31st August in the relevant funding year. Applications to the Sixth form are made via <https://www.emmbrook.wokingham.sch.uk/page/?title=Sixth+Form&pid=6>

For admission to the Sixth Form students will be required to achieve at least a grade 4 in English Language and Maths GCSE as well as a good average GCSE points score. In addition each course has specific entry requirements. Full entry requirements are detailed in the Sixth Form section of the website.

All students attending **The Emmbrook School** at the end of Year 11 will be offered places in the Sixth Form provided they meet the academic requirements and they will be offered places on the courses they wish to follow provided that they meet the specified academic requirements for those courses and provided there are spaces available.

The Emmbrook Sixth Form will offer a minimum of 30 places for external students in September 2022. External Students will be offered places on the courses they wish to take provided they meet the respective academic requirements of those courses and provided there are spaces available. Minimum and maximum course numbers will be decided by the Headteacher and Local Advisors this school, and may vary by course.

Courses will not run if there are too few students enrolled on to it. Minimum and maximum course numbers will be decided annually by the Headteacher and Local Advisors of the school, and may vary by course.

2. Making an application to the Sixth Form at [The Emmbrook School](#)

Those wishing to apply for a place in the school's Sixth Form starting in Year 12 in September 2022 should complete the school's Sixth Form Application form <https://www.emmbrook.wokingham.sch.uk/page/?title=Sixth+Form&pid=6> which is available on the school's website and the deadline for submission will also be published in this area.

Personal guidance meetings may be arranged with students and their parents to discuss the options open to the student and to help the student decide on the suitability of particular courses. Such meetings play no part in the allocation of places, which are determined solely by the application of the criteria below.

3. Criteria for admission to the Sixth Form at [The Emmbrook School](#)

The Trust will admit all applicants for whom there are places available on courses they wish to pursue provided they meet the entry requirements and the specific subject academic requirements. Should there be more applicants than places, then places will be allocated to pupils who fall into the following criteria in order of priority. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land and Property Gazetteer address points for the home address and the school, using the Local Authority's computerized mapping system.

Students must have the legal right of residence in the United Kingdom at the start of their study programme.

The Trustees are required to admit all students with an Education, Health & Care plan that name this school in the plan and meet the specified academic requirements; these students will be admitted first.

Students already attending the school at the time of application are prioritised for entry to the sixth form. The following criteria referred to above will be applied to applicants who do not attend the school:

- A. Looked After Children and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). 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
- B. All other applicants meeting the academic requirements.

Notes

Looked After Child or Previously Looked After Child or Children who appear to have been in state care outside of England

If a parent or LA (where relevant) wishes to apply under this criterion it is their responsibility to ensure that all relevant paper work is submitted with the application, for example of a copy of the relevant order issued by the family court. Should a parent not submit any relevant documentation with their application it will be assumed that the parent does not wish these circumstances to be taken in to account.

Academic requirements

If there are insufficient spaces on any course for all those students who have expressed an interest and who have the appropriate qualifications, then places will be allocated on the same basis as used for admission to the main school.

Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course. Offers of places to external students will be subject to the school confirming date of birth or right of abode by examination of the birth certificate and/or student's passport, as appropriate.

Address

Parents will be asked to declare that the address used in the application will be their place of residence beyond the date of the student starting at the school; the offer of a place may be withdrawn if false or misleading information is given. Supporting evidence of this declaration may be required in the case of there being more applications than can be accepted.

Out-of-age-group admission

Out-of-age-group admissions will only be agreed where there is consensus that it is in the best interests of the young person; the circumstances of each case will be considered individually. Such a consensus would be reached between the parents, schools concerned (the current school and this School) and any relevant professionals asked for their opinion on the case by the Trust.

Re-sits and re-takes

The Emmbrook School Sixth Form is an inclusive sixth form and therefore applications by students who wish to re-sit or re-take a full year will be considered on their individual merits. The school will expect applicants to demonstrate the circumstances leading to their need to re-sit/re-take and a commitment to improving their performance. The final decision around allowing students to re-sit and re-take the year rests with the Headteacher.

4. Late applications to the Sixth Form at [The Emmbrook School](#)

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply. Exceptional circumstances will apply when the application is received before the date parents are notified of places and there is a valid reason that the application could not have been made by the due date, e.g. because of hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

5. Accepting or declining the offer of a place in the Sixth Form at [The Emmbrook School](#)

Places are offered on the understanding that there is a commitment to meet the academic requirements of the school and the individual courses. Applicants are required to accept or decline the allocated place by replying to the formal offer sent by email from The Emmbrook School. Students should reply accepting a place by the deadline in the email. The deadline will also be given in the Sixth Form prospectus. If a reply is not received, there will be one further email warning and failure to respond may result in the place being withdrawn. Applicants are requested to advise the school at any stage if they are not accepting the place for any reason.

6. Enrolment in the Sixth Form at [The Emmbrook School](#)

Students are required to enrol on their chosen courses during the allocated Enrolment Days at the start of the Autumn Term. Failure to enrol on their chosen courses in advance of the beginning of the school year, may result in the place being withdrawn. The completion of the relevant enrolment documentation denotes successful enrolment. Students who wish to change, or do not satisfy the course requirements of their chosen course(s), will be offered alternative appropriate courses, where available. Students wishing to study a course that is full will be placed on a waiting list. Admission criteria, as detailed above will be used to allocate any additional places.

7. Appeals for entry to the Sixth Form at [The Emmbrook School](#)

Children and or parents (of the child who have been refused a place have the right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants should contact the school for information on how to appeal. Information on the timetable for the appeals process is on the school's website.

ANNEX

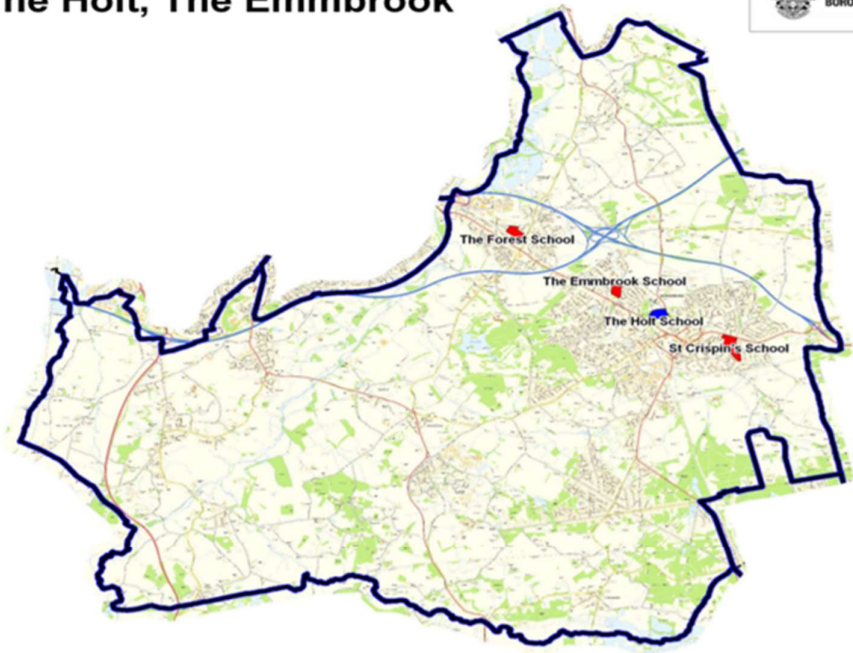
Designated area map for [The Emmbrook School](#)

Secondary School designated areas - The Forest, The Holt, The Emmbrook and St. Crispin's

This map gives a guide to the shared designated area between The Forest, The Holt, The Emmbrook and St. Crispin's that is used in their over-subscription criteria.

If you require any further information, please contact the School Admissions team.

The Holt is an academy and is its own admissions authority - please refer to the policy shown later in the guide.



This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of HMSO Office. © Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Wokingham Borough Council 100019592

Helpful contacts

All admission documents and copies of admission forms are available on The Emmbrook School website:
[The Emmbrook School - Admissions](#)

Any queries can be directed via admissions@thecircletrust.co.uk

The Data and Admissions Manager
c/o The Circle Trust
London Rd
Wokingham
RG40 1SS