

SCHOOL ADMISSIONS TRADED SERVICES 2026/2027

MAIN ADMISSIONS ROUNDS

Wokingham Borough School Admissions Team has a statutory duty to co-ordinate applications and allocations for Reception, Year 3 and Year 7 as part of the normal admissions round.

Own admission authority schools are responsible for applying their admission criteria and ranking their list of applicants.

The wait lists created as part of the coordinated admissions round will be forwarded to the own admission authority school at the start of the academic year, once the council have carried out their statutory duties. The school will then become responsible for maintaining the waiting list.

All schools in the Wokingham Borough will receive the following services, even if they are non-maintained schools and do not buy into our traded services.

- Co-ordination of admissions for the main points of entry.
- Co-ordination of school place offers ensuring every child receives a single school place offer on national offer day.
- Provision of all necessary information about the next steps including acceptances, changes of preference, consideration of late applications, allocations from waiting lists and advice on the process of making an appeal.
- Answering queries about the school's admission arrangements and allocations
- Checking accuracy of allocations including proof of residency where required or requests for further information to support the application of an oversubscription criterion.
- Council tax checks within Borough as required for oversubscribed schools.
- Distance checks based on the council's radial distance measurement policy from home to school.
- Applying the school's oversubscription criteria and ranking applications for schools to ratify using Schools Portal. ***Please note: Own admission authority schools are responsible for applying their admission criteria and ranking their list of applicants.***
- Creation and maintenance of school waiting list until the agreed point in the autumn term.
- Continue to process late applications and changes of preference until the agreed point in the autumn term.

IN-YEAR ADMISSIONS

The Council has also agreed to co-ordinate in-year admissions borough wide to which own admission authority schools may participate (as determined in their school admission policies).

These services are free for maintained schools.

The areas offered as a traded service for 2026/2027 for non-maintained schools are:

- **Comprehensive In Year service**
- **Acting on behalf of the school at appeal***

*The Appeals service is only available to schools opting into our In Year service

During the 2026/27 academic year, non-maintained schools will be able to buy-in to the above services offered by the school admissions team to perform these tasks on their behalf for September 2026 admission.

There is no statutory basis requiring non-maintained schools to opt-in to coordinate In-Year Admissions. Schools can coordinate their own In-Year admissions and take applications directly; places must still be allocated in accordance with the school's over-subscription criteria and examined each week where there is a vacancy.

Opting into the local authority In-Year admissions service, however, provides parents/carers with one initial point of application for In Year admission (i.e., the local authority) and avoids the need to complete multiple forms for different schools.

This enables the School Admissions Team to be more effective in resolving placements for children who are unplaced and legally required to be in receipt of an education and to ensure that our mutual safeguarding responsibilities are met.

School Admissions may have to reconsider the service we can offer to non-maintained schools based on the capacity within the team. A request for our service will need to be submitted and approved before being formally confirmed by the Council.

NOTE: Local Authorities must, on request, provide information to a parent about the places available at all schools in their Borough. If a non-maintained school does not buy into the in-year admissions service, they must still advise the School Admissions Team of any school vacancies within 2 days of a request.

TRADED SERVICE PACKAGE 1

Comprehensive in-year service for non-maintained schools

- Providing guidance for parents and schools including information on applying.
- Hosting the online application portal known as Citizens Portal.
- Council tax checks within Borough as required for oversubscribed schools. Including requests for additional information as required to support the application of an oversubscription criterion.
- Distance checks based on the council's radial distance measurement policy from home to school.
- Application of the school's admission criteria for applications received for the term of this agreement.
- Notifying applicant of the outcome of the application, ensuring that only one school place is offered, advising right of appeal if the school is full.
- Maintenance of waiting lists for oversubscribed year groups until the end of the academic year, including making offers as vacancies arise and periodic checks to see whether parents wish their child to remain on the list.
- Liaise with schools where required to update ranking of waiting lists.

TRADED SERVICE PACKAGE 2

School Admissions Appeals

This is only available where the school admissions team are commissioned to provide the in-year admissions service and where there is capacity within the admissions team to support the request.

Preparation of the admission authority case which includes a visit, when required, to school by one or two Admissions Officers (one to act as reserve presenting officer) to enable appropriate responses to questions by Panel and appellants, updates as relevant to the school case e.g., changes to accommodation, government initiatives etc.

Schools are required to complete a comprehensive School Information Form at the start of the academic year. This form will capture Education Health Care Plans (EHCP's), Special Educational Needs & Disabilities (SEND), English as an additional language (EAL), Pupil Premium (PP), staffing and any other relevant information to be used by the Presenting Officer when preparing a case. The school may be asked to confirm the information remains accurate during the school year.

The admissions authority case prepared by the School Admissions Team will include:

- Individual pupil information including alternative schools with places.
- The published admission arrangements, including the co-ordinated admissions scheme where applied.
- Numbers of school places (referring to net capacity assessment, suitability study or equivalent produced by school).
- Infant class size legislation (where applicable) and any special measures that may be required by the school to meet Infant Class Size Legislation.
- School information including reasons why one more child cannot be accommodated.
- Oversubscription criteria.
- Map of appellants' home address, preferred schools, and nearest schools with places.
- Preparation of individual appeal cases as detailed above prepared within statutory timelines; including notification to school when an appeal is received; reproduction of the application form and other relevant documentation, advising school allocated and schools with places available.
- Preparation of individual presenting officer statements - statements will include a review of the reasons for the appeal, preparation of questions to the appellant, background information to support refusal, prepared at least 5 days prior to each appeal. This will be charged, if prepared, even where an appeal is later withdrawn or settled.
- Presenting an appeal - attendance by Admissions Officer to present the case on behalf of the school; to answer questions about the school and to question the appellant as necessary.

Costs

TRADED SERVICE PACKAGE 1: Comprehensive In-Year Service for Non-Maintained Schools	
Primary Schools	£500
Secondary Schools	£1300

TRADED SERVICE PACKAGE 2: School Admissions Appeals for Non-Maintained Schools	
School case preparation - collation of school specific information	£400 (one officer) * Where the school opts to have only one presenting officer; the school would need to present if that officer is not available due to sickness or annual leave
	£500 (two officers)
Preparation of individual appeal cases	£100 per appeal
Preparation of individual presenting officer statements	£50 per appeal
Presenting an appeal	£100 per appeal