



Admission arrangements for The Emmbrook School Academic year 2024-25

1. Introduction

The Emmbrook provides our students with a broad range of educational and enrichment experiences so that every individual has the opportunity to grow into a well-rounded young person equipped for life. We are a happy and supportive community, we learn together and succeed together.

Our ethos is encapsulated by our FAIR values: family, ambition, integrity and respect. Family represents the strength of our community. Ambition is at the heart of everything we do, so that each student gains high quality qualifications while developing the skills vital for life. We nurture our students' sense of integrity so that they become good citizens. We promote both self-respect and respect for other through high expectations for personal conduct and a strong culture of recognising achievements.

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 have set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code and after consultation with the relevant local admissions authorities and interested parties. 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 2012 and 31st August 2013.

2. Published Admission Number (PAN) for year 7 September 2024 The Emmbrook School

The Circle Trust has set a PAN for 2024 -25 for The Emmbrook School of 210.

3. Making an application for Year 7 September 2024 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 2023 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 2023. Offers and refusals of places will be sent by the home LA on 1 March 2024 (or the next working day).

4. Late applications for year 7 September 2024 for a place at The Emmbrook School

If an application is received after the deadline of 31 October 2023, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date in line with the LA coordinated 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 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 Children¹ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted² (or became subject to a child arrangements order³ or special guardianship order⁴) 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 adopted⁵

B - Children who have a medical or social need as the grounds for their admission to The Emmbrook School (see notes). An additional form will need to be completed.

C - The children of staff at The Emmbrook School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at The Emmbrook School and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post at The Emmbrook School where there is a demonstrable skill shortage.

D – Children who have a sibling who will be attending the school when the child will enter the school (see notes)

E – Children whose permanent home address is within the schools designated area

F - Any other children

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 functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² 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).

³ 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.

⁴ 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).

⁵ 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.

Tie Break

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 system used by the local authority 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 meters between the Easting and Northing for each end address point then multiplied by 0.000621317 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 at 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 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 someone independent of the school.

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 paperwork is submitted with the application, for example 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.

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 Circle Trust Supplementary Social and Medical Information Form which must be completed and returned to the Circle Trust along with supporting written evidence from a professional by the given closing date for applications. 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 Emmbrook School** 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 2010.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by The Emmbrook School.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

It includes children who at the time of application have a sibling who will be attending the school when the child enters the school. Parents may indicate a sibling in year 11 at the 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.

Home address

For year 7 in September 2024 applications will be processed using the home address used 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 2024. Pupils on the list will be placed in order according to the criteria used when 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 pupil 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 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

All applications for admission to the school outside the normal admissions round, other than applications for the Sixth Form, will be treated as in-year applications and 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 Councils 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.

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

Unsuccessful applicants, upon request, will be placed on the waiting list.

1 The Criteria for a place at The Emmbrook School

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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 Children⁶ and all previously looked after children. Previously looked after children are children who were looked after, but ceased to be so because they were adopted⁷ (or became subject to a child arrangements order⁸ or special guardianship order⁹) 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 adopted¹⁰

⁶ 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) at the time of making an application to a school.

⁷ 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).

⁸ 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.

⁹ 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).

¹⁰ 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.

B - Children who have a medical or social need as the grounds for their admission to The Emmbrook School (see notes). An additional form will need to be completed.

C - The children of staff at The Emmbrook School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at The Emmbrook School and where that member of staff has been employed at the school for 2 or more years at the time of application for the place or the member of staff is recruited to fill a vacant post at The Emmbrook School where there is a demonstrable skill shortage.

D – Children who have a sibling who will be attending the school when the child will enter the school (see notes)

E – Children whose permanent home address is within the schools' designated area

F - Any other children

Tie Break

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 system used by the local authority 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 meters between the Easting and Northing for each end address point then multiplied by 0.000621317 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 at 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 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 someone independent of the school.

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.

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 The Circle Trust Supplementary Social and Medical Information Form which must be completed and returned to The Circle Trust along with supporting written evidence from a professional. 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.

The completed supplementary Social and Medical Information Form and any supporting evidence needs to be submitted by the national closing date for it to be considered with all on time applications.

This evidence must prove why **The Emmbrook School** 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 2010.

Sibling

A sibling refers to a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Staff

Any application submitted under this criterion will be referred to the school for confirmation that the application meets the set criterion. The skills shortage area will be determined by The Emmbrook School.

Home address

For In Year admissions, all applications will be processed by the Circle Trust. Evidence will be requested to prove residency, i.e. council tax bill.

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 when 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. In addition each course has specific entry requirements. Full entry requirements are detail in the Sixth Form prospectus.

All students attending **The Emmbrook School** at the end of Year 11 will be offered places in the Sixth Form 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. 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 for the school and may vary by course.

Courses will not run if there are too few students enrolled on to it.

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 2024 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 at this time.

Personal guidance meetings may be arranged with students and their parents, where appropriate, 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, using the same criteria and priority order.

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. 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**

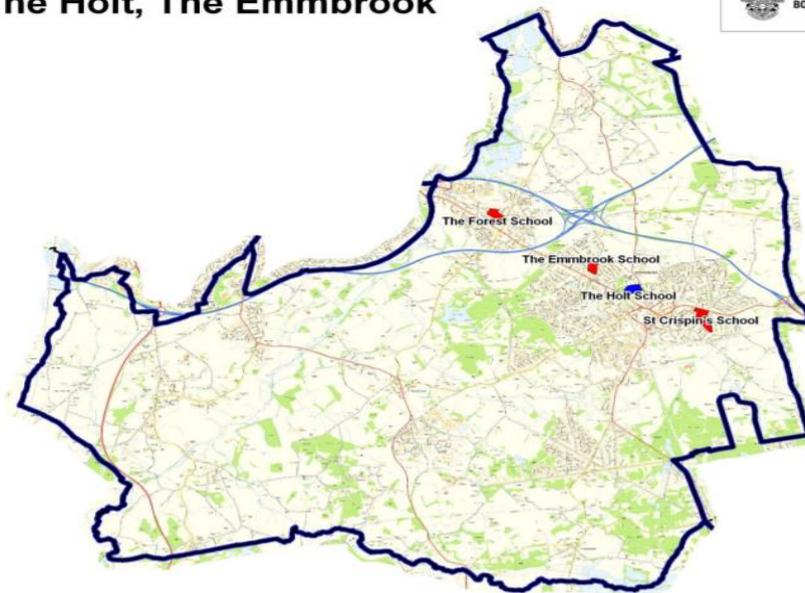
Secondary School designated areas - The Forest, The Holt, The Emmbrook and St. Crispin's



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.



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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
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Wokingham
RG40 1SS