**Secondary School Offer information**

**This information is particularly relevant if we could not offer one of your preferred schools or you would like to change your school preference.**

**If you were not offered your preferred school(s)**

Each Secondary school has a designated "Admission Number" for year 7, calculated according to the school’s Net Capacity Assessment. This considers available teaching space and the number of year groups taught. The school received more applications than they had spaces and to admit more pupils would prejudice the provision of education or available resources. The school’s admission policy and criteria were applied to rank all applicants. Your child’s ranking was not high enough to secure a place at your preferred school.

**Grammar School applicants**

If you applied for a grammar school but your child did not sit or pass the entrance exam, your application has not been considered. The Grammar School should have notified you if your child did not achieve the required standard.

**Allocated a School that Was Not One of Your Choices**

In cases where we cannot offer a place in one of your chosen schools, we are legally required to offer you a place in an alternative school, provided there are still available spaces. We make every effort to offer a place in the closest available school to your home. However, the allocation process does not end here—places may become available from waiting lists, or you may apply for different schools that have available spaces or where you are higher on the waiting list.

Please note, you may decline the offered school if you have made alternative arrangements.

**Waiting Lists**

In West Berkshire, children are placed on the waiting lists of their higher preference schools. Parents can contact the Admissions Team to inquire about their child's position on the list, with email being the preferred method. We recommend waiting until after March 20 to make a second request, as late offers from waiting lists are not typically made until then.

We ask parents to confirm whether they are accepting their offered school place. When parents decline an offer, places will be offered to children on the waiting list.

Please note, positions on waiting lists can fluctuate due to the ranking of each child based on the admission criteria and distance from the school. If we receive a late application, the child will be placed according to the policy, not at the bottom of the list (as required by law). Therefore, your position on the waiting list may change as new applicants move into the catchment area or closer to the school.

**Waiting Lists for Schools Outside of West Berkshire**  
If you applied to a school outside of West Berkshire and were unsuccessful, please let us know if you would like to be placed on their waiting list. You should also contact the local authority of the relevant school to confirm your position on their waiting list. Some neighbouring authorities may not establish waiting lists immediately.

**Accepting or Declining a School Place**

To ensure we can offer places to other students, please accept or decline your offered place as soon as possible. If you accept a school that was not your first choice or a lower preference school, you will remain on the waiting lists for your higher preference schools.

If you are dissatisfied with the offered school, we still recommend accepting the place to ensure your child has a school allocation while you wait for a place at one of your preferred schools. Declining a place at a lower preference school will not increase the chances of being offered a place at your preferred school.

**Changing Your School Preferences**

If you would like to amend your school preferences, you may submit a late application, which can include up to four school choices. The application is available at: [www.westberks.gov.uk/secondary-school-admissions](http://www.westberks.gov.uk/secondary-school-admissions)

**Submitting an Appeal Against the Decision**

You may appeal for a place at one or more of your preferred schools. To submit an appeal, please complete the appeal form and provide detailed reasons for your request, explaining why your child should be offered a place and why their needs cannot be met at another school. If you believe your application was processed incorrectly, you may appeal on these grounds. If we identify an error that led to your child not being offered a place, we will typically offer the place to your child. Please contact the admissions team if you believe that to be the case.

**The Appeals Process**

Once your appeal has been submitted, a hearing date will be scheduled. Appeals for West Berkshire Secondary Schools typically take place at the end of May and into June (excluding the half-term week). The school’s admission authority will present their case, and an independent appeal panel will decide whether the school can accommodate additional children. If the school can admit extra children, they will offer places accordingly.

Parents are invited to attend the appeal hearing and present their case to the panel. The panel will evaluate whether individual cases outweigh the challenges the school faces in admitting additional students. Depending on the outcome, some children may be offered a place, while others may not.

**How to appeal**

You have to ensure that you submit your appeal by 31 March to the relevant admission authority or local authority.

The best way to appeal is usually online if the service is available. West Berkshire council provide the service for most of the West Berks secondary schools. Appeal here: [www.westberks.gov.uk/school-admission-appeals](http://www.westberks.gov.uk/school-admission-appeals)

To appeal for **St Bartholomew’s School**, complete the online form: [https://www.stbarts.co.uk/admission-appeals-information/](https://url.uk.m.mimecastprotect.com/s/pywaC7LzJiV8NR0s8fRTohCd9?domain=stbarts.co.uk/) or you can request a form by emailing: [admissions@stbarts.co.uk](mailto:admissions@stbarts.co.uk)

The best way to appeal for Schools in other Local Authorities is to check their websites. We have also provided contact details for our surrounding Local Authorities in case you need assistance.

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| **School appeal details for surrounding Local Authorities** |
| Hampshire: [www.hants.gov.uk/educationandlearning/admissions/guidance/appeals](http://www.hants.gov.uk/educationandlearning/admissions/guidance/appeals) |
| Oxfordshire Schools: [www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-appeals) |
| Reading Borough Council schools: [www.reading.gov.uk/children-and-education/schools/schoolappeals/](http://www.reading.gov.uk/children-and-education/schools/schoolappeals/) |
| [Wiltshire County Council Schools:](mailto:admissions@wiltshire.gov.uk)  [Appealing against a decision - Wiltshire Council](https://www.wiltshire.gov.uk/article/1686/Appealing-against-a-decision) |
| Wokingham County Council Schools email: [www.wokingham.gov.uk/schools-and-education/school-admissions/school-admissions-appeals-and-exclusions](http://www.wokingham.gov.uk/schools-and-education/school-admissions/school-admissions-appeals-and-exclusions)  If appealing for a Grammar School, you should check the school’s website which will provide information on how to appeal. |

**Contacting the Admissions Team**

Please carefully review all of the information provided below before reaching out to the admissions team, as many common inquiries are addressed here. The preferred method of contact is via email: [admissions@westberks.gov.uk](mailto:admissions@westberks.gov.uk) and we strive to respond by the same day, depending on the time of your email. Alternatively, you may contact us by phone: 01635 519780, though response times may be longer due to a high volume of calls on offer day. If you are unable to reach us, please leave a voicemail, as this will be forwarded to the entire team. We will typically respond within the same day.

**Allocation Data for Each School**

**Explanation of the Information in the Table Below:**

* **Sch. Type:** Voluntary Aided Schools and Academies manage their own admission policies, which may differ from the Local Authority’s Community Schools.
* **Admission Number:** The total number of places available at each school. Some schools may exceed this number based on demand.
* **Allocated:** The number of children offered a place at each school.
* **Space:** The remaining number of places available in schools that have not yet reached full capacity.
* **Last Child Offered / Admission Rule & Distance:** The admission rule and distance used to determine the lowest-ranked child offered a place, based on the school’s criteria.
* **1st Child on Waiting List / Admission Rule & Distance:** The position of the first child on the waiting list, including their admission criteria and distance from the school.
* **Total on Waiting List:** The total number of children on the waiting list for each school.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Allocation table** | |  | | |  |  |  |  |
| **School** | **Sch. Type** | **Admission number** | **Allocated** | **Admission Criteria of last child allocated** | **Distance of last child allocated (miles)** | **Admission Criteria of 1st child on waiting list** | **Distance of 1st child on waiting list (miles)** | **Total on Waiting list** |
| Denefield School | Academy | 180 | 210 | Other Applicants | 1.914 | Other Applicants | 1.916 | 34 |
| John O'Gaunt School | Academy | 120 | 89 | Other Applicants | 4.528 |  |  |  |
| Kennet School | Academy | 300 | 300 | Other Applicants | 11.587 |  |  |  |
| Little Heath School | Voluntary Aided | 260 | 259 | Other Applicants | 5.331 |  |  |  |
| Park House School | Academy | 205 | 181 | Other Applicants | 11.038 |  |  |  |
| St Bartholomew's School | Academy | 270 | 270 | Other Applicants | 0.93 | Other Applicants | 0.934 | 110 |
| The Downs School | Foundation | 210 | 210 | Feeder School | 4.63 | Feeder School | 4.638 | 89 |
| The Willink School | Community | 208 | 208 | Other Applicants | 2.756 | Other Applicants | 2.764 | 62 |
| Theale Green School | Academy | 180 | 144 | Other Applicants | 5.996 |  |  |  |
| Trinity School | Academy | 210 | 240 | Other Applicants | 1.009 | Other Applicants | 1.129 | 40 |

**Further allocation information is available at:** [**School Admission Data - West Berkshire Council**](https://www.westberks.gov.uk/school-admission-data)

**School Transport**

[Free school transport](https://www.westberks.gov.uk/free-school-transport) may be available to your nearest school. There are other eligibility criteria such as distance and low-income families may be entitled to receive free transport to one of their closest 3 schools between 2 and 6 miles. Full details are available in the [Free Home to School Transport Policy.](https://www.westberks.gov.uk/free-school-transport)

If you are eligible and would like to apply, please apply as soon as you can to ensure you have transport in place for September.