

John Rankin Infant School Admission Arrangements for 2027/28



Introduction

John Rankin Infant School is an inclusive co-educational all-ability infant school within Maiden Erlegh Trust. It is committed to straightforward, open, fair and transparent admissions arrangements. The school will act fully in accordance with the School Admissions Code (as revised September 2021), the School Admissions Appeals Code and admissions law as they apply to academies.

We follow the West Berkshire Council Co-ordinated Admissions Scheme.

Parents should be aware that there is no automatic transfer from John Rankin Infant School to John Rankin Junior School. Although priority is given to children attending John Rankin Infant School as it is a named feeder school, parents must still make an application for a child to join John Rankin Junior School.

Published Admission Number (PAN)

The school has a published admission number of 90.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number for the relevant year group are received, the school will offer places at the school to all those who have applied.

Application Process

John Rankin Infant School is part of the local authority's co-ordinated arrangements made by West Berkshire Council. Parents wishing to send their children to John Rankin Infant School should submit an application to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority guides and on the West Berkshire Council website. Applications received after the published deadline (**15 January 2027**) will be treated as a 'late' application and will be considered after the on-time applications have been allocated.

Oversubscription Criteria

If a school is oversubscribed, the following criteria will be applied to determine the ranking of applicants:

1. **Looked After Children** and all **Previously Looked After Children**. This category includes children who were previously in care outside of England and were subsequently adopted.

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.

By children previously in state care outside of England, we mean children who have been looked after outside of England by a public authority, a religious organisation or another provider of care whose sole purpose is to benefit society. The care may have been provided in orphanages or other settings. Evidence will be required to support an application, and the admission authority will determine if the evidence provided is sufficient.

2. **Children with Exceptional Social or Medical Needs**, supported by a written recommendation from a paediatrician, consultant, or Children's Services professional. The letter must explain why the school is the only suitable school to meet the child's needs and why no other school could provide the appropriate support for the child.
3. **Catchment Area Pupils** – Children whose permanent home address (**defined in Appendix 1**) is within the school's catchment area (as shown in **Appendix 2**).
4. **Non-Catchment Siblings** – Siblings of children (including step/foster sibling and children of the parent's/carer's partner living in the same family unit) who are already attending John Rankin Infant School and will continue to attend compulsory education at the school during the following academic year. A child or children with a multiple birth sibling who has a confirmed EHCP that names the school in advance of starting the school will also be considered a sibling.

The brother or sister will also be considered a sibling if they are registered at John Rankin Junior School (partner school) of John Rankin Infant School and will continue to attend compulsory education at the school during the following academic year.

5. **Children of School Staff** – Where the staff member has been employed by the school for two or more years or is recruited to fill a demonstrable skill shortage. This criterion applies to both teaching and non-teaching groups of staff that meet one or both of the above definitions.
6. **All Other Applicants** – Applicants who do not meet the above criteria.

Tie-Breaker Criteria

In the event that two or more applicants within any of the above criteria are ranked equally, priority will be given according to the following order:

1. **Sibling Priority:** Siblings of children already attending the school (as defined in the sibling criteria) will be given priority within oversubscription criteria 1-4.
2. **Early Years Pupil Premium:** A child entitled to the Early Years Pupil Premium Grant (during the application period, 12 September to 15 January) who attends the nursery school that is linked to the school.

To qualify, parents must apply for the Early Years Pupil Premium Grant and be eligible between 12 September and 15 January in order for it to be considered alongside their on-time school application. When applying for a school place, parents must clearly state that they are entitled to the Early Years Pupil Premium Grant, and this will be verified by the school admissions team.

If parents apply for and are eligible for the Early Years Pupil Premium Grant after 15 January, but while their child is still attending the nursery linked to the school, the application will be considered after the national offer date (16 April).

3. **Children of UK Service Personnel and Crown Servants** who are returning from overseas. The application must be accompanied by an official letter that declares a relocation date and a unit postal address or quartering area address.
4. **Proximity to the School:** Priority will be given to children living closest to the school. Distances will be measured using a Geographical Information System (GIS), which calculates straight-line distances from the child's permanent home address to the school.
5. **Lottery System:** If two or more applicants meet the same criteria and are equidistant from the school, a lottery system will be used to determine their rank. The lottery will be conducted by the School Admissions team under the oversight of the Head of the Education Service.

Multiple Births

In cases where the last child offered a place is from a multiple birth, and one or more of the siblings would fall within the admission number, all siblings will be offered a place, even if this exceeds the school's admission number.

Fraudulent or Misleading Applications

If an application is found to be fraudulent or intentionally misleading, any offer of a school place will be withdrawn. A new application will be required, and the applicant

may be placed on a waiting list, or the preferred school may be full by the time the new application is considered.

Waiting Lists

Waiting lists will be maintained until the end of the academic year. Placement on the waiting list will be determined by applying the oversubscription criteria.

Late Applications

Late applications will be considered in accordance with the procedures outlined in the co-ordinated admissions scheme.

In-Year Applications

Applications for places outside the normal admissions round can be submitted at any time. If parents request that their child be taught outside of their normal age group, they must submit a written request to the school's admission authority. The decision will be made on the basis of the circumstances of the case and in the best interests of the child concerned. The appropriate form is available on the website.

Summer-Born Children

Children born between 1 April and 31 August, known as summer-born children, may start school in the September following their fifth birthday, a year after they could have first started school. This is when summer-born children reach compulsory school age.

Requests to Delay Entry for Summer-Born Children

Parents wishing to defer entry for their summer-born child can submit a request from September 2026. It is recommended that parents also apply for their child's normal year group by the closing date of 15 January 2027. The appropriate form is available on the website and parents must list all of the schools they will apply for.

The deadline for submitting this request is: **31 October**

The decision will be made by: **5 January**

If the request is approved, it will allow parents to apply to schools before the standard application deadline.

Important:

- Parents must list all the schools they plan to apply to. One school's admission authority is not obligated to follow another school's decision on whether a child should be taught outside their normal age group.

- The decision will be made by the admission authority, who will consider the information provided and consult with the relevant headteachers.

If a request is received after the deadline, it will be considered after: **1 May**

In these cases, a response will be provided within six school weeks. If the request is granted, parents can apply for their chosen schools, but their application will be considered late.

Appeals Against Admission Decisions

Applicants whose children are refused a place at their preferred school have the right to appeal the decision to an independent appeals panel. Details on how to lodge an appeal will be provided alongside the outcome of the application.

Appendix 1: Permanent Home Address for School Applications

The child's permanent home address is defined as the address where the child lives with their legal parents or carers, and where they are living on the closing date for applications in the normal admissions round (**15 January 2027**). **Future addresses should not be used on the application form.**

We understand that family situations can vary, so below are the guidelines for how we will determine a child's permanent home address in different circumstances.

1. Owning and Renting Properties

- If you own a house or flat but are renting and living in another property, we will consider the rented address as the permanent home address **if**:
 1. Your owned property is being rented out, and
 2. You have lived at the rented address for at least **1 year** (proof of this will be required).
- In some cases, if you have lived at the rented address for less than a year but your owned property is far away, we may still consider the rented address as your permanent home address. We will ask for additional evidence in these cases.

2. Owning Multiple Properties

- If you own two or more properties, the address where you actually live will be considered your permanent home. We may ask for evidence to help determine which address is your main residence.

3. Living with Parents or Guardians

- If your permanent home address is not a property that you own or rent (for example, you are living with parents or relatives), we will consider this your permanent home address **if**:

- You do not own or rent another property.
- We will need proof that you do not own or rent any other property. If you have lived at your current address for less than a year, we will also need evidence of your previous address.

4. Emergency Relocation

- If you have moved to a new address due to an emergency, such as fleeing domestic violence, we will consider the new address as your permanent home address. You will need to provide supporting evidence, such as a police report.

5. Shared Parental Responsibility

- If the child spends time living with both parents during the school week as part of a shared living arrangement, **either** parent's address will be considered the permanent home address.

Evidence We May Request:

To confirm where the child resides, we may ask for the following information:

1. Any legal documents confirming your residence (if applicable).
2. Details of your actual living arrangements (e.g., how often and for how long the child stays at each address).
3. The length of time the living arrangements have been in place.
4. A Council Tax bill or other utility bills in your name at the address.

6. Families of Service Personnel

- Families of service personnel with a confirmed posting to West Berkshire or returning Crown servants will be treated as catchment applicants if:
 - The application includes an official letter confirming the relocation date and either a unit postal address or a quartering area address.

7. Changing Address After the Application Deadline

- If you move to a new permanent address after the closing date for applications (15 January), we will accept your new address for school admissions **if**:
 - The move occurs before the admission processes begin (usually after 1 February).
 - You will need to provide evidence to show that the new address is your permanent home address.

Appendix 2: School Catchment Area Maps

Parents can use an online tool to check which school catchment area their home falls within. The system uses the National Land and Property Gazetteer (NLPG) to determine the appropriate catchment area for each property.

Catchment area maps are provided at: www.westberks.gov.uk/school-catchment-areas