



## King's Academy Easthampstead Park admission arrangements 2026/2027

### Introductory statement

We seek to develop students who have a strong sense of community, both locally and globally, who are confident, able to lead others and bring about positive change. We work hard to foster a strong three way partnership between parents, students and the school and believe that having these bonds is essential if our pupils are to achieve their full potential. Our sense of community is built around the quality of relationships between staff, students and parents. Our school values are respectful, successful and worldwide and we use these values to provide a framework for our work with students and other community members this includes behaviour expectations, curriculum and provision.

### Admission number(s)

King's Academy Easthampstead Park has an admission number of **210** for entry in year 7 in 2026

### Application process

Parents will be able to apply for a place at the school by applying to their home local authority. For Bracknell Forest residents they will be able to use the Bracknell Forest online application process, or by using a paper application if they prefer. Information about how to do this will be available in the Guide to Secondary Education in Bracknell 2026/27 which will be available from 12 September 2025 on the [Bracknell Forest website](#).

The closing date for applications is 31 October 2025.

## Oversubscription criteria

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

After this requirement has been satisfied the following rules will apply:

- (A) Looked After Children<sup>1</sup> 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<sup>2</sup> (or became subject to child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>) immediately following having been looked after. This also includes those 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<sup>5</sup>
  
- (B) Children who have either medical or social grounds for admission to the 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 Admission Authority's decision in these matters is final.
  
- (C) Children of staff at the school.
  - 1. 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
  - 2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
  
- (D) 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.
  
- (E) Children who live in the **designated area** of the school.
  
- (F) 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.
  
- (G) All other children.

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<sup>1</sup> 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.

<sup>2</sup> 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).

<sup>3</sup> 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.

<sup>4</sup> 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).

<sup>5</sup> 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.

Children must be living in the designated area at the closing date of 31 October 2025 to be considered under this criterion.

\*Sibling does not include those in the 6<sup>th</sup> form of the school.

### **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 non Bracknell Forest residents the residential property co-ordinates used will be that which is provided by the home local authority. 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.

If in the event that two or more children live at the same distance from school and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The process will be drawn and scrutinised by people who are independent of the Council. Random allocation will not be used for multiple birth siblings (twins, triplets etc) from the same family tied for the final place.

## **Late applications for Year 7 September 2026 for a place at King's Academy Easthampstead Park**

If an application is received after the deadline of 31 October 2025, this will be considered 'late' and will be processed in line with the Local Authority late procedure as defined in the Local Authority Co-ordinated Scheme.

## **Admission of children outside their normal age group**

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.

In line with the Local Authority Co-ordinated Scheme 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.

## **Waiting lists**

The academy will operate a waiting list. Where the academy receives more applications for places

than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## Appeals

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 40 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto: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.

## Notes:

### 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.

**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. For a secondary school place this does not include those siblings in the school 6<sup>th</sup> form.

**Multiple birth:**

Where the school has received applications for twins or other multiple births and when one of the siblings is the last child to be admitted under the oversubscription criteria, the other sibling(s) may be admitted above the PAN.

**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 a King's Academy Easthampstead Park 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. For In-Year applications the evidence must be submitted at the time of application. 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 King's Academy Easthampstead Park 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.

All schools have 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.

## In-Year Admissions 2026/27

King's Academy Easthampstead Park is part of Bracknell Forest Co-ordinated Admissions Scheme for In-Year Admissions. Parents/ carers wishing to apply for a place at the school should refer to the [Bracknell Forest website](#) for information on how to apply.

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

### The Criteria for a place at King's Academy Easthampstead Park

The admission authority is required by law to admit all pupils with an Educational Health and Care Plan, which names King's Academy Easthampstead Park 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<sup>6</sup> 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<sup>7</sup> (or became subject to a child arrangements order<sup>8</sup> or special guardianship order<sup>9</sup>) immediately following having been looked after. This also includes those 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<sup>10</sup>
- (B) Children who have either medical or social grounds for admission to the 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 Admission Authority's decision in these matters is final.
- (C) Children of staff at the school.
  1. 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

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<sup>6</sup> 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.

<sup>7</sup> 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).

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<sup>9</sup> 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).

<sup>10</sup> 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.

2. the member of staff is recruited to fill a vacant post for which there is demonstrable skill shortage.
- (D) 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.
- (E) Children who live in the **designated area** of the school.
- (F) 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.
- (G) All other children.

\*Sibling does not include those in the 6<sup>th</sup> form of the school.

### **Tie-break**

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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.

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be maintained by the local authority and following an unsuccessful application his or her child's name will be placed on the waiting list.

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## Appeals

Parents/carers have a statutory right of appeal if a place cannot be offered how to do this will be sent with any refusal. Appeals will be heard by an Independent Appeals Committee and must be heard within 30 school days.

Appellants should contact [customer.services@bracknell-forest.gov.uk](mailto: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.

## Notes:

### 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.

### 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. For a secondary school place this does not include those siblings in the school 6<sup>th</sup> form.

### 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 a King's Academy Easthampstead Park 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. For In-Year applications the evidence must be submitted at the time of application. 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 King's Academy Easthampstead Park 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.

All schools have 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.

OFFICIAL-SENSITIVE



## King's Academy Easthampstead Park Supplementary Social and Medical Information Form

### 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 complete and return this form to the School Admissions Team along with supporting written evidence from a professional **by the given closing date**. For In-Year applications the supporting evidence must be submitted with the application. 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 King's Academy Easthampstead Park 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.

All schools have 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

Name of School this information relates to:

Child's Name:

Date of birth:

Address:

Please set out the particular reasons why the school named on this form is the **only** suitable school and the difficulties that would be caused if the child had to attend another school.

Please list the supporting evidence that is being submitted to support this application under this criterion:

I understand that the information contained in this form is subject to GDPR (*General Data Protection Regulation*) and my personal data may be exchanged with King's Academy Easthampstead Park, other departments within Bracknell Forest Council, as well as other Local Authorities, Admissions Authorities, Schools and Government Agencies where necessary.

I understand that the Local Authority on behalf of the King's Academy Easthampstead Park reserve the right to collect this information as part of their statutory duties and that the Local Authority may carry out further investigation and require additional evidence to verify information contained in this form.

I understand that the outcome of this social and medical form will be basis that the information I provide is accurate and correct and that if any information changes it is my responsibility to inform the local authority.

I certify that all relevant sections have been completed fully and I have supplied all the supporting evidence from the professionals involved to support my application under social and medical grounds. I understand that I will be unable to submit further evidence after the closing date and that this will only be accepted in exceptional circumstances.

I certify that I have parental responsibility for the child named on this form and that the information I have given is correct.

I have read and understood the social and medical criterion for the relevant The King's Academy Easthampstead Park school as published.

Signature of parent/carer:

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Print Name:

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Date:

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Once completed scan and return this form with any relevant documentation to: [school.admissions@bracknell-forest.gov.uk](mailto:school.admissions@bracknell-forest.gov.uk) or by post to:

The School Admissions Team  
Bracknell Forest Council  
Time Square  
Market Street  
Bracknell  
RG12 1JD