# Admission Arrangements for Sandhurst School
# Academic Year 2027-28

## Introduction

The admission arrangements set out below are for the children born between 1st September 2015 and 31st August 2016.

**Sandhurst School** is an Academy and part of a multi-academy Trust called The Corvus Learning Trust. The Corvus Learning Trust is the admission authority for this school. The Corvus Learning Trust has delegated to The Governors' Admissions Committee of Sandhurst School the responsibility for administering admissions to the school. The Governors' Admissions Committee works in close collaboration with Local Authorities to manage the admission process for parents and carers and have appointed Bracknell Forest Council to manage all aspects of admissions on their behalf.

The Governors' Admissions Committee have set the following admission arrangements in accordance with the applicable legislation and the School Admissions Code. They conform to the requirements of the Bracknell Forest Council's coordinated admissions arrangements.

### Published Admission Number (PAN) for Year 7 September 2027 for Sandhurst School

The PAN for 2027 -28 is **210**

### Making an application for Year 7 September 2027 for Sandhurst School

Applications to this school are in accordance with a coordinated scheme determined by the Local Authority (LA) within which the applicant resides; their home LA. It is to that LA that applications for a place at Sandhurst 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 Corvus Learning Trust is the admission authority for Sandhurst School. As part of their delegated responsibility the school is responsible for considering any application made for a place at this school. The outcome of that consideration will be communicated to the applicant by the relevant LA.

Parents/Carers wishing to apply for a Year 7 place in September 2027 must complete the online or paper common application form provided by their home LA. The home LA is the LA in whose area the parents/carers live at the time of the application. The form must be returned to that LA no later than 31 October 2026. Offers and refusals of places will be sent by the home LA on 1 March 2027.

### Late applications for Year 7 September 2027 for a place at Sandhurst School

If an application is received after the deadline of 31 October 2026, this will be considered 'late' and will be processed in line with the LA late procedure.

### The Criteria for a place at Sandhurst School

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names Sandhurst School in the Plan.

The admission authority will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:

(A) Looked After Children[1] 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[2] (or became subject to a child arrangements order[3] or special guardianship order[4]) immediately following having been looked after. 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[5]

(B) Children who have either medical or social grounds for admission to Sandhurst School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The decision in these matters is final. An additional form will need to be completed.

(C) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee. This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions

(D) Children Eligible for Service Premium
Pupils are eligible for service pupil premium if they meet one of the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service)
- they have been registered as a 'service child' on a school census in the past 6 years (see below the 'DfE's ever 6 service child measure')
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- one of their parents is in the armed forces of another nation and is stationed in England."

(E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission.

(F) Children who live in the **designated area** of the school.

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[1] A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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.

(G) Children who do not live in the designated area of the school but who have a **sibling** at the school, and who will still be attending school at the time of the child's admission.

(H) All other children.

Children must be living in the designated area at the closing date of 31 October 2026 to be considered under this criterion.

**Tie Break**

If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school 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 Survey's national system.

For new build properties these co-ordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the co-ordinates available as of the closing date for applications will be used.

Distances are measured using direct distance calculations within a computer system. The measurement of each distance has been calculated using Pythagoras' Theorem.

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 in the form of drawing lots, which will be supervised by someone independent of the school.

## Notes on criteria

- **Looked After Child or Previously Looked After Child**

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 into 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 an Sandhurst School 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. 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 **Sandhurst 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.

**Sandhurst School** has 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 confirmed by the school to determine if the application meets the set criterion. The skills shortage area will be determined by The Governor's Admissions Committee.

- **Children Eligible for Service Premium**

Service premium is paid to eligible children of armed services personnel under S14 of the Education Act 2002. The service premium is designed to support children with parents serving in the regular British armed forces. Pupils attract the premium if they meet the following criteria:

- one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service)
- they have been registered as a 'service child' on a school census in the past 6 years (see below the 'DfE's ever 6 service child measure')
- one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme
- one of their parents is in the armed forces of another nation and is stationed in 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 an official letter from the armed forces. 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.

**Accepting or declining the offer of a place at Sandhurst School**

Offers will be sent to parents/carers by the home LA and are required to accept or decline the allocated place in accordance with their home local authority procedure which will be outlined in the offer letter.

**Appeals for a place(s) at Sandhurst 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.

**Waiting list for a place(s) at Sandhurst School**

Bracknell Forest Council on behalf of The Governors' Admissions Committee 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 have their child's name 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. Parents/Carers are requested to notify Bracknell Forest School Admissions Team if at any time they no longer wish their pupil to be considered for a place at the school.

**Admission of children outside their normal age group for Sandhurst 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 in the pupil's best interest.

**Definitions**

- **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. Sibling relates to children attending Year 7-11 at the time of admission.

- **Home address**

The address where the child lives at the closing date for applications will be used to process on time applications. All addresses will be checked via the Revenue Services department. If any discrepancies are found it remains the applicant's responsibility to satisfy the Admissions Authority that they live at the address that they state. If fraud is suspected, then further proof may be requested. If fraud is established and a school place has been obtained as a result of a fraudulent application, then any offer of a school place will be withdrawn and the application considered afresh.

If a parent/carer owns a property which they do not occupy and/or rent out and then move into another property nearer or within the designated area of the preferred school, then it is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property in which they reside in, to allow that address to be used to determine any relevant criteria.

If an applicant already owns and resides in a property which is in the process of being sold, Bracknell Forest is able to consider the address of the new property on submission of:

- a solicitor's letter showing completion has taken place of sale for the old property and,

- a solicitor's letter showing completion has taken place on the new property. Or,
- Current rental agreement, signed by yourself and the Landlord for the new property.

It is for the applicant to provide sufficient evidence to satisfy the Local Authority that the new address is that of the property where the child resides.

The address used on an application must be a permanent address; temporary addresses can only be considered where evidence is provided of a genuine reason for the move.

**Child arrangements orders -** It is increasingly common that parents are agreeing, and courts are endorsing, child arrangements orders (previously called shared residence orders) under Section 8 of The Children Act 1989. Further advice on this matter can be obtained from the School Admissions Team. Any details regarding these arrangement orders, or the child's living arrangements, must be submitted at the time of application. It is the parents' responsibility to provide this information. As a general rule shared residence is based (for admissions purposes) on the number of school nights a child spends at each home. The LA or King's Group Academies may take legal advice on these matters as they relate to a specific case. A main address will need to be used to process the application. If the second parent/carer's address is different from the first they will not receive any information/letters.

# In-year Admissions applications for a place(s) at Sandhurst School

All applications for admission to the school outside the normal admissions round, will be treated as in-year applications and are processed by the School Admissions Team at Bracknell Council on behalf of The Corvus Learning Trust as the admissions authority for Sandhurst School.

Pupils admitted under the agreed Bracknell Forest Fair Access Protocol may take priority over children on the Waiting List.

Parents/Carers wishing to apply for a place at this school can apply online via the Bracknell Forest Council's website or obtain an in-year application form from their child's current Bracknell Forest school.

Where there are places available then The Governors' Admissions Committee 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, The Governors' Admissions Committee will, when reaching a decision on an application for admission to a full year group refuse the application and add to the waiting list.

**The Criteria for a place at Sandhurst School**

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names Sandhurst School in the Plan.

The admission authority will then admit all applicants if it is possible to do so without exceeding the admission number determined for the year and in accordance to the following criteria:

(A) Looked After Children[6] 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[7] (or became subject to a child arrangements order[8] or special guardianship order[9]) immediately following having been looked after. 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[10]

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[6] A 'looked after child' is a child who is (a) in the care of a local authority in England, or (b) being provided with accommodation by a local authority in England 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 whose sole or main purpose is to benefit society.

(B) Children who have either medical or social grounds for admission to Sandhurst School. This evidence must set out the particular reason why the school is the only suitable school and the difficulties caused if the child had to attend another school. The decision in these matters is final. An additional form will need to be completed.

(C) Children of staff at the school. Where a member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage. The skills shortage area will be determined by The Governor's Admissions Committee. This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions.

(D) Children Eligible for Service Premium
*Pupils are eligible for service pupil premium if they meet one of the following criteria:*

- *one of their parents is serving in the regular armed forces (including pupils with a parent who is on full commitment as part of the full-time reserve service)*
- *they have been registered as a 'service child' on a school census in the past 6 years (see below the 'DfE's ever 6 service child measure')*
- *one of their parents died while serving in the armed forces and the pupil receives a pension under the Armed Forces Compensation Scheme or the War Pensions Scheme*
- *one of their parents is in the armed forces of another nation and is stationed in England."*

(E) Children who live in the **designated area** of the school and who have a **sibling** who will still be attending the school at the time of the child's admission.

(F) Children who live in the **designated area** of the school.

(G) Children who do not live in the designated area of the school but who have a **sibling** at the school, and who will still be attending school at the time of the child's admission.

(H) All other children.

**Tie Break**
If there are still insufficient places, and no distinction can be made between the applicants within each of the criterion or if they do not fulfil any of the above criteria, applications will be ranked on the *radial distance* (straight line distance on a map) between the home and the school. Those living nearer to the school 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 Survey's national system.

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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 in the form of drawing of lots, which will be supervised by someone independent of the school.

## Notes on criteria

- **Looked After Child or Previously Looked After Child**

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 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 an Sandhurst School Supplementary Social and Medical Information Form which must be completed and returned to the Bracknell Forest School Admissions Team along with supporting written evidence from a professional by the given closing date. 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 **Sandhurst School** is the **only** suitable school and why the child cannot attend another school. This evidence must be specific to the school.

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All schools have the resources to work with special educational needs and common childhood complaints such as asthma.

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- one of their parents is in the armed forces of another nation and is stationed in 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 an official letter from the armed forces. 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

**Offer of a place at Sandhurst School**

Parents/Carers will be contacted either by email or phone 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.

**Waiting list for a place(s) at Sandhurst School**

If a place cannot be offered at **Sandhurst School** the child's name will be added to a waiting list for that year group. Bracknell Forest Council School Admissions Team on behalf of The Governors' Admissions Committee will maintain that waiting list. Pupils on the list will be placed in order according to the criteria published. Places, if they become available, will be offered to pupils from this list in strict order. Parents/Carers are requested to notify Bracknell Forest School Admissions Team if at any time they no longer wish their pupil to be considered for a place at the school. If a place cannot be offered parents will be given the right of appeal against that decision.

Pupils admitted under the agreed Bracknell Forest Fair Access Protocol may take priority over children on the Waiting List.

**Appeals for a place(s) at Sandhurst 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.

**Admission of children outside their normal age group for Sandhurst School**

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Parents must submit their request alongside their In-year application and include all supporting documentation. Each case will be considered on its own merits and circumstances and in the pupil's best interest.

**Definitions**

- **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. Sibling relates to children attending Years 7-11 at the time of admission.

- **Home address**

The address where the child lives as stated on the application will then be used to process the application. It is for the applicant to satisfy the local authority that they live at the address that they state.