

## **THE PIGGOTT CHURCH OF ENGLAND SCHOOL ADMISSIONS ARRANGEMENTS FOR ACADEMIC YEAR 2018-19**

### **PREAMBLE**

The vision of The Piggott School is to encourage the highest achievement in all its students, through inspirational teaching, opportunities and learning. To this end it has five main aims, namely to:

1. Develop enquiring minds which are capable of independent thought
2. Promote the value of lifelong learning
3. Be open to new ideas
4. Provide a caring environment based on Christian values
5. Encourage respect and tolerance

The Governors determined the admission arrangements in accordance with the applicable legislation and the school Admissions Code introduced and after consultation with the authorities of the Oxford Diocese and the relevant local admissions authorities. They conform to the needs of the Wokingham Borough Council's coordinated admissions arrangements and reflect the fact that, as a result of the amendments to the school's Funding Agreement made on June 12 2013 and the opening of Charvil Piggott Primary School, The Piggott School became an all-through setting for pupils aged 4-18years from September 2013.

Children are normally admitted to school in the Early Years Foundation Stage 2 (EYFS2)/Reception, Year 7 and Year 12. Children will be admitted to other years when spaces are available. They will usually only be admitted to the year group normal for their age: i.e. to EYFS2 if they have had their fourth birthday in the previous school year, Year 7 if they had their eleventh birthday in the previous school year, to Year 8 if they had their twelfth birthday in the previous school year and so on. For exceptions to this see Part 5 below.

### **PART 1 – INITIAL ADMISSIONS TO RECEPTION (EYFS2)**

#### **ADMISSION NUMBER**

The Governors have determined an admission number for this cohort of 30.

#### **MAKING AN APPLICATION**

At Charvil Piggott, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2013 and 31 August 2014 may apply for them to be admitted to the Reception Year in September 2018. There are 30 places (the published admission number) available. Our policy is normally not to offer admission in September 2018 to children who were born on or after 1 September 2014. Full details are available in the relevant LA Admissions Guide. Parents are advised to read the Wokingham LA Admissions Guide.

Parents of a child whose fifth birthday falls between 1 September 2018 and 31 March 2019 may request that their child is not admitted until later in the school year 2018/19 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age.) The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2019 and 31 August 2019 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. NB parents would need to provide strong supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

If parents choose to defer their child's admission, or take up the place part-time before their child has reached compulsory school age, they must discuss this with the Head Teacher to agree.

**Parents wishing to apply for the Reception [Foundation] Year in September 2018 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 14 January 2018. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 16 April 2018.**

## LATE APPLICATIONS

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.

## OVER – SUBSCRIPTION CRITERIA

In the event of there being a greater demand for admission than there are places available, **a child with a statement of special educational need (or Educational Health Care Plan – EHC), which names The Charvil Piggott Primary School will always be admitted**. Once places have been offered to these children, the following criteria will be applied in the order set out below:

- A. All looked after children or children who were previously looked after: By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special

guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

- B. Pupils whose permanent home address is in the school's designated area and who have a sibling living at the same address who already attends the school (in any Key Stage, i.e. EYFS2 (Reception year) – KS5) by the deadline for applications. (For the definition of sibling see below);
- C. The children of staff at The Piggott School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the 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 within a demonstrable skill shortage.
- D. Pupils whose permanent home address is in the school's designated area but who do not fall into criterion B;
- E. Pupils whose permanent home address is not in the school's designated area but who would otherwise fall into criterion B;
- F. (Secondary admissions only) Pupils who attend one of the linked primary schools, who have not been admitted in an earlier criteria namely The Colleton, Crazies Hill CE, Knowl Hill CE, St Nicholas CE and Sonning CE (Aided) primary schools and Polehampton CE and Robert Piggott CE junior schools;
- G. Pupils whose parents have chosen the school on denominational grounds; an application will only be considered under this criterion if it is accompanied by a fully completed copy of the school's denominational certificate; for a pupil to meet this criterion a parent must have frequently attended for worship at a church within the Christian faith that is a member of the Churches Together in Britain and Ireland or The Evangelical Alliance over the year immediately preceding the date of application (frequent in this context means at least twice a month for at least eight months a year); and
- H. All other pupils.

Children of multiple births are a permitted exception to the Infant Class Size rules and all siblings of multiple births (in all year groups) will be admitted even if this might result in the admission number being exceeded. This exception does not extend to children born in the same school year but who are not from a multiple birth. In this instance, the place will be allocated by the drawing of lots carried out by Wokingham Borough Council. In such instances, parents will be offered the place and will need to decide whether they wish their children to be split or consider placement together at an alternative school after allocation.

The designated area referred to above is that defined by the school and held electronically by WBC. It may be viewed on its website. The definition of sibling is given below.

If the distances between the home address and School, as defined above, of two or more unconnected applications which fall in the same criterion are identical, then they will be placed in order by the drawing of lots.

Applications are processed on the basis of the pupil's single permanent home address as defined and determined by the LA. Evidence to support the validity of the claimed home address will be required by the LA (refer to the LA's published guide).

## APPEALS

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one school year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

## PART 2 – INITIAL ADMISSIONS TO YEAR SEVEN

### ADMISSION NUMBER

The Governors have determined an admission number for this cohort of 203.

### MAKING AN APPLICATION

Applications to Academies must be in accordance with a coordinated scheme determined by the LA within which the applicant resides. It is to that LA that applications for a place at The Piggott School should be sent and that LA will advise the applicant of the result of their application. These 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 governing body is the admission authority for The Piggott School and will receive and consider any applications made for a place at the school. The outcome of that consideration will be communicated to the applicant by, and in accordance with the procedures of, the relevant LA.

Parents wishing to apply for a Year 7 place in September 2018 must complete the common application form provided by their home local authority, clearly stating if applying under criteria C or G (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 31 October 2017. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be posted by the home LA on 1 March 2018.

If the application is made on denominational grounds (see below), the Governors will also require completion of their denominational certificate, which is available from the school or Wokingham Borough Council. This certificate should be returned directly to the school.

### LATE APPLICATIONS

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.

## CRITERIA FOR ADMISSION

The Governors will admit all applicants to Reception or Year 7 if it is possible to do so without exceeding the admission number determined for the year. Should there be more applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those with a statement or EHC plan then those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school site in Wargrave, measured as a straight line between the Land Gazetteer address points for the home address and the school, using WBC's computerized mapping system.

**The Governors are required to admit all pupils with statements of special educational needs (or Educational Health and Care Plan – EHC), which names The Piggott School in the statement.**

**In addition**, children attending The Charvil Piggott Primary School automatically transfer into Year 7 to the Wargrave Piggott Secondary School.

To the extent that the Governors are aware of any such pupils in either of the above categories to be admitted to Year 7 in 2018-19 at the time of allocating places to other applicants, the number of places allocated to others will be reduced so that the total number of admissions will not exceed the determined admission number of 203.

The criteria referred to above are found above on pages 2 – 4.

## ACCEPTING OR DECLINING THE OFFER OF A PLACE

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the LA within their stated time limit, this is normally two weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

## APPEALS

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group. Those who wish to appeal are requested to do so within twenty school days of being notified that their application has been unsuccessful. Only one appeal from an applicant will be heard in any one school year, unless there has been a significant change in circumstances. The decision of the independent appeal panel is binding on the school.

## WAITING LIST

The LA will maintain a waiting list until 31<sup>st</sup> December, after this date the 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 who are unsuccessful will be asked if they wish their pupil 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. Parents are requested to notify the Admissions Administrator if at any time they no longer wish their pupil to be considered for a place at the school.

Children admitted under the Wokingham Fair Access Protocol will take priority over children on the Waiting List.

## **PART 3 – IN YEAR ADMISSIONS**

### **INTRODUCTION**

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.

### **PROCESS**

Parents wishing to apply for a place at the school should obtain a copy of the common application form from Wokingham Borough Council. This applies to pupils living in other Local Authorities, where these Authorities are not using the in-year coordinated scheme. This should be completed and returned to the Council in accordance with its instructions. The Council will notify the parent of the outcome of the application once the school has advised them of the decision made by the admissions committee.

If a pupil is applying on denominational grounds when moving into the area, a certificate signed by their previous church will be accepted.

If there are pupils on a waiting list for the year into which the applicant is seeking admission, then the pupil will be placed on that waiting list in a position determined by application of the criteria used in determining initial admissions to that year group. Pupils will be admitted from the waiting list in order as space becomes available.

If there is no pupil on the waiting list for the year into which the applicant is seeking admission, then the Governors will determine whether a place can be offered to the applicant. If at the time of this determination the school has applications from more than one pupil for admission to 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.

Unless they are statutorily obliged to admit the applicant or the application is covered by WBC's Fair Access Protocols, Governors will, when reaching a decision on an application for admission to a full year group, normally refuse a place. Unsuccessful applicants will be placed on the waiting list if they confirm that they wish to be.

**APPEALS** Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions.

## PART 4 – ADMISSION TO THE SIXTH FORM

Students wishing to join The Piggott School Sixth Form need to meet the following requirements, depending on which pathway has been chosen. The pathway required is available subject to the Point Score being achieved at GCSE on their **best 8 GCSEs**, together with individual subject requirements.

A*	A	B	C	D	E	F	G
8	7	6	5	4	3	2	1

Or the points scores for new style GCSEs in English and Maths.

### A level Pathway (level 3)

- Students have the opportunity to study up to 4 A levels throughout the sixth form, with a minimum of 3 A levels as a requirement.
- A student wishing to take 3 A levels must achieve a best 8 point score at GCSE of 45 points or more.
- The minimum GCSE grade for English Language and Mathematics is a C grade. This grade requirement could be higher, depending on the subject choice.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course. Details of such requirements are to be found on the school's website.

### Vocational Pathway (level 3)

- A student wishing to take the level 3 Vocational option must achieve a best 8 point score at GCSE of 38 points or more.
- Students are required to take the equivalent of 3 Vocational subjects throughout the sixth form.
- Each subject has specific entry requirements based on particular GCSE grades and these also need to be achieved to access the course.
- The minimum GCSE grade for English Language and Mathematics is a D grade. This grade requirement could be higher, depending on the subject choice.
- All students will need to follow an English or Mathematics course equivalent to GCSE if they have not achieved a C grade in either subject at GCSE.
- It is also possible to do 2 Vocational courses and 1 A level course. Entry requirements for each subject will still need to be achieved.

### VRQ Coaching (level 3)

- A student wishing to take the VRQ pathway must achieve a best 8 point score at GCSE of 36 points or more.
- The minimum GCSE grade for English and Mathematics is a D grade. You will continue to study GCSE English Language or Mathematics until you achieve GCSE C grade or better in both of these subjects.
- You will also study Level 3 Btec Sport.
- Each student must demonstrate an aptitude for coaching.

The school has set an admission number of 20 external candidates for the Sixth Form. All pupils attending the school at the end of Year 11 will be offered places in the Sixth Form provided that they meet the minimum requirements for the relevant pathway and courses. Applications from those not attending the school will also be accepted. All those offered places will be offered places on the courses they wish to follow subject to their meeting the specified academic requirements for those courses and there being places available.

When students are offered a place at the school but a course they wish to pursue is full, they will be offered an alternative course.

## MAKING AN APPLICATION

Those wishing to apply for a place in the Sixth Form starting in Year 12 in September 2018 should complete the school's Sixth Form Application form, obtainable on the school's web site or from the Admissions Administrator. This form must be completed and returned by 1<sup>st</sup> December 2017. Pupils in Year 11 already attending the school will be given a copy of the form shortly before it must be returned.

Meetings may be arranged with students and their parents to discuss the options open to them 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.

## LATE APPLICATIONS

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.

## CRITERIA FOR ADMISSION TO THE SCHOOL

The Governors will admit all applicants for whom there are places available on courses they wish to pursue if it is possible to do so and have satisfied the entrance requirements above. The Governors will, in any case, admit all applicants who are already at the school and 20 external applicants, if there are sufficient applications.

Should there be more external applicants than this, places will be allocated to pupils who fall into the following criteria in order of priority until the number of places allocated is equal to the admission number: that is, places will be offered first to those who are in criterion A, then, to the extent that places remain available, to those in criterion B and so on. Within each criterion applicants will be ordered according to the distance they live from the school measured as a straight line between the Land Gazetteer address points for the home address and the school, using the WBC's computerized mapping system.

The Governors are required to admit all students with statements of special educational ( Education, Health and Care Plan) needs that name The Piggott School in the statement; these students will be admitted first.

The criteria referred to above are:

A Looked after and previously looked after children; for full definition, see page 2.

B All other external applicants.



## CRITERIA FOR ADMISSION ON COURSES

All students who are offered places at the school will be offered places on the courses they wish to follow, subject to their achieving the specified academic results, as quoted in the Sixth Form brochure, and there being sufficient spaces. 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 first to statemented children and then to others applying the criteria below. Applicants who are unsuccessful at obtaining places on a particular course will be offered a place on an alternative course.

The criteria to be used for deciding places on oversubscribed courses are:

- A Pupils already attending the school at the time of application;
- B Relevant and previously looked after children; see page 2 for full definition.
- C All other applicants.

These criteria will be applied in precisely the same manner as the criteria for admission are applied.

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.

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.

## ACCEPTING OR DECLINING THE OFFER OF A PLACE

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter.

The form must be returned to the school within three weeks from the date of the offer letter. If a form is not received, there will be one further written reminder and failure to respond may result in the place being withdrawn.

Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

## APPEALS

Anyone whose application is unsuccessful may appeal. The process is as described above for Initial Admissions to Year 7.

The Piggott School ensures that the independent appeal panel is trained to act in accordance with all relevant provisions of the School Admissions Appeals Code published by the Department for Education. The Code can be found online. If, after an appeal, an appellant is concerned that the appeal did not comply with

the Appeals Code or was set up wrongly, and that this affected the outcome of the appeal, a complaint can be made to the Education Funding Agency (EFA). The EFA will investigate the complaint on behalf of the Secretary of State.

If the EFA finds that the appeal arrangements have breached the Code, The Piggott School may be required to establish a fresh appeal to hear the case again if EFA finds that such a breach affected the outcome of the appeal.

Complaints to the EFA about the appeal panel *process* (not the *outcome*) should be submitted by sending a completed complaint form by email to [academyquestions@efa.education.gov.uk](mailto:academyquestions@efa.education.gov.uk) or by post to the Admission Appeal Complaints team at the Education Funding Agency.

The EFA's Procedure for dealing with complaints about the maladministration of independent appeal panels for admission to academies is available to download (see page 13). **Contact details** available on page 12.

## **PART 5 – INFORMATION**

### **OUT-OF-AGE ADMISSIONS**

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. The governors will ask relevant professionals for their opinion on the case. Those refused places outside the normal age group will be informed of their statutory right to appeal.

### **SIBLINGS**

By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/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 is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

### **PARENT**

When used in this document or the associated application forms, parent means any person who has parental responsibility for or is the legal guardian of the pupil.

A child who is above statutory school age may apply for a place in their own right. Children not above statutory school age may apply in their own right for entry to the Sixth Form (i.e children working ahead of normal year). When a child, with the right to do so, applies in their own right, as necessary references to parent should be read as references to the child.

### **LA**

In this document references to LA refer to the local authority within which the applicant resides. Applications are made to that authority and it is that authority which will notify applicants of the outcome of their application for all applicants.

## **DRAWING OF LOTS**

When it is necessary, in accordance with this document, for the allocation of a place to be determined by the drawing of lots, the draw will be carried out by WBC in the manner prescribed for the drawing of lots to determine the allocation of places at the schools for which it is the admission authority.

## **DESIGNATED AREA**

A map of the school's designated area is available in the Wokingham Borough Council Admissions Guides and the school's website for both primary and secondary admissions.

## **PERMANENT HOME ADDRESS**

By permanent home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- 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 of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared

or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are **not** sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed.

If parents are moving, we will ask for evidence of the move, before considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

## CONTACTS

School documents and copies of school forms are available on the school's web site [www.piggott.wokingham.sch.uk](http://www.piggott.wokingham.sch.uk). They can also be obtained from the Admissions Administrator, whose contact details are given below. Any queries concerning admission to the school should be addressed to the Administrator as well.

The Admissions Administrator	Email	<a href="mailto:admissions@piggott.wokingham.gov.uk">admissions@piggott.wokingham.gov.uk</a>
<b>The Piggott School</b>	Telephone	(0118) 9402357
Twyford Road	Fax	0871 2264213
Wargrave		
Reading RG10 8DS		

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Copies of Wokingham Borough Council documents and forms are available on its web site [www.wokingham.gov.uk/admissions](http://www.wokingham.gov.uk/admissions). They can also be obtained from the School Admissions Team, whose contact details are given below. Any queries about Wokingham's admission arrangements should be addressed to the team.

School Admissions Team	Email	<a href="mailto:schooladmissions@wokingham.gov.uk">schooladmissions@wokingham.gov.uk</a>
Pupils' Services	Telephone	(0118) 9746146
Wokingham Borough Council	Fax	(0118) 9746135
P O Box 156 Shute End		
Wokingham		
Berkshire RG40 1WN		

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Admission Appeal Complaints  
Academies Central Unit,  
**Education Funding Agency** Earlsdon  
Park  
Butts Road  
Coventry  
CV1 3BH



### Complaint of maladministration by an independent appeal panel for admission to an Academy

What the EFA can consider

The EFA cannot consider complaints that the decision of an independent appeal panel for admission to an Academy was wrong. The EFA acts on behalf of the Secretary of State in these matters and he cannot overturn the decision of a properly constituted appeal panel, therefore neither can the EFA. Decisions can only be overturned by the courts where the appellant is successful in applying for a judicial review. The EFA can consider:

- whether the panel was correctly constituted by the admissions authority; and
- whether the admissions authority has acted reasonably in exercising functions in respect of the appeals process, or failed to discharge a duty in relation to that process. The EFA will look at complaints that a panel was not set up in line with the provisions of the Code, or did not follow the procedures that are set out in the Code.

A complaint must be made using the following form.

Name of person submitting complaint:	
Address (including post code):	
Phone no:	E-mail:

**About the appeal**

Name of child:	
Are you the child’s legal guardian?*:      Yes/No	Date of appeal hearing:
Academy applied for:	
Name of Clerk and address on the decision letter:	

\*If you are not the child’s legal guardian, the EFA will need a signed statement from them to show you are acting on their behalf.

**How the EFA will handle your complaint:** Your complaint will be considered under the EFA’s published Procedure for handling complaints about the administration of the appeal process by independent appeal panels for admission to Academies which is available from the Department for Education website

**Details of your complaint:**

Please tick below to indicate whether you think the panel:

Was not set up properly		Did not follow the Code		Did not act reasonably in discharging duties	
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Please explain here the reason(s) you would like to complain:

How did this affect the outcome?

Please explain why you think this affected the outcome of your appeal:

Sharing information

Please tick to indicate if you are happy for the detail of your complaint to be shared with the Clerk to the appeal panel and the Academy. The EFA will not be able to take your complaint further if you tick No, unless the complaint is about a general failure of compliance.

Yes

No

Further information

Please attach or enclose any information that you think is relevant to your complaint, for example the decision letter from the appeal panel. The EFA will contact you for more information if needed.



## Wokingham secondary designated areas - The Piggott

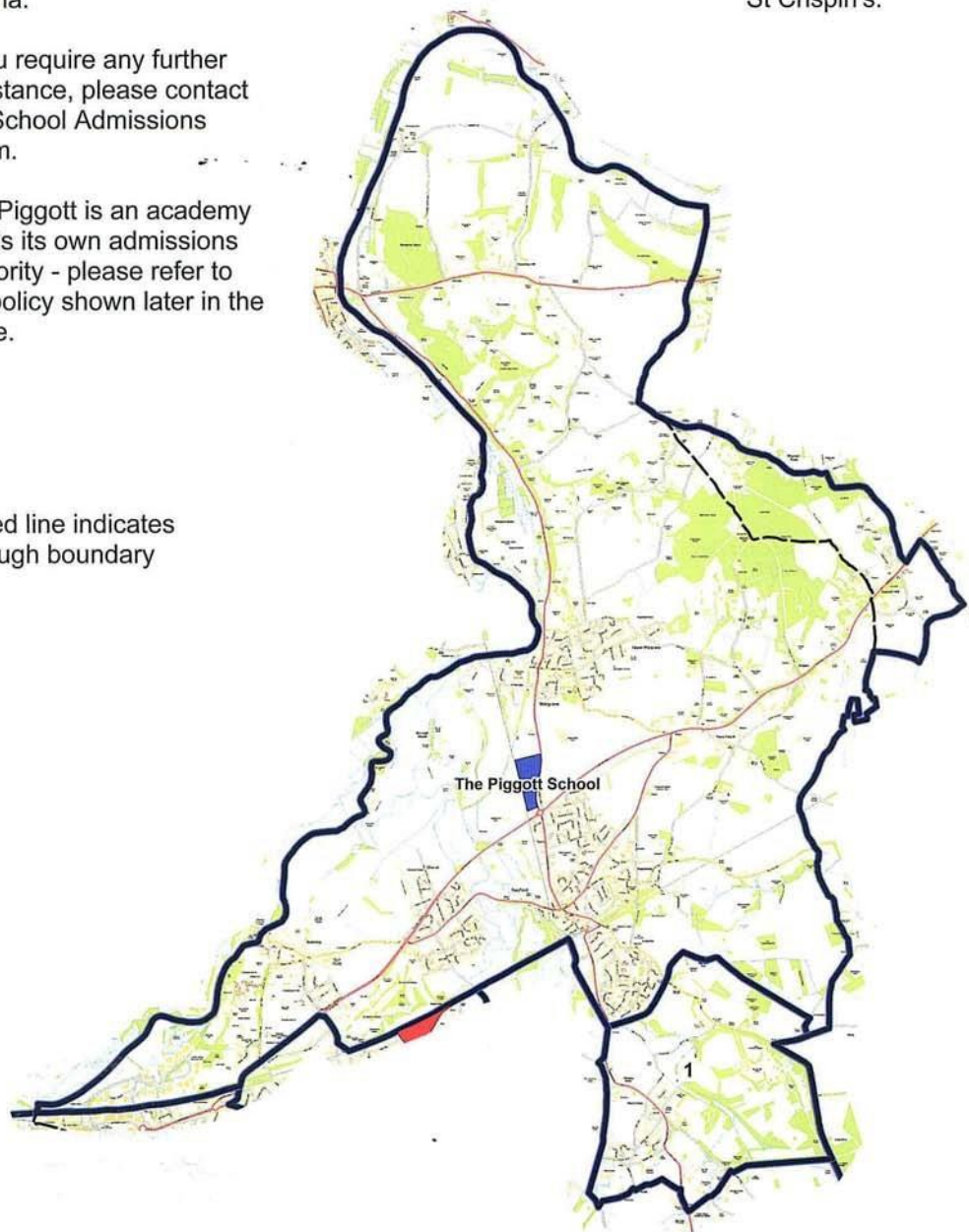
This map gives a guide to the designated area of The Piggott that is used in its over-subscription criteria.

If you require any further assistance, please contact the School Admissions Team.

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

Dotted line indicates Borough boundary

1. Shared designated area between The Piggott, The Forest, The Holt, The Emmbrook and St Crispin's.



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Please note that you can check your eligibility on the home page of the Wokingham Borough website. <http://www.wokingham.gov.uk/> scroll down to “Find my nearest” and enter postcode this will then show you your catchment schools.