



Highwood Primary School Admission Arrangements for 2025/2026 Entry

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Introductory statement

At Highwood we not only promote academic and sporting excellence but we also place a huge emphasis on teaching children the skills they need to become effective learners. These learning behaviours are **Perseverance, Teamwork, Curiosity, Creativity, Reflection** and **Independence**. We strongly believe that if our children continually develop these skills alongside making academic progress, then we have been successful in preparing them for our ever changing world.

We celebrate the diversity of cultures within our school community and welcome the opportunity to develop our children as positive citizens within society. This is where our motto becomes a living statement, as we truly believe that we have a school "**Where Individuals Matter**". Our ethos is to focus on every child being happy at Highwood; to help them make progress and achieve their own ambitions. With this individual focus, our whole school outcomes will continue to improve and help us develop Highwood into an 'Outstanding' school.

Highwood is a member of the Orchard Learning Alliance Multi Academy Trust. For further details on the Academy please see the website [here](#).

To contact our admissions team please send an e mail to: admissions@highwood.wokingham.sch.uk

Admissions for Reception

Admissions for Reception entry for 2025/26 must be made to your home local authority.

If you are considering applying for the Reception September 2026 intake at Highwood Primary School, then the school must be named as a preference on your application to your home local authority.

Local Authorities may differ in dates in which you can apply from however; the National Closing Date for applications to be received is **15 January 2025**. Please contact your home local authority for further information regarding the admissions process.

Before You Apply

Please ensure you have read and understood our admission arrangements. These arrangements confirm how applications will be processed by the admission authority, and include our oversubscription criteria, which explains how places will be allocated should the school receive more applications than there are available places.

- [Admissions arrangements 2025 and 2026 \(wokingham.gov.uk\)](https://www.wokingham.gov.uk/admissions-arrangements-2025-and-2026)
- [WBC Primary Admission Arrangements 2025 to 2026.pdf \(moderngov.co.uk\)](https://www.moderngov.co.uk/wbc-primary-admission-arrangements-2025-to-2026.pdf)
- [Schools and catchment or 'designated' areas \(wokingham.gov.uk\)](https://www.wokingham.gov.uk/schools-and-catchment-or-designated-areas)

If You Are Not Offered a School Place

If we have been unable to offer your child a school place, then this is due to the relevant cohort being full. By this we mean the school has reached its published admission number for the year group. Your outcome letter will provide details regarding the school's reason for refusal, waiting lists and how to exercise your right to appeal.

Applications after the normal admissions rounds (In-Year applications)

To apply for a place for all year groups, including Reception outside of the normal admissions round, applications should be made directly to Highwood Primary School.

Applications should be sent to our administration team at the following address: admissions@highwood.wokingham.sch.uk

Your application will be considered by Highwood Primary School and you will be informed in writing of the outcome.

Oversubscription Criteria

The school's Planned Admission Number (PAN) is 60. A year group may be oversubscribed – that is where the number of applicants exceeds the relevant admission number or the number of places available. Where this is the case, priority is given to certain categories of children. The oversubscription criteria set out below will be used by the school, as the admission authority, to prioritise all applicants who have applied for a place at the school. All preferences will be treated on an equal basis.

- Children with statements of special educational needs or an Education Health and Care Plan that name a school in the statement or plan are required to be admitted to the school that is named. The governing body does not have the right to refuse admission.
- Within the admission arrangements for all community and voluntary controlled schools, looked after and previously looked after children will receive the top priority for a place. **The Oversubscription criteria for Highwood Primary School are in the following priority order:**

Criteria A: Looked after and previously looked after children

Places will first be given to children who are looked after by a local authority and to children who were previously looked after, including children who were previously looked after outside England, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order.

Looked after children are;

- Children who are in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989, e.g., fostered or living in a children's home, at the time an application for a school is made; and
- Children who have previously been in the care of a local authority or provided with accommodation by a local authority in accordance with Section 22 of the Children Act 1989 and who have left that care through adoption, a child arrangements order (in accordance with Section 8 of the Children Act 1989 and as amended by the Children and Families Act 2014) or special guardianship order (in accordance with Section 14A of the Children Act 1989).
- Children who appear (to the local authority) to have been in state care outside of England and ceased to be in state care because of being adopted. A child will be regarded as having been in state care outside of England if they were accommodated by a public authority, a religious organisation, or any other provider of care whose sole purpose is to benefit society. The parent/carer will need to provide evidence to demonstrate that the child was in state care outside of England and left that care because of being adopted.
- Places will be allocated under this criterion when places are first offered at a school and the local authority may also ask schools to admit over their published admission number at other times under this criterion. **(See note 1).**

Criteria B: Families who have exceptional medical or social needs as the grounds for their child's admission to a particular school (See note 2).

Criteria C: The children of staff at Highwood Primary 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.

Criteria D: Children whose permanent home address is inside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)

Criteria E: Children whose permanent home address is inside the schools' designated area.

Criteria F: Children whose permanent home address is outside the schools' designated area and who has a sibling at the school at the time of application; who is expected to be attending the school when the child will enter the school. (See notes 3 and 4)

Criteria G: Other children

Note 1:

Looked after children are those who are in the care of a Local Authority or are being provided with accommodation by a local authority in England in the exercise of their social services functions.

Previously looked after children are those who immediately after being in care (as defined above) became subject to an adoption order, child arrangements order or special guardianship order. They are also those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Applications for looked after children must be completed by the designated social worker. If you are making an application for a previously looked after child, who immediately after being in care became subject to an adoption order, child arrangements order or special guardianship order, you will need to attach to your application one of the following pieces of evidence:

- **Special guardianship order** – This order appoints one or more individuals to be a child's special guardian(s). Refer to [Section 14A of the Children Act 1989](#).
- **Child arrangements order** – This order settles the arrangements of the person the child is to live with. Refer to [Section 8 of the Children Act 1989, as amended by Section 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.
- **Adoption order** – Refer to [Section 46 of the Adoption and Children act 2002](#) or [Section 12 of the 1976 Adoption Act](#).

If you are making an application for a previously looked after child who was in state care outside of England and ceased to be so as a result of being adopted, you will need to include with your application, evidence of the following:

- that your child has been adopted and;
- that your child was previously in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) immediately before being adopted.

Evidence must be sent to the Admissions Team by the deadline for evidence. Send the whole document, as priority cannot be given without it. The applicant should note, that by applying under Criterion A they understand that Wokingham Borough council School Admissions Team may obtain additional confirmation of the child's 'Looked After'/'Previously Looked After' status, either via the Local Authority where the child was taken into care, or the residential authorities' duty/triage/social care department

Note 2:

When submitting an application under criterion B (exceptional medical or social needs as grounds for a child's admittance to a particular school), this must be supported by written evidence from an independent professional aware of the case relating to the child, parent/carer or other children living at the same address (e.g., doctor, hospital consultant or psychologist for medical grounds or registered social or care worker, housing officer, the police or probation officer for social needs). This evidence must be specific to the school in question; it must show why that school is the most suitable; what facilities will benefit the child, and why no other school can offer the same support.

Your application cannot be considered **under Oversubscription Criterion B** if you do not declare that you are applying under this criterion, and you do not provide written independent professional evidence. All supporting documentation must be received by 15 January 2026 for consideration prior to the main allocation of places. An admissions panel will consider the supporting evidence provided and will advise the applicant of its decision; the panel's decision is final. Any evidence received by the school admissions team after 15 January 2026 will not be considered in the main allocation of places but will if agreed by panel; affect the applicant's position on a school's waiting list after offer day.

It should be noted that all schools have the resources to work with special educational needs and common childhood complaints such as asthma or allergies.

Note 3:

Your child will have higher priority if they have an older brother or sister at the school you are applying for. The older child must still be at the school when the younger child starts.

'Sibling' refers to brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, foster brother or sister or the child of the parent/carer's partner where the child for whom the place is sought, is living in the same family unit at the same address as the sibling. A sibling relation does not apply when the child currently on roll will leave the school before the sibling starts.

It includes children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

In the case of linked infant and junior schools, the application will be treated as meeting criteria D or E if the child's sibling is expected to be at either of the two schools at the time the child would enter the school. At the initial allocation, when a parent is applying for a reception place at an infant school that has both a feeder and a sibling link to a junior school and that child has a sibling currently attending Year 2 of the infant school but who will have left by the time the younger child starts, the reception applicant will be considered under the sibling criterion as part of the initial allocation. This is because, due to the feeder link, they will be expected to still have a sibling at the linked junior school at the time of admission and the parent would have made an application expressing their preference to do so.

Note 4:

Occasionally a parent with more than one child can express a preference for their designated area school(s) for the older child, but the local authority is unable to meet this preference. The local authority will then allocate a place at a lower ranked preferred school or the closest available school with places. In this case, the parent may then prefer to send younger sibling(s) to the same school as the older child attends. In such instances, the allocated school may be regarded as if it were the designated area school for subsequent siblings and would be treated as meeting criterion D (sibling resident inside the designated area). **This does not apply however if there is a change of preference after an offer of a school place has been made.**

Parents must notify the school admissions team at the time of application that they consider this exception applies. Where there is an application for the actual designated area school(s), designated area status would still be applied.

The authority has sought to make the above criteria as objective as possible. However, for category B and any other cases where judgement is needed as to which criteria the application meets, a panel of at least two officers will consider the application and supporting evidence. The panel's decision and reasons will be recorded, for the purposes of informing the parent and any subsequent appeal.

Tie Breaker

If there are more applicants within each criterion than available places, home to school distance will be used to decide on places. Home to school distance will be measured consistently and will be measured as a straight line between Highwood's address point and for the respective home address, using Google Maps. In the event that two or more children live at the same distance from the school and there are fewer places available, random allocation will be used to decide which child will be allocated the remaining place(s). This will be by supervised drawing of lots, carried out by at least 2 independent persons.

If a parent applies for entry into a year group for more than one child, (except for twins and children from multiple births who are an exception to Infant Class Size regulation) and there is more than one child that is measured at the same radial distance to the school, with only one place available, a random selection by the drawing of lots is used as a final tie-breaker to decide which child should have the place. The remaining applicants will be added to the wait list in accordance with the published oversubscription criterion.

Appeal Process

If your application is unsuccessful, you have the right to appeal against the decision. If you wish to lodge an appeal, please complete an Appeals Application Form, available on our school website: www.highwood.wokingham.sch.uk

Highwood have appointed an independent service provider to administer our appeals. For more information please contact Clerks Associates at www.clerksassociates.co.uk You can also find national guidance for parents on school appeals at www.gov.uk

Contact

Enquiries on admissions should be sent to our administration team at the following address: admissions@highwood.wokingham.sch.uk