



# Admission to RBWM Secondary Schools

For September 2025 Entry

Transferring to Secondary, Middle or Upper Schools

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## About this guide

Achieving for Children (AfC) provide the School Admissions Service, in partnership with The Royal Borough of Windsor and Maidenhead (RBWM).

The information in this guide relates to the school year beginning September 2025. It is primarily aimed at pupils transferring to middle school at the end of Year 4, secondary school at the end of Year 6, and upper school at the end of Year 8. The guide also includes information on applying to transfer to a university technical college or studio school at the end of Year 9.

A list of definitions used within this document is available to view on [Appendix A](#).

A list of frequently asked questions (FAQs) is available to view on [Appendix B](#).

Responsibility for information printed here relating to academies, voluntary aided schools, free schools, university technical colleges or studio schools lies with the governing body of the school concerned, and not with RBWM nor AfC.

The information was corrected on 5 September 2024 and is subject to change during the academic year 2024-25.

## Introduction

### How to contact the School Admissions and Child Employment Team

Email: [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

**Please note:** This is our primary mode of contact, and using email will get you the fastest response to your query.

Phone: 01628 683870

**Please note:** This is a call back service via the RBWM Customer Contact Centre

- Contacting the Admissions Team directly by phone is not possible.
- Due to the sheer volume of calls received throughout the year, we cannot necessarily provide phone support for all who request call-backs. In times of especially high demand, the call-back service will be withdrawn without notice, in order to channel the available resources to help as many parents and caregivers as we can.
- Priority will always be given to requests where the information cannot be found on the website or in the appropriate guide, and where information has not already been provided via email.

Website: [rbwm.afcinfo.org.uk](http://rbwm.afcinfo.org.uk)

Application portal: [https://live.cloud.servelec-synergy.com/AFC\\_RBWM/Synergy/](https://live.cloud.servelec-synergy.com/AFC_RBWM/Synergy/)

By post: School Admissions and Child Employment Team,  
Achieving for Children,  
Town Hall, St Ives Road,  
Maidenhead, SL6 1RF

## 1. Key dates, and general information on schooling in RBWM

### 1.1. Key dates for admission in September 2025

The co-ordinated admissions scheme operates from 1 September 2024 to 31 August 2025. The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority (LA). The full co-ordinated admissions policy is available to download on [our website](#).

Process	Date
<b>Applications open</b>	9 September 2024
<b>Deadline to submit on time applications</b> Including Supplementary Information Forms (SIFs) and social and medical applications	31 October 2024
<b>Extended deadline for exceptional circumstances</b> For applications that could not be submitted on time due to exceptional circumstances (proof must be provided) and changes of addresses to be considered in the first round of allocations	15 November 2024
<b>National Offer Day</b> Online applicants will be sent an email informing them of the outcome. Paper form applicants will be sent a letter via 2nd class post on this day	3 March 2025
<b>Deadline to respond to school place offers</b>	15 March 2025
<b>Deadline to submit late applications</b> To be considered in the second round of allocations commencing 4 April 2025. Applications received after this date will be processed after the second round of school place offers have been made	15 March 2025
<b>Deadline to submit appeals to be heard in the main round</b> These dates are for appeals heard by RBWM Democratic Services. Own admitting authority schools' dates may vary	25 March 2025
<b>Second round of school place offers</b> Further offers will be made from the waiting list as places become available for all applicants	4 April 2025
<b>Main round of appeals are heard</b>	May/June 2025
<b>Start of the Autumn Term</b> Exact date and times to be advised by schools	September 2025

**Please note:** Even if you have been through the school admissions process before, **please ensure you have read this guide in its entirety**. There are changes made to the process every year. A new application portal and revised admissions processes are in effect this year.

## Closing date for on-time applications is 31 October 2024

### 1.2. Dates of open events for Windsor and Maidenhead schools for 2025 entry

This information is intended for guidance only. The dates below have been published by the schools at the time of writing this guide. If you require any information relating to open days and tours or if the information is not available on this page, please contact the schools directly.

Please contact schools to confirm times and to register for open events.

School	Date and time
<b>Altwood CE Secondary School</b>	Thursday 26 September – 6-9pm (no bookings required) Tuesday 1 October – 9.30-11am (bookings required) Thursday 3 October – 9.30-11am (bookings required)
<b>Charters School</b>	Monday 7 October to Thursday 10 October, 9-11am (tours) Thursday 10 October 6-7.30pm Headteacher presentation to parents and/or carers only Bookings for both the tours and evening presentation are essential - bookings open July 15, 2024, on the school <a href="#">website</a>
<b>Churchmead School</b>	Thursday 12 September – 6-8pm (no bookings required)
<b>Cox Green School</b>	Thursday 12 September – 5-8pm (TBC) Headteacher speeches at 5pm, 5.45pm and 6.30pm Tours throughout September and early October (bookings required). Contact the school for further <a href="#">details</a>
<b>Dedworth Middle School</b>	Thursday 26 September – 6-8.30pm Headteacher speeches at 6pm and 7.15pm School tours throughout the evening Daytime tour dates can be confirmed and booked <a href="#">here</a>
<b>Desborough College</b>	Please contact the school for <a href="#">details</a>
<b>Furze Platt Senior School</b>	Thursday 3 October – 6-9pm Headteacher speeches at 6.30pm and 7.30pm
<b>Holyport College</b>	Wednesday 25 September Entry at 5:30pm or 7:30pm Bookings required. Register <a href="#">here</a>
<b>Newlands Girls' School</b>	Tuesday 1 October – 5-8pm Headteacher speeches at 5.15pm and 6.15pm
<b>St Edward's RFE Middle School</b>	Thursday 19 September – 6-8pm Monday 23 September – 9.15-10.30am Thursday 3 October – 9.15-10.30am Bookings <a href="#">required</a>
<b>St Peter's CE Middle School</b>	Tuesday 1 October – 6.30-8.30pm, headteacher talk at 6.30pm Tuesday 1 October – 9-11am (no bookings required) Thursday 3 October – 9-11am (no bookings required) Last tours on 1 and 3 October at 10.15am
<b>Trevelyan Middle School</b>	Please contact the school for <a href="#">details</a>
<b>The Windsor Boys' School</b>	Wednesday 25 September – 6-8pm
<b>Windsor Girls' School</b>	Please contact the school for <a href="#">details</a>

### **1.3. About secondary schooling in our local authority**

There are 14 state-funded secondary schools, all of which are their own admitting authorities (OAAs)<sup>1</sup> which means they can set their own oversubscription criteria and manage their own transfers outside of the main admissions round. Some OAAs choose to have RBWM manage their processes on their behalf, under the local authority's buy back validation service<sup>2</sup>. Schools in this local authority fall into one of the categories described below.

**a) Voluntary aided schools:** Supported by the Church Diocesan Boards and the local authority. The governors are responsible for setting the admissions policy.

Churchmead CE Secondary School

St Edward's RFE Middle School

**b) Free Schools:** An all-ability school which is run by the governing body independently of the local authority and is funded directly by the central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy.

Holyport College (day and boarding)

**c) Academies:** All schools not mentioned in the above categories are academies. This is an all-ability school that is run by an academy trust and its governors independently of the local authority and funded entirely by the central government. The governors are responsible for setting the admissions policy.

### **1.4. The structure of secondary education in RBWM**

You will see a range of school types when looking at secondary school education for your child. Each type of school covers a different age range.

- **Secondary schools** - Catering for pupils from Year 7 to Year 13, or ages 11+. These schools are found all over RBWM. After Year 11, some pupils may move to a college, UTC, Studio school, or a sixth form provision.
- **Middle schools** - Catering for pupils from Year 5 to Year 8, or ages 9-13. These schools are found in Windsor. After Year 8, pupils tend to move from middle schools to upper schools.
- **Upper schools** - Catering for pupils from Year 9 to Year 13, or ages 13+. These schools are found in Windsor. After Year 11, some pupils may move to a college, UTC, Studio school, or a sixth form provision.
- **UTCs and Studio schools** - Catering for pupils from Year 10 to Year 13. These schools are found outside RBWM, but within commutable distance. These schools are training centres for specific areas such as Engineering, Business, Arts Management, or Tourism, Aviation, Construction, E-Sports, or Digital Media, to name but a few. They offer the same qualifications as secondary schools, with the added bonus of industry expertise and work-experience links.

If you attempt to put a school on your phase entry application that does not receive pupils in that year group, your preference is invalid and will be discarded. For example, if you are applying for middle schools, but place a primary school on the application as well, this primary preference will

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<sup>1</sup> Own admission authority schools (OAAs) are independent of the local authority. We do not manage their admissions.

<sup>2</sup> Buy back validation service – A service which own admission authority schools pay the local authority to grade applications and maintain their waiting lists in accordance with the school's oversubscription criteria and admission arrangements on behalf of the school.

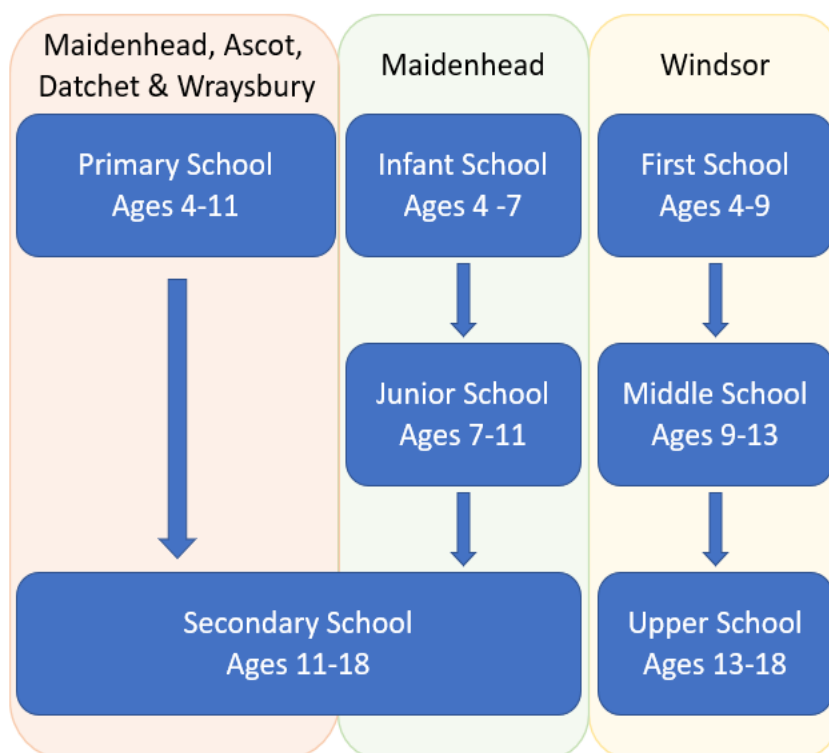
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be discarded. This is because primary schools do not accept phase transfer applications for Year 5 entry - you would need to make an In-Year Transfer request instead.

For clarity, when applying for a school place in the normal round of admissions:

- Only secondary schools (where the first point of entry is Year 7) can be named on an application for entry into Year 7 at a secondary school.
- Only middle schools (where the first point of entry is Year 5) can be named on an application for entry into Year 5 at a middle school.
- Only upper schools (where the first point of entry is Year 9) can be named on an application for entry into Year 9 at an upper school.

All other admissions are considered an In-Year Transfer and are outside the normal admissions round. Full details on how to make an in-year application are explained in the 'Guide to In-Year Admissions' available on our website [In Year Transfers](#), but please be aware that all secondary schools in RBWM manage their own in-year transfer process. When applying to secondary schools, you must approach each individual school directly.



Information on applying to transfer to a university technical college or studio school at the end of Year 9 can be found later in this guide, in Section 5.1.

### 1.5. Finding my nearest school/s

The easiest way to find your nearest school is to go to the GOV.UK site for school information: [www.find-school-performance-data.service.gov.uk/](http://www.find-school-performance-data.service.gov.uk/). All you must do is select the 'Location' option and enter your home address. You will receive a list of schools, starting with the closest school to your home. This will give you a list of all types of schools, as well as their address, their

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latest Ofsted rating (if eligible for inspection), and the approximate straight-line distance from your home to the school.

Use the tick boxes on the left of the page to select just secondary schools, schools of a particular denomination or faith, single-sex or co-educational schools, or to exclude independent or fee-paying schools from your list. For families living near the border of a local authority, this is a particularly useful site, as it lists schools in **all** local authorities, not just RBWM. You may find that the nearest school to your home may be a school managed by another local authority.

### 1.6. Allocation information for previous cohorts

To see if you have a good chance of getting in to your preferred school, you should check the allocation information from previous years – this gives you the criterion number and distance offered to the last child gaining a place in that year.

Allocation information for last year's entry can be found on the school admissions [website](#). Some OAA schools also list their allocation data for the past several years on their individual websites. Please note all allocation information on the website and in this guide was accurate as of National Offer Day, or the first working day after this date. Distance is measured as miles in a straight line. **Please remember it is your responsibility to read the full policy on the school's website before making your application.**

## 2. Applying for a secondary school place in six steps

### 2.1. Step 1: Understanding admissions – am I applying at the right time, to the right LA?

Children born between the following dates are eligible to transfer to secondary school in September 2025 as part of the normal admissions round:

- Middle school – 1 September 2015 and 31 August 2016
- Secondary school – 1 September 2013 and 31 August 2014
- Upper school – 1 September 2011 and 31 August 2012

Make sure you apply to your home local authority, even if the school you are applying for is outside of your home local authority. Your home local authority is the council to whom you pay your council tax for your primary residence. If you are unsure if your home local authority, you can check at [www.gov.uk/find-local-council](http://www.gov.uk/find-local-council) by entering your postcode.

If you live in RBWM, you will apply for school entry through us, via our [application portal](#). If applying for schools outside our borough, we will notify the relevant local authority of your interest in the school(s) you are applying for and inform you of the outcome of your application on National Offer Day. We can answer questions about your application, and about RBWM schools;

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however, questions relating to schools located outside of RBWM should be directed to the relevant local authority where the school is located. We do not, for example, hold any information on the 11+ tests for grammar entry in Buckinghamshire and Slough, as questions relating to the transfer testing process itself should be directed to the local authority where the child intends to sit the test. You will still apply for grammar places through us, however, as part of your normal transfer application.

**If your child has an EHCP in place**, you are not eligible to apply through the School Admissions Team. Please contact [cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk) and this specialist team will assist you.

### Key dates for this year's applications

- **First round applications close, 31 October 2024**

All parents must make their application by the national deadline 31 October for the application to be considered in the first round of allocations on National Offer Day.

- **Exceptional circumstances deadline, 15 November 2024**

If you are prevented from applying on time for the first round with good reason, if you wish to change your preferences, or if you need to change your address, you need to do so by this date to be considered in the first round of offers on National Offer Day. Parents of children who are sitting the transfer test for grammar schools **must not** wait for the test results before making their application. This will not be considered an exceptional reason for delaying your application and your child's preferences will only be processed in the second round of allocations on 4 April.

- **National Offer Day, 3 March 2025**

On this day, if you have applied on time, you will be informed of your child's school place. The vast majority of pupils receive their places on this day. If you apply online, you will find out which school you have been offered via email. You can also log into the [application portal](#) to find out the outcome of your application on National Offer Day. If you apply on a paper form and you have not provided an email address, you will receive a letter which will be sent out by second class post on National Offer Day, so please allow two to three days for the letter to be delivered.

If you do not apply on time, this means that your application for a school place cannot be considered until **after** everyone else who did apply on time. This means that schools popular with parents are likely to be completely full before your application is even considered. If all the offers allowed for a school are made, and accepted, there will not be any places in that school for late applicants, even if you live very close to that school. **Applying on time gives you the best possible chance of gaining a place at your school of choice.**

#### 2.1.1. Step 1a: Understanding admissions – understanding the preference system

- During the application process, you will be asked to make a list of up to six schools, that you would be happy for your child to attend. This is your 'preference' list. It is important that you put your list in order from your favourite or most preferred school, down to your least preferred school.

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- Your preference list is your chance to have a say in which school your child may be allocated. Wherever possible, we take parental preference into account when allocating places, but this **does not** mean parents and carers get to choose the school their child attends.
- Your list lets us know which schools you want your child to attend, but it does not mean you are guaranteed entry to those schools.
- It is extremely important to use all the preferences available for you to use. If you choose to only list a single preference, or even three out of your six preferences, this does not mean you will be allocated these schools.
- If enough pupils meet a higher criterion than your child, or live closer to the school, they will have priority over your child, and you will not be given a place.

**Please note** in cases where not all the available preferences have been listed by the parent or carer, your application will automatically have the nearest schools available for this phase of entry added to your application.

This will be done in ascending order of distance, from the closest school downwards, until all your preferences are full. The addition of schools to your application is done to ensure you gain a place at a geographically close location wherever possible, where places are available. This process reduces the possibility of families being left without a school place for their child, due to their lack of expressed preferences. You should be able to see any added preferences in the application portal.

#### **Equal preference allocation process**

Once you have constructed your preference list, it is used to check available places at your preferred schools. Each school is considered under an 'equal preference' scheme. This means that all applications are considered equally no matter which preference the school is ranked in your list. If you rank a school as your first preference you will not get priority over another applicant who has ranked it lower.

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Action	Top tips
Apply to the local authority to which you pay your council tax.	<b>Make sure you apply to your home local authority by 31 October 2024.</b>
Applications should be made by completing the Common Application Form (CAF) online. <sup>3</sup>	<b>You should list up to six schools in order of preference, depending on the type of school your child will be attending.</b>
We put your child's name onto the applicant list for each school named on the application form.	<b>All applications received before the closing dates are dealt with equally. We do not look at your order of preference at this point, yet.</b>
All the names on each school list are ranked according to the oversubscription criteria.	<b>Your child's name will be on the list for each school named, and the schools do not know at which preference you have placed their school.</b>
We look at the published admission number (PAN) for each school and mark the names of children at the top of each list up to the PAN.	<b>Each school now has a list of potential applicants up to their PAN.</b>
We see how many lists your child's name appears on.	<b>In some cases, your child's name might appear on more than one list. In rare cases, they might not appear on any list.</b>
Where a child's name appears on more than one list, it means that they are eligible for a place at more than one school. We will allocate a place at the highest eligible school on your list. <b>This is the point when order of preference is considered.</b>	<b>Where your child's name does not appear on any list, it means that s/he will not be allocated a place at any of the schools you requested. The home authority will allocate a place at the nearest school to you <b>with a vacancy</b> where your child meets the oversubscription criteria, where possible.</b>

### **Order of preference**

You should think carefully about your order of preference when you decide how to list the schools for which you are applying. This is because if your child qualifies for a place at several schools, you will only be made one offer, to the school with the highest preference for which your child has a potential place. Any offers to a lower preferred school will be automatically withdrawn to ensure each child only receives one offer.

The following table illustrates the importance of the order of preference:

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<sup>3</sup> If you need to, you can request a paper copy of the form by emailing [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

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Pref	School	Qualify for a place?	Outcome
1	Altwood CE Secondary School	No	No current offer (waiting list)
2	Cox Green School	Yes	<b>Offer</b>
3	Churchmead School	No	Withdrawn – higher preference met
4	Burnham Grammar School	Yes	Withdrawn – higher preference met
5	Holyport College	Yes	Withdrawn – higher preference met
6	Newlands Girls' School	Yes	Withdrawn – higher preference met

In this case, should the parent then decide they would actually prefer their child to attend Burnham Grammar School, they would have to put in a change of preference form, and hope there were still places at BGS available in the next round of offers. This is why it is extremely important that parents think carefully about their preferred schools and use all their possible choices in their order of preference.

### Changing your preferences after the closing date on 31 October

The request must be made by completing the 'Change of Preference Request Form' available on the [website](#).

Any change of preference requests received after 31 October will not be processed until the second round of allocations on 4 April 2025. **There will be no exceptions to this deadline.**

**Please do not** request a change of preference by replying to the email you received confirming that you have submitted your application. This is a no-reply email address and is not monitored by the Admissions Team. Any changes sent to this address will not be processed. **When completing your change of preference form, please include any preferences you wish to keep from your original application.** If you name more than six preferences, any additional preferences will be disregarded without further notice.

An auto reply email will be your confirmation that your request has been received. We will not contact you again unless we require further information. **Your change of preference(s) may not be reflected on your application on the admissions portal, so please do not panic if you do not see changes to the application.** All changes are made in the processing system, not on the portal, so the information is not always transferred. We will, of course, always email you with offers and decisions and these will be reflected on the portal when made.

Any additional questions, queries, or concerns about the change of preference process can be emailed to [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk).

### 2.1.2. Step 1b: Understanding admissions – important points to remember

#### Have I applied for the correct type of school (entry into Year 7)

You can apply for up to six secondary schools on one form. **Remember that you can only list secondary schools where the first point of entry is Year 7.** If you wish to transfer into Year 7 at a

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middle school (where the first point of entry is Year 5), this will require a separate in-year transfer application.

### Have I applied for the correct type of school (entry into Year 5)

Applications to transfer from first to middle school in Windsor will be limited to the four Windsor middle schools unless you are applying for middle schools outside of the borough (in which case, you can list up to six schools). **Remember that you can only list middle schools where the first point of entry is Year 5.** If you wish to transfer to a primary school (where the first point of entry is Reception) for a Year 5 place, this will require a separate in-year transfer application.

### Have I applied for the correct type of school (entry into Year 9)

Applications to transfer from middle to upper school in Windsor will be limited to one Windsor upper school (The Windsor Boys' or Windsor Girls') unless you are applying for an upper school outside of the borough, in which case, you can list up to six schools. **Remember that you can only list upper schools where the first point of entry is Year 9.** If you wish to transfer to a secondary school (where the first point of entry is Year 7) for a Year 9 place, this will require a separate in-year transfer application. If you wish to transfer to a UTC or Studio School, you will need to contact these provisions directly.

### Do I need a Supplementary Information Form (SIF)?<sup>4</sup>

You should check whether you need to complete a SIF for any of the schools to which you are applying. If the school is outside of RBWM, please refer to the relevant local authority or contact the school.

### Does a school find out where I put them in my preferences list?

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them unless it is relevant to an appeal.

### Have I used all my preferences?

You must list the schools in the order that you prefer them, including any out of borough schools. Please make full use of your opportunity to list more than one school on your application to avoid disappointment. **Putting only one preference does not mean you will be allocated a place at that school.** If you do not meet the oversubscription criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. As explained above, if you choose not to use all your preferences, admissions staff are required to automatically add preferences to your application, in increasing order of distance from your house, regardless of your preference for another school.

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<sup>4</sup> Voluntary controlled schools in The Royal Borough of Windsor and Maidenhead no longer require a SIF.

### **Have I named a school more than once?**

If you name the same school more than once, it will only be considered as one preference. You are wasting a potential choice, and we will be required to add a preference to your application in terms of distance, which may not be one of your preferred schools.

### **2.2. Step 2: Collecting information about schools**

You should gather as much information as possible before you decide which schools you choose to include as a preference on your application.

- Read about the schools on their individual school websites and contact them to obtain a prospectus.
- Arrange to visit the school during a normal school day to see how it operates and attend any open events they hold.
- Look at the school's admission procedures on their website. A summary of the admission rules for each RBWM school has been included in this guide.
- Information about the individual school and links to their school inspection reports and school performance tables are available on the school's website.
- Consider your child's particular interests and abilities, and their views on the schools visited.
- Check that daily travel to and from the school is possible within a reasonable time. **Under the law, it is your responsibility as a parent or carer to get your child to school.** The home to school transport support policy is available on the [school transport advice](#) website.

### **2.3. Step 3: Deciding which schools to include as preferences**

As stated above, the legislation governing school admissions allows for parents and carers to express a preference for a school; this is not the same as being able to 'choose' which school your child attends. **It is important that you do not assume that your child is entitled to a place at a preferred school, at a school with their sibling/s, at a school within your designated area or at the school nearest to your home address. This is simply not the case.**

You are not guaranteed a place at a preferred school, and it is important to be realistic when considering the schools you name as preferences. If you list six preferences for schools that are a considerable distance from your home, you are risking not receiving an offer for any of your preferred schools if they are all too far away. Distances to which offers are made to pupils vary every year, and even if your next-door-neighbour received an offer last year, it does not mean you are guaranteed an offer this year. As you will see throughout this guide, the distance from your home to the school is always used to determine which children receive offers ahead of their peers.

For parents and carers applying to middle schools, please note that a school may give priority to applications from pupils attending a Windsor first school but attendance at a Windsor first school does not guarantee admission into a Windsor middle school on secondary transfer. Similarly, attendance at a Windsor middle school does not guarantee admission to the Windsor upper schools.

## Closing date for on-time applications is 31 October 2024

### 2.3.1. Step 3a: The oversubscription criteria and designated appropriate areas

If there are fewer applicants than places available for a school, every applicant will be offered a place, if a higher preference has not been met. If there are more applications received than there are places available, the school will use its published oversubscription criteria to work out which children have the highest priority and can be offered a place. Any children with an EHCP which names the school must be admitted before any other children and will be counted in the published admission number (PAN) where possible.

#### Please note:

- The oversubscription criteria for each Windsor and Maidenhead school are summarised on the individual school pages in Section 3.
- Make sure you understand the oversubscription criteria and address any questions directly to the school.

#### Designated appropriate area (also known as designated area, or catchment area)

All the secondary schools within RBWM have designated areas. All Maidenhead secondary schools share the same designated area, except Holyport College which has its own designated area for Year 7 day places. Residents living in the designated area for Holyport College are also in the designated area for the other Maidenhead secondary schools.

Your home address may not be in the designated area of the school nearest to your house. It is important that you check which catchment areas include your home address before submitting your application, using the [Neighbourhood View](#) facility on the council website. Electronic copies of the designated areas are available on the [school designated areas](#) website.

Although you are not limited to designated area schools when listing your preferences, admissions priority is often given to those pupils who apply for their designated area school. However, living in the designated area does not guarantee you a place at the school.

#### Allocation information, or how places were offered in previous years

Please look carefully at the oversubscription criteria and how places were offered in previous years for each school. This information will help you to consider whether you are likely to be more successful in gaining a place or not. If proximity to school is used as a criterion or tiebreaker, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer to your home. You should consider naming your designated area school as one of your preferences and use **all** your preferences. This will maximise your chances of being offered a preferred school.

As stated in Section 1.6 you will find details of how places were offered in previous years in the Allocation Information [documents](#). You will have to contact some academies and voluntary aided schools directly for this information, if it is not included in these documents.

### **2.3.2. Step 3b: Commonly used oversubscription criteria**

Please refer to the full admissions policy of each individual school to see whether the following criterion form part of the oversubscription criteria, and for any variation to the following definitions. Please note that the commonly used criteria regarding looked-after children, or children with exceptional social or medical need are outlined in Section 4.

#### **Sibling priority**

All the secondary schools give some priority to siblings in their oversubscription criteria. Most parents find it easier to have their children attend the same school, but it is important to understand that having children at the same school is often not possible. **Please note that there is no guarantee that we will be able to offer a sibling a place at your preferred school even if you meet the sibling criterion.**

In RBWM, children are defined as siblings if:

- they are full, half, step, foster brother or sister; and
- they live at the **same address**; and
- they are already in attendance at the school; and
- they will still be in attendance in September 2024 in Years 8 – 10, with some schools accepting Years 11 and 12, also.

Attendance of a younger sibling, a sibling in Year 11 at the time of application or possible attendance in the sixth form (Years 12 and 13) do not necessarily confer sibling status on an applicant. All siblings must permanently reside at the admissions address.

#### **It is your responsibility to give the sibling's details on your application under sibling details.**

Qualification for sibling status is made on the basis that the pupil already at the school will remain on roll at the school at the time of application and at the time your child is due to start school. If this sibling then leaves the school, it will affect the younger sibling's application.

If you fail to indicate that a pupil has a sibling at the school when you are applying, your younger child will not be considered under sibling criterion. Your child will instead be considered under the next possible criterion, and this increases the likelihood that your younger child will not receive an offer to the school their sibling attends.

#### **Proximity to school**

In most published oversubscription criteria, priority within each criterion is decided by distance, with those living closest to the school being given the highest priority. To be fair to all applicants, the council has a standard method of measuring home to school distance. This is measured in a straight line from the GIS address point of the pupil's house as determined by Ordnance Survey to the designated school node of the school, using proprietary GIS software.

Please refer to the individual school's published admissions policy for information on how places are allocated if two or more children live at the same distance from the school.

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Please note that we cannot provide home to school distances to applicants ahead of a formal application being received and an offer being made. If you would like the approximate distance between your home and the school in question, you can find this information at [www.find-school-performance-data.service.gov.uk/](http://www.find-school-performance-data.service.gov.uk/).

### 2.4. Step 4: Completing your application

You will be required to register on the application [portal](#) in order to complete your application online. If you do not have internet access at home, it is free to apply online at your local library. Your child's current school or nursery may also be willing to help you make an online application.

You will be able to save your application and come back to it at any time before the application deadline. Please note that you must have an email address to register on the admissions portal before you make an application. You must have regular access to this email address, as it will be the primary form of communication with you regarding your child's application. You will not be able to discuss the details of your child's application over the phone with the Contact Centre.

Only one application can be submitted for each child. If you try to submit more than one application for the same child, any additional applications made after the first one will be discarded automatically, without notice. This is why any changes you wish to make must be made to the original application, instead of starting again and creating a new one.

When making your application you will sign a declaration that you have parental responsibility and that you have the agreement of all people with parental responsibility to make your application, or there is a court order specifically allowing your application.

In cases of joint custody, evidence of court orders or other documentation may be required. It is not appropriate for RBWM to become involved in private disputes with parents or carers. You should attempt to resolve the matter of school preference between yourselves and inform us in writing which application should be processed, or through the Family Court by way of a specific issue order or its equivalent. **Any applications subject to a dispute will not be processed until agreement can be reached, and this may affect your child's chance of being allocated a place at a preferred school.**

**RBWM residents:** Apply online by following the [link](#). If you are not an RBWM resident, you should be applying through your home local authority.

The online system is quick, easy, and reliable, and can be accessed using a PC, laptop, or mobile/tablet devices. The application program will guide you through each step and there are clear prompts to ensure you complete all the required sections. Your details are safe and secure, and you can view your application at any time. **Please ensure you click the 'submit' button at the end of your application otherwise we will not receive your application, and it will not be processed.**

## Closing date for on-time applications is 31 October 2024

### The online system will close at 11.59pm on 31 October.

Please note that you cannot use the online system to update information after the closing date for applications, or once your application has been downloaded to the processing system. If you wish to make changes at this point, you must notify the Admissions Team directly in writing, at [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk). If you need support with your online application, please contact the Admissions Team at the same address.

### Confirmation emails

You should receive an email to confirm that your application has been received. If you do not receive this email and it is not in your spam or junk folders, log back into the online system to make sure you submitted your application correctly. **If you do not receive a confirmation email, your application has not been submitted and will not be processed.**

### Application submission reminders

You will be prompted by the system to submit your application if you have not done so. If you fail to do this before the closing date, your application will be treated as a late application once you do press 'submit.' Applications left in draft form will not be processed.

If you inadvertently create more than one application for your child, you will receive reminders for each application, even if it has been discarded. The Admissions Team cannot prevent the system from sending these reminders and you will continue to receive them until the closing date has passed. Please check to ensure you have submitted the correct application (you will receive a submission confirmation email) and ignore any emails you continue to receive for your other accounts until the closing date has passed.

### Supplementary Information Forms (SIFs)

A SIF is required when a school needs additional information from the parent or carer to apply its oversubscription criteria. The information requested may include information about your pupil premium status, religious observance, or any other information directly applicable to your application. **Please be aware that it is your responsibility to check whether any of the schools you are applying for require a SIF.** If you do not complete and return the SIF to the address provided on the form or through the admissions portal, the school will only consider your application based on the information in the CAF. This will reduce your chances of being offered a place at the school.

### Paper application forms (paper CAFs)

You should apply online if possible. In exceptional cases, where an online application cannot be made following support from the Admissions or Library teams, we will issue a paper copy of the Royal Borough of Windsor and Maidenhead's CAF. This will be made available by emailing [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) and picking it up from the Town Hall when advised to do so.

## Closing date for on-time applications is 31 October 2024

If you apply on paper and do not provide an email address, you will receive a letter giving you the outcome of your application. This will be sent by second class post to your admissions address on National Offer Day.

As only one application per child can be accepted, please only make an application either online or on paper, not both. If we receive more than one application for the same child the online application will **always** take precedence, regardless of the date of submission.

### **Why do we verify a child's home address?**

We verify application addresses to ensure that only entitled pupils are offered places. We are required to do this by law, and it is not a reflection on whether we believe a child's living arrangements to be genuine. The verification process is outlined in more detail in Section 4.

Any school place obtained by deception, deliberate misinformation, or withholding of facts will be considered fraudulent, and you may face prosecution under several fraud legislations. We are also required to withdraw the school place and re-evaluate the application at the lowest appropriate criteria and distance. Any school place obtained by deception is deemed unfair, as another child is being deliberately denied their lawful claim to that place.

### **2.5. Step 5: Submitting your application**

The closing date for receipt of your application and any supplementary form or supporting evidence, is **31 October**. The online system will close at **11.59pm**. If applying on a paper form, please make sure you allow enough time for the form to arrive by the deadline, as postal delays cannot be taken into consideration.

Before you submit your application, please check that you:

- have read and understood the oversubscription criteria for each school included on your application, and considered the likelihood that your child will qualify for a place
- are clear on the order in which you want your preferences to be listed and have placed your favourite school as your first preference
- understand how the home address will be assessed for admissions purposes.
- have used all your available preferences

**Please make sure you have read and understood the declaration on the online system or the bottom of the form before submitting your application.** This means you are agreeing to the terms and conditions in full and understand your responsibilities as an applicant.

You cannot use the online system to update information after the closing date. You must notify the Admissions Team directly in writing, at [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) .

## Closing date for on-time applications is 31 October 2024

### 2.6. Step 6: Being offered a school place

We will make a single offer of a school place to parents or carers living within RBWM. This will include any offer for a place at a school located in another local authority. Applicants living outside our area applying for one of our schools will be notified of the outcome of the application by their home local authority, as required by the Admissions Code (2021). For safeguarding reasons, information about your allocation will not be given over the phone by any staff member, under any circumstances.

If your child meets the oversubscription criteria for more than one school, we will look at your order of preference and offer you a place at the highest preferred school for which your child is eligible.

If your child does not meet the oversubscription criteria for any of your preferred schools and you are a Royal Borough of Windsor and Maidenhead resident, the Admissions Team will offer you a place at the nearest RBWM school to your home address with places remaining, wherever possible. This kind of offer is known as a 'diversion' offer. Diversion offers will not be made automatically if your child is currently at a school where they can feasibly remain.

#### National Offer Day

If you applied online, you will be sent an email with the outcome of your application. You will also be able to log on to the system to view the outcome and respond to the offer. Emails are automatically sent out in batches throughout the day. If you have already responded to your offer online before your email has been sent, you will still receive the standard email prompting you to respond to your offer. The offer email must be provided, in its entirety, if you choose to appeal for entry to a particular school that refused your application.

**If you applied on paper, you will not be able to access your application electronically.** If you have not provided an email address on your paper form, you will be sent an outcome letter by second class post on National Offer Day, and this letter will provide information on how to respond to your offer. If the letter is not delivered, a copy may be sent out by post no sooner than 10 March.

If you are happy with your offer, it is important that you let us know **as soon as possible** so that we can remove your child from waiting lists for higher preferred schools. If your child remains on a waiting list for a higher preferred school and we can offer a place when further offers are made, **the existing offer will automatically be withdrawn** and possibly allocated to another child without further notice. Your child will automatically be added to the waiting list for any higher preferred schools if you do not receive an offer for your first preference school, so it is important you let admissions staff know your decision.

Please do not contact the school directly to give your acceptance – you need to give your decision to your home local authority directly. We cannot accept a message from the school as proof you have accepted the offer. We will continue to coordinate offer places on behalf of academies, voluntary aided and free schools until 31 August 2025, to ensure each child only ever holds one

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offer. Once the Admissions Team have received your offer response, you can feel free to liaise directly with the school for the arrangements on transition days, joining forms, and information on how to start the school year.

**You must accept or decline your offer by 15 March**, either through the admissions portal if you applied online or by following the instructions in your letter/email if you applied on paper. **The offer for your allocated school is only guaranteed if you select the option to 'Accept' on the online system; if you select any other option, or do not give any response, the place may be withdrawn without further contact from the Admissions Team.**

Please remember that you cannot use the response or confirmation emails to inform the Admissions Team of any changes to your application, including changes to your preferences or home address, as these will not be seen. Please include the name and date of birth of your child and use the email address [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) for any correspondence.

**Second round offers are made on 4 April.** From this date onwards we will re-offer any places that may have become vacant since original offers were made to applicants from the relevant waiting list, in accordance with the individual school's oversubscription criteria. If parents have not responded to their offer from National Offer Day, their school places may be offered out to other pupils on this day.

If you are unhappy with the school place you have been offered, we strongly recommend you accept the offer you hold until another school is allocated via the waiting list or the appeal process. If you refuse the offer, your child may be left without a school place in September. It is your responsibility as the parent to consider your options, including making a late change of preference request to us for one or more alternative schools. Once a school place has been offered, or instructions given on how to apply through an own admitting authority to a school with guaranteed places, our statutory duty has been fulfilled, and we are not obliged to make any further offers.

### Late applications

If your application is late, it will affect your chance of getting a place at one of your preferred schools. No places are held in reserve for late applications or certain categories of student. **It is in the best interest of your child to ensure you apply on time.**

Applications received after the closing date of **31 October** will only be considered after all the on-time applications have been processed, and the first round of offers made. **The authority's decision on whether an application will be considered 'late' is final.**

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is still possible. If all the places at your preferred schools have been allocated, your child's name will be automatically added to the waiting lists in oversubscription criteria order, and

## Closing date for on-time applications is 31 October 2024

(if vacancies are available) we will offer an alternative school at the next nearest school with vacancies.

### Late changes of preference

A late change of preference is a request to change the preference order of the schools named on your application, or to change the schools named on your application. It is considered 'late' if it is received after the closing date for the normal round of admissions (31 October).

Requests for a late change of preference must be made by completing the 'Change of Preference Request Form' found on the [website](#) and must include a full list of up to six schools you wish to be considered for in preference order, including any you wish to keep from your original application.

Requests should be made before the **15 March** if you wish them to be considered in the second round of offers.

### Further rounds of offers

RBWM will make a second round of offers to all late applicants, or applicants with late changes of preference, on **4 April**. After this official second round of offers is made, we will process each application in the order it is received. For both National Offer Day and the second round, the order in which the applications are received does not affect if an offer is made. From 4 April onwards, when an application is received will determine the order in which offers are made.

Please be aware that other local authorities may have more than one 'round' of offers after National Offer Day. If you are applying for schools outside of RBWM, you will need to take these 'rounds' into account, as it will affect when you receive information about your choice of school. Parents applying for schools in Bracknell Forest, Surrey, Slough, and Buckinghamshire should take note that these authorities have different second and subsequent offer rounds to RBWM. The only offer date that all authorities in England must abide by is National Offer Day.

### Withdrawing offers

Once the offer of a place has been made, the local authority may withdraw the offer only in specific circumstances. These circumstances include:

- where the offer was made in error, resulting in another child being disadvantaged, and it has not been able to resolve the error without withdrawing the offer. The offer will be withdrawn as soon as possible after the error has been discovered; or
- where the application is considered fraudulent or intentionally misleading; or
- where a parent or carer has not responded to the offer within a reasonable time; or
- if the family moves home between the offer being made at the start date in September, and they move to a residence where they would not have received the original offer (i.e. further away from the school or in a different designated area); or
- where it is possible to offer a higher named preference from the waiting list.

### 3. Oversubscription criteria for RBWM schools

Please refer to the individual school's policy available on their website for full admission policy information. The schools themselves are responsible for providing the information on their respective schools.

The oversubscription criteria for voluntary aided schools, free schools and academies are set by the governing body of each establishment. Some schools may require an additional supplementary information form (SIF) to be completed. This information is found in the 'School details' subheading of each individual school's entry later in this section of the guide. If you name a school on your application requiring a SIF, you must contact the establishment directly to obtain the SIF and return it to them by their specified closing date. For your convenience, you are able to attach your SIF directly to your application, on our portal. This is done in the 'School preference' section. This will securely send your SIF to the requesting school, for you. **Your application will not be complete until both the application form (the online CAF) and the SIF are returned.** Applications for these schools will be passed to the governing body of the individual school. The governors will decide to whom they can offer places and inform the Admissions Team staff of the names of those children. The LA will send the offer letter on behalf of the governing body.

Some schools may choose to buy back into the Admissions validation service. For these schools, the Admissions Team will apply the individual school's oversubscription criteria on their behalf, as well as sending out the offer letters.

Where a school receives more applications than there are places, the following are the criteria that will be applied to determine which children should be offered places. When allocating places, the admissions staff will start at the highest category (Criterion 1) and begin allocating places. If all children in the category are offered places, and there are places remaining, we continue to the next highest category. This process continues until all the places available at the school in this year group are allocated. When there are more children in a category than there are places remaining, the places will be offered based on the distance between the school and the home address.

A summary of the admission arrangements for each of the voluntary aided schools, free schools and academies follows. Full details of these arrangements are published on the individual school's website. **Please ensure that you read their full policy before making an application to their school.**

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### 3.1. Oversubscription criteria for Year 7 entry: Altwood CE Secondary School

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

#### School details

Type of school:	Co-Educational Academy
Address:	Altwood Road, Maidenhead, SL6 4PU
DFE Code:	868/4506
Admission Number:	150
Headteacher:	Mr Neil Dimbleby
Age range:	11-18
SIF required:	Yes
Email:	<a href="mailto:altwood@altwoodschoo.co.uk">altwood@altwoodschoo.co.uk</a>
Website:	<a href="http://www.altwoodschoo.co.uk">www.altwoodschoo.co.uk</a>
Tel:	01628 622236

#### About the school

Altwood Church of England School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive, and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith, or no faith, but we expect parents to respect the Christian ethos of our school. Altwood Church of England School values its Christian ethos and close links with local churches and the Diocese of Oxford.

Children with an EHCP naming Altwood Church of England School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

1. Looked-after children and children who were previously looked-after, but ceased to be so because, immediately after being looked-after they were adopted or became subject to a residence order or special guardianship order.
2. Children (or a parent) who have exceptional medical needs that make it essential that they attend Altwood Church of England School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children of staff in either or both of the following circumstances:
  - 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
  - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage\* The last full meeting of the Board of Trustees of each academic year will receive information from the Headteacher about the current subject or skills shortage

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4. Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children with a normal home address in the catchment area, which is the whole of Maidenhead.
6. Children with a normal home address outside the area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
7. Children with a parent who has attended a church which is a member of Churches Together in Britain & Ireland, at least once a month for at least 8 of the 12 months preceding the date of application. Parents not able to qualify under criteria 1-5 above and wishing to apply under this criterion should complete the school's Supplementary Information Form and return it direct to the school by the closing date.
8. Children who attend one of our named feeder primary schools:
  - All Saints Church of England Junior School
  - Bisham Church of England Primary School
  - Cookham Dean Church of England Primary School
  - Holyport Church of England Primary School
  - Knowl Hill Church of England Primary School
  - Larchfield Primary School
  - St Nicolas' Church of England Primary School
9. Other children.

Proximity of the child's home, as measured by the straight-line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1-6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

### 3.2. Oversubscription criteria for Year 7 entry: Charters School

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

#### School details

Type of school:	Co-educational Academy
Address:	Charters Road, Sunningdale, Ascot, SL5 9QY
DFE Code:	868/4029
Admission Number:	270
Headteacher:	Mr John Fletcher
Age range;	11-18
SIF required:	No

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Email: [charters@chartersschool.org.uk](mailto:charters@chartersschool.org.uk)  
Website: [www.chartersschool.org.uk](http://www.chartersschool.org.uk)  
Tel: 01344 624826

### About the school

Charters School, an academy, is an 11-18 mixed comprehensive school of 1700 pupils with over 350 students in the Sixth Form. The school provides a complete range of opportunities for successful personal development through structured programmes within a supportive environment. Educational achievement is valued for all individuals and appropriate attention is given to the needs of all students, from those with learning difficulties to those with Oxbridge potential. A significant focus is placed on the development of employability skills through the PiXL Edge Scheme, which was conceived at Charters and is now in place in 700 schools nationwide. Students from all ability levels consistently perform better than similar students nationally, with 22 students gaining a place at Oxbridge in the six years leading to 2023, a superb outcome for a state school with a truly comprehensive intake.

The law requires the school to admit students with an EHCP where a Local Authority has specifically named Charters School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. In the event of a late application, the school can be required to admit even if the admission number has been reached. Places allocated to children with an EHCP admitted to the Learning Support Centre will be included within the admission number (to be limited to the maximum capacity of the Learning Support Centre).

In the event of there being greater demand for admission than there are places available, places will be offered using the following criteria in the order given:

- 1 Looked-after children. This category includes a 'looked-after child' or a child who was previously looked-after but, immediately after being looked-after, became subject to an adoption, child arrangements or special guardianship order, including those children 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.
- 2 Children with exceptional medical or social reasons for requiring the school.
- 3 The children of staff in either or both of the following circumstances:
  - a. Where the 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
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage\*.
- 4 Children who live in the 'designated area' of the school and who would have a sibling\*\* at the school at the time of admission of the child for whom a place is sought.
- 5 Children who live in the 'designated area' of the school.
- 6 Children who would have a sibling\*\* at the school at the time of admission of the child for whom a place is sought.
- 7 All other applicants.

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If Charters School does not have places for all the children in a particular category, the following tiebreaker will be applied to prioritise places:

Proximity to the school. This will be measured in a straight line from the front door of the student's house to the door of the main reception area of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example, families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). In the event that parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the relevant distance will be measured from the front door which is closest to the school.

\* The first Full Trustee Board meeting in each academic year, in September, will receive information from the Headteacher about the current subject or skills shortage.

\*\* The term 'sibling' includes a half or stepchild permanently living in the same family unit, or a foster child permanently living in the same family unit whose place has been arranged by the Social Services Department of a Local Authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. Qualification for sibling status is made on the basis that the student who is the older sibling will be on roll at the school in Years 7 to 10 on the date of application of the child for whom a place is being sought. Siblings in Year 11 or the Sixth Form are not eligible under the sibling criteria.

Within Criterion 4 and 6, preference will be given to siblings\*\* of students in the Learning Support Centre, who will be allocated places before other siblings\*\*.

### 3.3. Oversubscription criteria for Year 7 entry: Churchmead School

Please refer to their [website](#) for the full admissions policy. It is your responsibility to read the full policy on the school's website before making your application.

#### School details

Type of school:	Voluntary Aided, Co-Educational School
Address:	Priory Way, Datchet, Slough, SL3 9JQ
DFE Code:	868/4084
Admission Number:	120
Headteacher:	Mr Chris Tomes
Age range:	11-18
SIF required:	Yes
Email:	<a href="mailto:office@churchmead.org">office@churchmead.org</a>
Website:	<a href="http://www.churchmead.org">www.churchmead.org</a>
Tel:	01753 211330

### **About the school**

Churchmead School is an 11- 18 Church of England mixed comprehensive school with a distinctive Christian ethos that celebrates “life in all its fullness.” Our aim is to provide the best possible education for every student within a supportive Christian environment that enriches their lives. Believe to Achieve, our school motto along with our school values of Courage, Commitment and Compassion underpin all that we do. As a Church of England School Churchmead works closely with our local and Church community. We take pride in developing academic achievement, resilience, confidence, and mutual respect with our students.

Children with an EHCP naming Churchmead School will always be offered places. In the event of there being greater demand for admission than there are places available, places will be offered using the following criteria in the order given:

1. Looked-after children (Children in Public Care), including those children 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.
2. Families who have exceptional medical or social needs that make it essential that their child attends Churchmead School rather than any other. These needs must be fully supported by writing from the appropriate professional person involved with the family. (See full admissions policy available on the school website)
3. Children who have siblings who will still be on roll at the school, when the applicant would enter the school.
4. Children who attend a Primary School that is formally linked with Churchmead, or a Church affiliated School.

#### **Buckinghamshire**

Iver Heath Junior School  
Iver Village Junior School

#### **Windsor & Maidenhead**

Datchet St Mary’s CE Primary School  
Wraysbury Primary School  
St Peter’s Middle School  
St Edward’s RFE Middle School

#### **Slough**

Marish Primary School  
Colnbrook CE Primary School  
Foxborough Primary School  
Pippins Primary School  
Holy Family Catholic School  
Ryvers School  
Langley Hall Primary Academy  
St Mary’s CE Primary School

5. Children who live in the “designated appropriate” area of the school.
6. All other applicants.

**Deciding Factor:** If the school does not have places for all the children in a particular criterion, places will be awarded on the basis of the proximity of the pupil’s home to school measured by the shortest distance. This is to be a straight line to the front entrance of the main school building from the pupil's home.

### **3.4. Oversubscription criteria for Year 7 entry: Cox Green School**

Please refer to their [website](#) for the full admissions policy. *It is your responsibility to read the full policy on the school's website before making your application.*

#### **School details**

Type of school:	Co-educational Academy
Address:	Highfield Lane, Maidenhead, SL6 3AX
DFE Code:	868/4056
Admission number:	210
Headteacher:	Mr Danny Edwards
SIF required:	No
Age range:	11-18
Email:	<a href="mailto:enquiries@coxgreen.com">enquiries@coxgreen.com</a>
Website:	<a href="http://www.coxgreen.com">www.coxgreen.com</a>
Tel:	01628 629415

#### **About the school**

At Cox Green School our mission statement is to have the highest aspiration for our school and every member of our community, where all feel respected and able to develop to their potential. Our values are driven by our mission statement and values and underpins all at Cox Green School.

Our values are:

- Be Respectful – Respect for ourselves and those around us.
- Be Kind – Supporting one another and being considerate of others.
- Be Determined – Showing a willingness to improve and better ourselves.

Cox Green is rated Good by Ofsted and we are extremely proud of our community spirit which is driven by a belief that:

- Every Cox Green student will receive a first class education.
- Every Cox Green student will feel part of a vibrant and strong community.
- Every Cox Green student will leave confident, well qualified, inspired and prepared for whatever future challenges they face.

1. Children in care and previously in care, including a “looked-after child” or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence order or special guardianship order, and those children 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.
2. Children with exceptional medical or social reasons for requiring the school.
3. Children who live in the ‘designated area’ of the school.
4. Children who would have a sibling of compulsory school age who would be at the school at the time of admission of the child for whom a place is sought. The term ‘brothers or

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sisters' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age.

5. Children who attend a priority linked school:
  - Holyport Primary School
  - Larchfield Primary School
  - Lowbrook Academy
  - Knowl Hill Primary School
  - Waltham St Lawrence Primary School
  - Wessex Primary School
  - White Waltham CE Primary School
  - Woodlands Park Primary School
6. Children of staff at the school where the 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. All other applicants

If the academy does not have places for all the children in a particular category, tiebreakers will be applied to prioritise places.

#### **Tiebreaker 1**

Children who have a sibling of compulsory school age at the school at the time the applicant would enter the school.

#### **Tiebreaker 2**

Children living in the designated area who attend White Waltham CE Academy or Waltham St Lawrence Primary School.

#### **Tiebreaker 3**

Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.

Qualification for sibling status is made on the basis that the student already at the school will be of compulsory school age and on roll at the school at the time of the applicant's entry. Attendance of a sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 & 13) does not confer sibling status.

### **3.5. Oversubscription criteria for Year 5 entry: Dedworth Middle School**

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

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### School details

Type of School:	Academy Middle, Co-Educational
Address:	Smiths Lane, Windsor, SL4 5PE
DFE Code:	868/4063
Admission Number:	180
Headteacher:	Mrs N Chandler
Age range:	9-13
SIF required:	No
Specialism:	Specialist Arts
Email:	<a href="mailto:office@dedworthmiddle.co.uk">office@dedworthmiddle.co.uk</a>
Website:	<a href="http://www.dedworthmiddle.co.uk">www.dedworthmiddle.co.uk</a>

### About the school

Our aim is for every child to develop his or her potential to the full in a secure and happy environment. The programme of studies offered at Dedworth Middle School will present challenges and opportunities for all our children, in and outside the classroom. We want children to go home at the end of the day buzzing with ideas and further questions.

Dedworth Middle School sets its sights on being a centre of excellence where high levels of achievement are the norm, where beliefs and diversity are celebrated and where care and respect are paramount. We believe that the opportunities and experiences offered at Dedworth encourage our pupils to grow, becoming responsible citizens and enthusiastic, lifelong learners.

Children with an EHCP naming Dedworth Middle School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Children who are looked-after or were previously looked-after – A 'looked-after child' or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence, child arrangements order, or special guardianship order.
2. Children with exceptional medical or social reasons for requiring the school – Where the parent or carer can demonstrate wholly exceptional medical or social requirement for attendance at Dedworth Middle School and that attendance at no other school will suffice.
3. Children who live in the 'designated appropriate area' AND who have a sibling at the school at the time of application and who is expected still to be on roll at the school at the time of admission.
4. Children living in the 'designated appropriate area' of the school.
5. Children who have a sibling at the school at the time of application and who is expected still to be on roll at the school at the time of admission.
6. Children who attend a feeder school – all Windsor First schools, Wraysbury Primary School, or Datchet St Marys Primary School.

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7. Children whose parents have selected the school for co-educational reasons when the local alternative is a single sex school.
8. All other applicants.

#### Tiebreaker

If more applications are received in any one criterion than there are places available, then priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school using Local Authority's GIS system. In the event of two or more children living at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the Academy Trust.

#### 3.6. Oversubscription criteria for Year 7 entry: Desborough College

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

##### School details

Type of school:	Boys' Comprehensive, Co-educational Sixth Form
Address:	Shoppenhangers Road, Maidenhead, SL6 2QB
DFE Code:	868/4000
Admission number:	189
Headteacher:	Mr Andy Murdoch
Age range:	11-18
SIF required:	No
Specialism:	Maths and Science
Email:	<a href="mailto:info@desborough-college.net">info@desborough-college.net</a>
Website:	<a href="http://www.desborough.org.uk">www.desborough.org.uk</a>
Tel:	01628 634505

##### About the school

As a result of excellent leadership, a strong culture of respect and high-quality teaching and learning, Ofsted has judged Desborough as a good school. There is a clear focus on academic and personal excellence, enabling students to acquire the skills, knowledge, and character attributes for success both within school and beyond. Quality teaching is at the heart of what we do as we know this will enable students to achieve and exceed their academic potential. We have a skilled and experienced team of staff who are committed to the success of each child.

The law requires Trustees to admit pupils with an EHCP where the Local Authority has specifically named Desborough College as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where there is

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a late application to Desborough College, DCAT can be required to admit even if the admission number has been reached.

In the event of there being greater demand for admission than there are places available, places will be offered using the following criteria in the order given:

1. Children in care. This category includes a 'looked-after child' or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence, or special guardianship order.
2. Children of staff at the college where the member of staff has been employed at the college for two or more years at the time at which the application for admission to the college is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Children living in the designated area of the college AND who would have a sibling of compulsory school age who would be at the college at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. A child is regarded as being of compulsory school age until the end of the school or academic year in which he becomes 16 years of age.
4. Children who live in the 'designated area' of the college
5. Children not living in the 'designated area' of the college who would have a sibling of compulsory school age who would be at the college at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. A child is regarded as being of compulsory school age until the end of the school or academic year in which he becomes 16 years of age.
6. All other applicants.

If the school does not have places for all the children in a particular category, tiebreakers will be applied to prioritise places.

#### **Tiebreaker 1**\_(applies to Criteria 1, 2 and 4)

Children who have a brother(s) of compulsory school age at the college at the time the applicant would enter the college. If there are still not enough places for all the children in Criterion 4 once this sibling tiebreaker has been applied, applications will be prioritised using the second and then the third tiebreaker.

#### **Tiebreaker 2**\_(applies to Criterion 4 only)

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Children living in the designated area. If there are still not enough places for all the children, applications will be prioritised using the third tiebreaker.

#### **Tiebreaker 3** Proximity to the college.

This will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the college. In the event that two or more children live at the same distance from the college (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s).

Qualification for sibling status is made on the basis that the pupil already at the college will be of compulsory school age and on roll at the college at the time of application. Attendance of a sibling in Year 11 at the time of application or possible attendance in the sixth form (Years 12 and 13) does not confer sibling status.

#### **3.7. Oversubscription criteria for Year 7 entry: Furze Platt Senior School**

Please refer to their [website](#) for the full admissions policy. *It is your responsibility to read the full policy on the school's website before making your application.*

##### **School details**

Type of school:	Co-educational Academy
Address:	Furze Platt Road, Maidenhead, SL6 7NQ
DFE Code:	868/4055
Admission Number:	253
Headteacher:	Dr Andrew Morrison
Age range:	11-18
SIF required:	No
Email:	admissions@furzeplatt.net
Website:	<a href="https://www.furzeplatt.com/">https://www.furzeplatt.com/</a>
Tel:	01628 625308

##### **About the school**

Our successful school is a happy, safe, and caring learning community where achievement is promoted, potential realised and young people flourish. We are an ambitious school and expect students and staff to have high expectations of what they can achieve. At Furze Platt, we wish for all our students ACHIEVE: to be Ambitious in all they do, to Collaborate with those around them, to be Happy in themselves and the journey they are on, to show Endurance when things don't go their way, to be Versatile in always trying new and different ways of doing things – and to push for Excellence in all they do.

If your child has an EHCP, naming a particular school, they are required to be admitted to that named school. Please note that up to five places are reserved for pupils with Autistic Spectrum Conditions and EHCPs, expecting to enter the SHINE Resource Provision.

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In the event of there being greater demand for admission than there are places available, places will be offered using the following criteria in the order given.

1. Children in care. This category includes a 'looked-after child' or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence, or special guardianship order. This category also includes those children 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.
2. Children with exceptional medical or social reasons for requiring the school.
3. Children of staff at the school where the 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who have a sibling in Years 7 to 12 who are on the school roll at the time allocations are made and who will be on roll at the time of the proposed admission. Attendance of a sibling in Year 13 at the time of application does not confer sibling status. The term 'sibling' includes brothers, sisters, and half or step brothers/sisters permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.
5. Children who live in the 'designated area' of the school who attend Cookham Dean CE Primary School, Cookham Rise Primary School, Holy Trinity CE Primary School, or Furze Platt Junior School.
6. Children who live in the 'designated area' of the school.
7. Children who attend Cookham Dean CE Primary School, Cookham Rise Primary School, Holy Trinity CE Primary School, or Furze Platt Junior School, who do not live in the designated area.
8. All other applicants.

### **Tiebreaker 1** (applies to Criterion 5 only)

Children living in the designated area who attend Cookham Dean CE Primary School, Cookham Rise Primary School, or Holy Trinity CE Primary School, Cookham. If there are still not enough places for all the children once this Linked School tiebreaker has been applied, applications will be prioritised using Tiebreaker 2.

### **Tiebreaker 2** - Proximity to the school.

Proximity to the school. The distance tool (GIS mapping) used by the LA is embedded into the admissions portal. For In-Year Transfers the distance tool used is Google Maps. Where Google Maps identifies two or more families living in very close proximity to each other, the school will refer to RBWM's GIS mapping tool. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer

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places available then random allocation will be used to decide which child will be allocated the remaining place(s).

#### **Tiebreaker 3** (applies to Criteria 6 and 7)

Proximity to the school. The distance tool (GIS mapping) used by the LA is embedded into the admissions portal. For In-Year Transfers the distance tool used is Google Maps. Where Google Maps identifies two or more families living in very close proximity to each other, the school will refer to RBWM's GIS mapping tool. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s).

#### **3.8. Oversubscription criteria for Year 7 entry: Holyport College (day places only)**

Please refer to their [website](#) for the full admissions policy. *It is your responsibility to read the full policy on the school's website before making your application.*

##### **School details**

Type of school:	Free School, Co-Educational
Address:	Ascot Road, Holyport, SL6 3LE
DFE Code:	868/4001
Admission No.:	88 in Year 7 (64 day, 24 boarding) and 18 in Year 9 (all boarding)
Headteacher:	Mr Alastair Ingall
Age range:	11-19
SIF required:	For pupils applying for a boarding place or who are eligible for the Pupil Premium * This criterion will not automatically be applied to your application. You must fill in the SIF.
Email:	<a href="mailto:info@holyporthcollege.org.uk">info@holyporthcollege.org.uk</a>
Website:	<a href="http://www.holyporthcollege.org.uk">www.holyporthcollege.org.uk</a>
Tel:	01628 640150

##### **About the school**

Holyport College is an all-ability, co-educational day and boarding school for pupils aged 11 – 19 years. It aims to provide an outstanding, all-round education where every pupil excels academically and develops personally, physically, and socially, fully prepared for the challenges and opportunities of adult and working life. Eton College is our sole educational sponsor and brings its educational and pastoral expertise to Holyport College. Pupils will follow a traditional academic curriculum preparing them for GCSEs in Year 11 and entry to higher education and university in Year 13. They will be expected to engage in independent learning activities outside the taught day. The school day starts at 8.40am and ends at 5.00pm for all pupils, Monday to Thursday with an early finish at 3.45pm on Friday. Holyport College offers day places without reference to the gender of the applicant. However, the school is not obliged to admit any pupil as a boarder if accommodation

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appropriate to his/her gender is not available. Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Holyport College will not admit any child as a boarder unless he/she has satisfied the school that he/she is suitable to board. Pupils entering the school at Year 7 or Year 9 will comprise day and boarding pupils and admission will be entirely separate for each type of place. Separate applications can be made for a boarding and a day place in the same admissions round, but this will involve two separate simultaneous applications and preference for a day or boarding place must be stated. Parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for a boarding place if offered.

In the event of there being greater demand than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Looked-after or previously looked-after children.
2. Children with exceptional medical or social needs, where a letter from a qualified medical practitioner or social worker supports the case in terms of a relevant medical condition supported by medical evidence or equivalent written evidence from a social worker.
3. Children whose parents are founders of Holyport College and who have been granted this provision by the Secretary of State for Education.
4. Children of staff at the school in either of the following circumstances: a) where the 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; or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff, however any children admitted in these circumstances would not be prioritised over any children on the waiting list who are eligible for a higher admissions priority criterion.
5. Children eligible for the Pupil Premium such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium (including children eligible for the Pupil Premium through the first four priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium exceeds 20%. **This criterion will not automatically be applied to your application. Please contact us to request a SIF form in support of your application.**
6. Children who live in the 'designated area' of the school with a sibling who is also a day pupil at the school at the time of admission. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
7. Children who live in the 'designated area' of the school. The designated area follows the boundary of Bray Parish.

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8. Children with a sibling who is also a day pupil at the school at the time of admission. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
9. Proximity to the school for those applicants whose permanent residence is in the UK. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.

#### Tie Breaker for Day Pupils

Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.

**Please note:** For the information regarding boarding places, including boarding over-subscription criteria, please see the school's website.

#### 3.9. Oversubscription criteria for Year 7 entry: Newlands Girls' School

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

##### School details

Type of school:	Girls, Academy
Address:	Farm Road, Maidenhead, SL6 5JB
DFE Code:	868/4036
Admission Number:	192
Headteacher:	Miss Jo Capon
Age range:	11-19
SIF required:	No
Email:	<a href="mailto:office@newlandsgirls.co.uk">office@newlandsgirls.co.uk</a>
Website:	<a href="http://www.newlandsgirlsschool.co.uk">www.newlandsgirlsschool.co.uk</a>
Tel:	01628 625068

##### About the school

Our vision is to build an ambitious and caring community of people who eagerly contribute to every aspect of school life, whilst instilling the ethos that there are no limits to what can be achieved.

This is underpinned by our values: the 3Cs - Courage, Commitment, Compassion - which feed into our core purpose:

We aim to provide a dynamic, rigorous, single sex education fit for the young people in our school. We will offer a rich curriculum which develops character and thrives on aspiration,

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respect, and positive relationships. Our core purpose is to equip our students for life beyond school, preparing them with confidence and enthusiasm for the next steps in their journey.

Criteria for admission once children with an EHC plan have been allocated, in the event of there being greater demand for admission than there are places available, places at Newlands Girls' School will be offered using the following criteria in the following descending order:

1. Children in care. This category includes a 'looked-after child' or a child who was previously looked-after but immediately after being looked-after became adopted or were subject to a residence order or special guardianship order. This category also includes those children 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.
2. Children with exceptional social or medical reasons for requiring the school.
3. Children who live in the 'designated area' of the school and who have a sibling who attends this school.
4. Children of staff at Newlands Girls' 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 two 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.
5. Children who live in the 'designated area' of the school.
6. Children who do not live in the 'designated area' of the school, but have a sibling who attends the school.
7. Children who attend a Primary School that is formally linked with the preferred Secondary school. These are Courthouse Junior, Holyport Primary, Oldfield Primary, Riverside Primary and St Luke's Primary.
8. Individual preference for a single-sex educational school where only the alternative is available in the local area.
9. Children whose parents have any other reason for their preference.

Qualification for sibling status is made on the basis that the pupil already at the school will be of compulsory school age and will remain on roll at the school at the time of application. Attendance of a sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 and 13) does not confer sibling status. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age.

If Newlands Girls' School does not have enough places for all children in a particular category, a tiebreaker will be applied to prioritise places. Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or

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more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

#### 3.10. Oversubscription criteria for Year 5 entry: St Edward's RFE Middle School

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

##### School details

Type of school:	Voluntary Aided, Co-Educational Middle
Address:	Parsonage Lane, Windsor, SL4 5EN
DFE Code:	868/4704
Admission Number:	120
Headteacher:	Ms Nina Adamson
Age range:	9-13
SIF required:	Yes
Email:	<a href="mailto:office@sterf.org.uk">office@sterf.org.uk</a>
Website:	<a href="https://www.sterf.org.uk/">https://www.sterf.org.uk/</a>
Tel:	01753 867809

##### About the school

St Edward's Royal Free Ecumenical Middle School is a distinctively Christian school in which we as individuals achieve and thrive with dignity, knowing we are loved by God. In our supportive and exciting environment, we are given opportunities to grow and learn; to aim for excellence in all we do and develop enquiring minds. Pupil achievement is high and the school's SATs results remain well above the National average for reading, writing and maths. There is a strong performing and expressive arts programme and all pupils enjoy at least two hours of physical education and activity each week. Classes are taught by specialist subject teachers throughout the school although in Year 5 pupils spend additional lesson time with their form tutor with a focus on their literacy. As a result, they are well-supported emotionally, pastorally, and academically.

As a joint Anglican-Catholic School a high priority is given to children who themselves or through their parents are affiliated to either church by baptism (in accordance with practice in Catholic schools) and attend a local First School or reside within the local area (in accordance with practice in the Church of England).

Children with an Education, Health, and Care Plan (EHCP) naming St Edward's Royal Free Ecumenical Middle School will always be offered a place. In the event of there being a greater demand for admission than there are remaining places available, places will be allocated in the following category order:

### **Closing date for on-time applications is 31 October 2024**

1. **Looked-after children** and children who were previously looked-after but ceased to be so immediately after being looked-after, they became subject to an adoption, child arrangements or special guardianship order. This includes those children 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.
2. **Children with a sibling on the roll of the school at the time of application.** By sibling, we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carers 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.
3. **Children of staff at the school**, subject to either or both of the following: a) Where the member of staff has been employed at the school for two or more years at the time the application for admission is made, and/or b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Governors will then consider all applications from children attending First Schools in the Windsor system or normally resident in Windsor, Old Windsor, Eton, Eton Wick, Datchet, Wraysbury and Horton.

4. **Children who have either strong medical or social grounds for admission** Children who have either strong medical or social grounds for admission (e.g., serious social problems in the family, or any chronic medical condition affecting the pupil that only this school can accommodate). If this is the case your application must be fully supported at the time of application by written confirmation from the professional person(s), (such as a doctor or social worker) involved in the case. The documentation should set out the reasons why this school is the most suitable one and the difficulties that would be caused if the child had to attend another school. The Governing Body may seek additional information or clarification from the professionals involved. The application will be assessed objectively. [Attached to the school's full policy published on the website is the standard by which these criteria can be met.]
5. Denominational Banding:
  - a) Up to 50% of remaining places (rounded down to the nearest whole number) will be given to children who have been baptised in either the Church of England (or other Anglican Church), or whose parent(s) were baptised in either the Church of England (or another Anglican Church). By Anglican Church we mean Member Churches of the Anglican Communion being those who are in communion with the See of Canterbury and who recognise the Archbishop of Canterbury as the Communion's spiritual head. (The list is available on <https://www.anglicancommunion.org/structures/member-churches.aspx>).
  - b) the Up to 50% of remaining places (rounded down to the nearest whole number) will be given to children who have been baptised in a Catholic Church, or whose parent(s) are baptised members of the Catholic Church. By Catholic Church we mean a church which is in full communion with the See of Rome or a person

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received into full communion with the Catholic Church (The List is available on <http://www.casoportsmouth.org.uk/admissions> ).

Where it is possible to offer a place under category 5a and 5b, the highest ranking place will be offered. As applicants are offered a place, their position under the other category will be freed up. In the event of there being an extra place available, due to the rounding down of available places in categories 5a and 5b, the final place will be allocated to the child who lives in closest proximity, as measured by the straight-line distance between the child's home and the school, of either the next 5a or 5b applicant. In the event of either category 5a or 5b not filling all of the places allocated to them, the remaining places will be filled by either 5a or 5b (as appropriate) until all the places are filled, or no more applications remain in that category.

6. Children who are, or whose parents are, members of any other Christian or other world faiths.
7. All other applicants normally resident within the RBWM designated area (defined above) or currently attending a Windsor First School.
8. All other applicants

Should there be more applications than places available in any of the categories above, then priority will be given according to proximity of the child's home, as measured by the straight-line distance between the home and the school with those living nearer being accorded the higher priority; this will serve to differentiate between children in each criterion should the need arise. This data is supplied to the school by the LA, and is determined from the address point of the pupil's house measured in a straight line as determined by Ordnance Survey to the address point of the school using the local authority's GIS system.

If the last child admitted is of a multiple birth, all siblings of that multiple birth will be admitted even if this goes over the Planned Admission Number. If this occurs in both category 5a and 5b then both sets of multiple birth children will be admitted.

#### **Tie Breaker**

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. This process will be conducted in the presence of a person independent of the school. The Governing Body will assign each application a category based on the information and documentation received.

#### **3.11. Oversubscription criteria for Year 5 entry: St Peter's CE Middle School**

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

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### School details

Type of school:	Academy, Co-Educational
Address:	Crimp Hill, Old Windsor, SL4 2QY
DFE Code:	868/4003
Admission Number:	90
Headteacher:	Mrs Alexandra Burke
Age range:	9-13
SIF required:	No
Email:	<a href="mailto:office@st-petersoldwindsor.org.uk">office@st-petersoldwindsor.org.uk</a>
Website:	<a href="http://stpetersceschool.org">http://stpetersceschool.org</a>
Tel:	01753 866253

### About the school

St Peter's Church of England Middle School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive, and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith, or no faith, but we expect parents to respect the Christian ethos of our school. Pupils will continue to build firm foundations for life in all its fullness – spiritually, academically, socially, and emotionally, as this is at the heart of everything we do. We want our students to become wise, compassionate, and responsible citizens in today's multi-faith modern Britain. Pupils are supported and challenged in a variety of ways using the five keys (making connections, self-management, challenge, creativity, and problem solving) which help to foster academic success. This focus, along with the pastoral vision of the School Values, guides pupils so that they can aspire and believe that they can grow and achieve to their full potential.

Applicants with an EHCP, with St Peter's Church of England Middle School as their named school, have an automatic right to a place. Once these children have been placed, the remaining applications will be treated in accordance with our oversubscription criteria, irrespective of educational need or ability. If the number of children eligible in the first category does not fill the available places, consideration will be given to children who qualify in the next category and so on until the Admission Number is reached.

1. Looked-after children, (LAC), Internationally adopted previously looked-after children (IAPLAC) and children who were previously Looked-after (PLAC), but ceased to be so because, immediately after being Looked-after, they became subject to an adoption, child arrangements or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends St Peter's Church of England Middle School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. A child ordinarily living in the Parish of Old Windsor.

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4. A child with a sibling on the roll of St Peter's at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. A child attending King's Court First School, The Royal School, Eton Porny C.E. Combined First School, or Eton Wick C.E. Controlled Combined First School at the time of application.
6. A child attending one of the following Windsor First Schools: Alexander First; Braywood CE Controlled First; Clewer Green CE Aided First; Dedworth Green First; Hilltop First; Homer First; Oakfield First; The Queen Anne Controlled First; St Edward's RC Aided First or Trinity St Stephen CE Aided First, at the time of application.
7. A child living outside the Ecclesiastical Parish of Old Windsor and who does not attend one of the schools named in Criterion 6 or 7 at the time of application.

Within each criterion, the child ordinarily living nearest to the school will be given highest priority, based on straight-line measurement between the school and the individual property, using the Local Authority GIS local ordnance data software where available. Where there is one place but two identical distance measurements, a process of random allocation in the presence of an independent person will be used to determine allocation. In line with RBWM guidance, "the distance will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school using Local Authority's GIS System

### 3.12. Oversubscription criteria for Year 5 entry: Trevelyan Middle School

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

#### School details

Type of school:	Co-Educational Academy
Address:	Wood Close, Windsor, SL4 3LL
DFE Code:	868/4083
Admission Number:	150
Headteacher:	Mrs L Harris
Age range	9-13
SIF:	No
Email:	<a href="mailto:office@trevelyan.org.uk">office@trevelyan.org.uk</a>
Website:	<a href="http://www.trevelyan.org.uk">www.trevelyan.org.uk</a>
Tel:	01753 864371

#### About the school

At Trevelyan we strive to produce happy, thoughtful pupils where every child can achieve their full potential in their academic, creative, personal, physical, and moral development. We provide a learning environment which enables the pupils to acquire knowledge, skills,

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and practical abilities. Trevelyan pupils will celebrate success today and be prepared for success in tomorrow's rapidly-changing world, by thinking critically, having a global perspective, demonstrating kindness, and embracing our school's values.

Pupils with an EHCP, supported by written evidence supplied by a recognised authority, and who have named Trevelyan Middle School specifically on the statement, will be admitted automatically. Where the number of applicants exceeds the number of places available, the following over-subscription criteria will be applied:

1. A 'looked-after child' or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, child arrangements, or special guardianship order including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked-after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).
2. Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to the final submission deadline for the Common Application Form (CAF), on 0.5 of full time or above or filling a vacant post where there is a skills shortage and working at Trevelyan Middle School. The term "staff" refers to any employee who is permanently employed by Pioneer Educational Trust working at Trevelyan Middle School and excludes those contracted through external agencies.
3. Children attending a First (Reception to Year 4) School within the Royal Borough of Windsor and Maidenhead AND with a sibling on roll at the time of entry. These priority linked schools are Alexander First School, Braywood CE First School, Clewer Green First School, Dedworth Green First, Eton Porny School, Eton Wick School, Hilltop First School, Homer First School, King's Court, Oakfield First School, Queen Anne First School, St Edward's RC First School, The Royal School, and Trinity St Stephens CE School. Trevelyan Middle School does not give priority to which school applicants currently attend (see tie-breaker procedures below).
4. Children attending a First (Reception to Year 4) School within the Royal Borough of Windsor and Maidenhead. These priority linked schools are Alexander First School, Braywood CE First School, Clewer Green First School, Dedworth Green First, Eton Porny School, Eton Wick School, Hilltop First School, Homer First School, King's Court, Oakfield First School, Queen Anne First School, St Edward's RC First School, The Royal School, and Trinity St Stephens CE School. Trevelyan Middle School does not give priority to which school applicants currently attend (see tie-breaker procedures below).
5. Children living within the catchment area of the school.
6. Children that are attending, at the time of application Foxborough Primary School, as the designated linked priority school.
7. Any other applicants.

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### Tiebreaker

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's permanent home address to the main school reception of the main school site. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available, but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

### 3.13. Oversubscription criteria for Year 9 entry: The Windsor Boys' School

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

#### School details

Type of school:	Academy, Boys only
Address:	1 Maidenhead Road, Windsor, SL4 5EH
DFE Code:	868/4044
Admission Number:	260
Headteacher:	Mr Sean Furness
Age range:	13-18
SIF required:	No
Specialism:	Arts
Email:	<a href="mailto:mail@twbs.co.uk">mail@twbs.co.uk</a>
Website:	<a href="http://www.twbs.co.uk">www.twbs.co.uk</a>
Tel:	01753 716060

#### About the school

At The Windsor Boys' School students aged 13-18 are comprehensively educated for the modern world. With over 100 years of history and rich traditions we succeed in ensuring boys experience a fully rounded education that enables them to achieve academic success, participate in a wide range of extra-curricular activities and develop a good and decent character. This is achieved through the blend of three well-refined elements:

- A broad, modern, and challenging curriculum which ensures everyone reaches their full potential.
- An extraordinary and unrivalled programme of extra-curricular activities, especially in sport and creative arts.
- A school ethos that fosters responsibility, genuine teamwork, and friendship.

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Pupils will be admitted to TWBS at the age of 13+ without reference to ability or aptitude. Children who have an Education, Health and Care Plan which names the school will be allocated a place at the school in accordance with their statutory entitlement. If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan naming the school, the following criteria will be considered, in order, to determine who will be offered a place:

1. Students who are looked-after or were previously looked-after – A ‘looked-after child’ or a child who was previously looked-after but immediately after being looked-after became subject to an adoption, residence, child arrangements order, or special guardianship order.
2. Students with exceptional medical or social reasons for requiring the school – Where the student, or their parent or carer, can demonstrate wholly exceptional medical or social requirement for attendance at the school and that attendance at no other school will suffice.
3. Students who live in the ‘designated appropriate area’ of the school and who would have a sibling of compulsory school age are expected still to be at a school in the trust at the time of admission of the student for whom the place is sought.
4. Students who live in the ‘designated appropriate area’ of the school.
5. Students who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the student for whom the place is sought.
6. Students who attend a feeder Middle School (Trevelyan, St Peter’s, St Edward’s or Dedworth).
7. Students whose parents have selected the school because of a preference for a single-sex school when the local alternative is a co-educational school.
8. All other applicants.

### **Tiebreakers**

If more applications are received in any one criterion than there are places available, the following tiebreakers will be used:

- For Criterion 7: Priority will be decided by the continuous length of attendance at Windsor First, Primary and Middle schools. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor school will be treated as having started school on the same date. This would be the earliest time that all children, regardless of date of birth, should have commenced full time education, which will be September in National Curriculum Year 1. Continuous length of attendance will be measured in months. Attendance at nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical distance as in the following tiebreaker.
- For all other criteria: Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the

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school using Local Authority's GIS system. In the event of two or more boys living at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the Academy Trust.

#### **3.14. Oversubscription criteria for Year 9 entry: Windsor Girls' School**

Please refer to their [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application.***

##### **School details**

Type of school:	Academy, Girls only
Address:	Imperial Road, Windsor, SL4 3RT
DFE Code:	868/4046
Admission Number:	230
Co-Headteachers:	Mrs Eimear O'Carroll and Mr Peter Griffiths
Age range:	13-18
SIF required:	No
Specialism:	Teaching school
Email:	<a href="mailto:office@windsorgirls.net">office@windsorgirls.net</a>
Website:	<a href="https://www.windsorgirls.net/">https://www.windsorgirls.net/</a>
Tel:	01753 795155

##### **About the school**

We expect all of our students to 'Aspire, Advance and Achieve' beyond their expectations in academic study, in the arts, in sport and in extra-curricular activities. They are supported by a committed and well-qualified team of staff, who are prepared to take an individual interest in each student. We are proud that Ofsted judged Windsor Girls' School to be an 'Outstanding' provider of education. The report heaped praise upon the achievements of students, as well as the quality of teaching, the behaviour and safety of students and the leadership and management of the school.

Children who have an Education, Health and Care Plan which names the school will be allocated a place at the school in accordance with their statutory entitlement.

If there are more applicants than there are places available after the admission of students with Education, Health and Care Plans naming the school, the following criteria will be considered, in order, to determine who will be offered a place:

1. Students who are looked-after or were previously looked-after – A 'looked-after child' or a child who was previously looked-after by immediately after being looked-after became subject to an adoption, residence, child arrangements order, or special guardianship order including those children who appear (to the admissions authority) to have been in state care outside of England and classed to be in state care as a result of being adopted.

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2. Students with exceptional medical or social reasons for requiring the school – Where the students, or her parent or carer, can demonstrate wholly exceptional medical or social requirement for the attendance at the school and that attendance at no other school will suffice.
3. Students who live in the ‘designated appropriate area’ of the school and who would have a sibling of compulsory school age expected to still be at a school in the Trust at the time of admission of the student for whom the place is sought.
4. Students who live in the ‘designated appropriate area’ of the school.
5. Students who would have a sibling of compulsory school age expected to still be at a school in the Trust at the time of admission of the student for whom the place is sought.
6. Students who attend a feeder Middle School (Trevelyan, St Peter’s, St Edward’s or Dedworth).
7. All other applicants

#### **Tie breakers:**

If more applications are received in any one criterion than there are places available, the following tiebreakers will be used:

- For Criterion 7: Priority will be decided by the continuous length of attendance at Windsor First, Primary and Middle schools. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor school will be treated as having started school on the same date. This would be the earliest time that all children, regardless of date of birth, should have commenced full time education, which will be September in National Curriculum Year 1. Continuous length of attendance will be measured by months. Attendance at nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical distance as in the following tiebreaker.
- For all other criteria: Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the school using Local Authority’s GIS system. In the event of two or more students living at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the Academy Trust.

## 4. Special circumstances and common areas of query

### 4.1. Looked-after children or previously looked-after children (LAC / PLAC)

These terms refer to children who are in the care of a local authority<sup>5</sup> or being provided with accommodation by a local authority, children who were previously looked-after but ceased to be so because they were adopted<sup>6</sup> or became subject to a child arrangement order or special guardianship order and children who appear (to the admitting authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **Evidence required for a child who is currently in the care of a local authority or being provided with accommodation by a local authority**

You must enclose a letter from the child's social worker which confirms that the child is currently subject to a Section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a current interim care order or a current final care order.

#### **Evidence required for a previously looked-after child**

You must provide documentary evidence to show that the child was in care immediately before the adoption, child arrangements order, or special guardianship order, along with a copy of the relevant order from the following list:

- an adoption order made under the Adoption Act 1976 or Adoption and Children Act 2002; or
- a child arrangements order settling the arrangements around the person with whom the child is to live with under Section 8 of the Children Act 1989 (as amended by Section 12 of the Children and Families Act); or
- a special guardianship order appointing one or more individuals to be a child's special guardian(s) under Section 14A of the Children Act 1989.

#### **Evidence required for children who have been in state care outside of England**

Documentary evidence of adoption such as:

- an adoption order from a UK court; or
- an adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland; or
- an Article 23 Certificate – this applies to Hague convention adoptions, and will have been issued by a Central Authority; or
- official documentation from the relevant court or state authorities in the country of adoption, confirming that the child was adopted. In this case further information may be required including:
  - A certified document obtained from the embassy of the country of origin.
  - A letter from the adoption agency; or

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<sup>5</sup> In accordance with Section 22 of the Children Act 1989

<sup>6</sup> Under the Adoption Act 1976 or Adoption and Children Act 2002

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- A letter from another agency or organisation that has been involved with the child; or
- documentary evidence that a child was previously looked-after. The child must appear (to the admission authority) to have been 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) and ceased to be in state care as a result of being adopted. Examples may include:
  - an Article 16 Report – this applies to Hague convention adoptions and will have been issued by the Central Authority;
  - information provided by an adoption agency, either in the UK or overseas.
  - information provided by an organisation that provided care for the child.
  - a report or letter from another agency or organisation that has been involved with the child.

#### 4.2. Exceptional social or medical need (SEMC)

In response to the needs of parents and carers with exceptional or highly unusual circumstances, the Admissions Code introduced the opportunity for parents to apply for a school, based on their child's exceptional social, emotional, or medical need. These applications are also known as applying for social, emotional, or medical consideration (SEMC). It is expected that no more than a small number of applications will be given this criterion in a year, if any at all.

All schools, whether in RBWM or not, are required by law to provide for the additional needs of their pupils, wherever possible. As such, all RBWM schools have experience providing for children with different social and medical needs. To be considered under SEMC criteria, a child must be experiencing such exceptional difficulties that they are very uncommon in the general population. The threshold for SEMC acceptance is exceptionally high, and the need can apply to the child or another member of the family.

Some schools will consider an application under this category only where the parent or carer can demonstrate a **wholly exceptional** medical or social requirement why the preferred school is the **only** suitable school for their child, and the difficulties likely to be caused by not attending that school. Specific details of the requirements for the individual schools where this criterion applies are available on their websites and summarised in Section 3 of this guide. We will only consider a social and medical application for **the first preference** school named on the application where it forms part of the oversubscription criteria.

It is the responsibility of the parents to provide a clear argument, with supporting evidence, as to why their child should be given this consideration. **Please be aware that providing evidence does not automatically guarantee that a child will be given priority at a particular school.** In each case, a decision will be made based on the merits of the evidence presented and whether that evidence demonstrates that a placement should be made at a particular school, above any other.

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Awarding this criterion does not guarantee that a school place will automatically be allocated at the school. If the school is full in the relevant year group, your child will be added to the waiting list with the appropriate social and medical criterion, giving them priority on the waiting list over other children who fulfil lower criteria.

The local authority only assesses social and medical needs applications for the following own admission authority schools that buy back into the local authority's admissions service:

- Charters School (Year 7)
- Dedworth Middle School (Year 5)
- Newlands Girls School (Year 7)
- The Windsor Boys' School (Year 9)
- Windsor Girls' School (Year 9)

Specific details of the requirements for all academies, voluntary aided and free schools where this criterion applies is available on the individual school websites. If you would like to apply for an own admission authority school other than the schools specifically listed in the previous paragraph, please contact the school directly for information about how to apply under this criterion. The threshold for acceptance with own admitting authorities is just as high as it is with the local authority, and they will follow a process similar to that of the local authority, in the interests of fairness and consistency.

When assessing an application, we will consider the statement you provided, as well as any other accompanying evidence. The strength of your application will be considered by two or more officers who will make an evidence-based decision individually and then together, referring to another officer where disagreement exists. If a consensus cannot be found, then more expert advice may be sought. Those officers assessing the application will have knowledge of the local authority's admissions process and the School Admissions Code 2021. As multiple cases are discussed at once, no notes or rough deliberations will be made available for public consumption, as it is not appropriate to discuss other cases or divulge other children's information to a third party. Instead, the officers will note collectively their reasons for any acceptance or rejection of the application under this criterion for your particular case. The reasoning will then be outlined in the letter parents receive, so that you are aware of exactly what was taken into account when making the decision.

Parents and carers whose cases are heard before National Offer Day will be notified of their outcome in writing, at the same time as they find out which school their child has been offered. Parents and carers who submit a late application under this rule after National Offer Day or the second round of offers will be notified of the outcome in writing once the decision has been made.

In all cases, if an application is rejected under SEMC, the application for admission will be categorised under the next highest criterion. A rejection under SEMC does **not** mean that the application for admission will be affected in any other way. It will be treated in the same way as an application that did not ask for SEMC consideration.

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Wherever possible, it is especially important to apply, and provide all evidence by the closing date for applications on **31 October**. The Admissions Team can only consider the application **once** during the process and if further documentation arises after the initial assessment has taken place, it may not be possible to reassess the decision. Requests or additional evidence received after the closing date for applications can only be considered where the reasons for the late submission are exceptional, and it can be reasonably assumed that the application could not be made on time.

The LA's decision is final and **there is no right of appeal to officers against refusal to consider an application under this category**. If your child has not been offered a place at your preferred school, you will have your usual legal right of appeal to an independent appeal panel. During this kind of appeal, you are able to explain why you would like your child to attend a particular school and can include the evidence you provided to support your social/medical application as part of your appeal submission.

Where the local authority assesses the application on a school's behalf, all applications **must** be submitted by the closing date and **must** include a completed social/medical application form (please email [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) to request a form) or a letter/email explaining the reasons for applying under this criterion. This form or letter **must** provide **all** of the following statements or evidence:

- Why the preferred school is the **only** suitable school for your child, and the difficulties likely to be caused by not attending it.
- Where the requested school is not the nearest school to the child's home address, you must provide clear reasons with supporting evidence why the nearest school is not appropriate. A statement must be included giving permission for the local authority to make such enquiries as it thinks necessary to investigate the matter further.
- Supporting evidence specifically in relation to your current school application, that gives reasons and provides information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed writing paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist, or a senior social worker.

Please scan documents and send them to [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk). You can also attach the documents to your application in the online portal. All information provided is treated in the strictest confidence. Please do not send or drop off original documents, as these cannot be returned to you. A copy of your SEMC application form, as well as copies of your supporting evidence, can be attached to your application on the portal.

**Important points to consider when applying for SEMC**

As stated above, it is the **parent’s responsibility** to ensure they provide the supporting documentation, and a clear argument that addresses the required statements. Please note that hospital appointment letters or prescriptions are **not** considered relevant documentary evidence. Evidence from members of the family, friends or a childminder is also not normally acceptable. Applications lacking external objective evidence will be rejected under this category without further assessment.

It is not appropriate for the headteacher of the school you are applying for to provide supporting evidence as this will be considered a conflict of interest in the decision-making process. Where we feel it is appropriate, we may liaise with the school during our assessment process, to request their views, however, the admitting authority will make the final decision.

Please also be aware of the following when considering whether to apply under the social or medical needs criterion:

- **Special educational needs:** All RBWM schools can provide support for a child’s educational needs. If your child may need additional support in school, but they do not have an EHCP, we cannot consider their application for a higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions:

Autistic spectrum disorder	Dyspraxia
Dyslexia	ADHD and ADD
Dyscalculia	Speech and language difficulties.

If you are a resident of RBWM and consider that your child’s special educational needs can only be met by attendance at a specific school, please contact the Children and Young People Disability Service ([cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk)) to discuss the assessment process for an EHCP.

- **Medical needs:** All RBWM schools are expected to manage medical needs. An application with medical evidence may be agreed where a child has an exceptional illness or disability (for example, limited mobility) which means that a child can only reasonably attend one school. We cannot consider common conditions as exceptional medical needs, such as the following non-exhaustive list of conditions:

Asthma	Any condition	require further
Eczema	where the	training of school
Allergies	dispensing of	staff for its
Diabetes	medication may	administration

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- **Emotional needs:** All schools are expected to appropriately support their pupils' social and emotional needs, including anxiety and stress-related conditions, and their subsequent presentations (including selective mutism and school refusal). Applications on this basis cannot be considered under this criterion.
- **Bullying:** All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils, and applications on this basis cannot be considered under this criterion.
- **Domestic arrangements or family connections:** Joint care arrangements, childcare arrangements, transport arrangements, before or after school care or provision, your place of work, or the need to leave or meet children at more than one school at the same time, cannot be considered under this criterion **without accompanying exceptional medical or social reasons**.
- **Personal preferences:** A preference to keep your child with their current friendship group, the fact that your child attended a club or similar provision associated with the particular school, a preference to attend or not attend a particular faith school, a preference for a single gender school, or a preference for a particular subject to be included on the curriculum or in cocurricular provisions, cannot be considered under this criterion.

The Admissions Team will consider whether there is other support available to support the child or family member accessing another school, for example the duty for all schools to make reasonable adjustments for a child or family member under The Equality Act 2010. It is unlawful for any school to discriminate against a pupil or prospective pupil by treating them less favourably because of a protected characteristic. Similarly, it is unlawful to privilege a pupil or prospective pupil by treating them more favourably because of a protected characteristic, unless this is specifically enshrined in law.

#### **4.3. Admission of children outside their chronological age group**

It is RBWM's policy that children should move with their chronological age peers, including children with special educational needs and those with English as an additional language. The relevant legislation can be found in section 2.18 of the [School Admissions Code 2021](#). Exceptionally, a child may be educated with a peer group one year younger or one year older than their chronological age. This needs careful thought. Once placed in a younger age group it is exceedingly difficult for a child to return to their chronological age group successfully. Equally, once accelerated it is exceedingly difficult for a child to return to their age group without feeling demotivated.

Additional guidance about how the process works and your responsibilities can be found on the individual schools' websites. As our secondary schools are their own admitting authorities, it is the school's decision whether to allow a child to study out of their chronological age group. The LA will not be involved in this process. **The only thing required by the LA before you apply out of year group, is written confirmation from the school/s that they have agreed to consider your child's application out of the chronological year group.** This applies to all children outside of their chronological year group, regardless of the

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reason, including 'summer born' children. Applications made without providing a written agreement from the school to which you are applying will be discarded.

#### **Implications for pupils admitted outside their expected year**

- Where placement in a younger year group is maintained, phase transfers, SATs, GCSEs, and school leaving are reached a year or more late. Young people cease to be classed as being 'of statutory school age' the last Friday of June in the school year in which they turn 16 years of age. Therefore, if they are being educated in a younger year group the school must make provision for them until the date they are due to leave school, meaning they are educated for longer, at the school's expense.
- Where placement in an older year group is maintained, the consequence is that the child will reach the next phase transfer, SATs or GCSEs, and school leaving point a year or more early. Young people do not cease to be of statutory school age until the last Friday of June in the school year they turn 16 years of age and as such would have to negotiate transfer early to a school sixth form or further education college, which would not be guaranteed, and may raise safeguarding concerns.
- As there is an obligation to be in education or training until the age of 18, a pupil who spends an additional year in school may reduce the time they spend in post-16 education or training. This may limit their capacity to achieve qualifications.
- Parents, carers and schools also need to take into account the social and emotional needs of the child when accessing careers information, pastoral care, relationship education and other personal, social, health or economic (PSHE) topics. Children should be exposed to these topics at the appropriate level of development, and there are significant consequences if this is done before a child is ready, and also if it is left too late to be of use to the child as they develop.

The implications for being educated out of year group extend to every single time your child transfers to another school. At no point is it guaranteed that your child will be allowed to remain with their new cohort, and your child may be required to resume their expected cohort at any time a transfer occurs.

#### **4.4. Procedure for verifying the home address**

Because the admissions process is based on the distances measured from your home to your school/s of choice, verification of your home address is an extremely important measure in preventing fraud. As mentioned in Section 2.4, it is not a reflection on whether we believe a child's living arrangements to be genuine. We are obligated to perform checks under several legislations, and therefore do not have the authority to deviate from the high standard of evidence required by these legislations. Only **one** address can be used as your admissions address. We verify application addresses to ensure that only entitled pupils are offered places. **It is your responsibility as the applicant to provide evidence to support your application.**

**Address verification is not the same as identity verification.** You will be used to using documents to verify your identity, but these are not the same as those needed to verify an

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address to the level required by the legislation. Admissions staff are authorised to verify your address and are required to do so using a range of corporate and proprietary systems. It is common for us to request further information from you about your home address if:

- there are any doubts or confusion about your address details
- there is a joint custody arrangement in place
- you have moved to the address given on the application within the last 18 months
- you plan to move at any stage between applying for a school, and your child starting at the school
- you are forced to move from your home for any reason
- you are linked to more than one property in commutable distance from your preferred schools
- if the address given is listed as a single-person discount on the council tax listings, and this is not reflected in the tenancy or mortgage agreement

As part of the admissions process, we will check council records to confirm that the address you have given on your application is your child's permanent home address. **We recommend applying in the name of whichever parent is named on your council tax account.** If you have moved to your new address recently, it will quicken your application processing time if you add your verification documents to your initial application in the portal. The portal also allows you to add the same documents to multiple children, for your convenience.

We may also seek evidence from schools or any other source we consider appropriate, and home visits may also be conducted to confirm residency. If we find that your legitimate address is in another local authority, your application will be deleted, and you will need to reapply with the correct local authority. Council tax spot checks will be undertaken at any point in the process and **places will be withdrawn if address details do not match the information given on the application.**

### 4.4.1. What is considered my child's admission address?

We will decide whether to accept an address for admission purposes in accordance with the guidance set out below. **This guidance should be read in its entirety.**

The address you give us on your application must be your child's **permanent address** or where they spend **most of the school week** in the case of joint custody arrangements. This decision is made at the date of application, and where they will be living when they join the school is also considered. If you intend to move before the September of entry, please see the subsection 4.4.3 'Moving home.'

The assessment of the permanent address for admissions purposes is set out below.

#### **Permanent address for admissions purposes**

- Your home address must be where you live with your child. The exception to this is if you can prove that your child lives elsewhere with someone who has legal care and

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control of your child. This must be due to a formal fostering arrangement through Social Services, and official letters from the professionals involved are submitted to confirm this at the time of application.

- A child's home address should be a **residential property** that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. **We cannot accept the address of a relative (unless it can be evidenced that the applicant and the child live there as a long-term and permanent arrangement), friend or childminder, a temporary address, or an address of a house you intend to move to, or a commercial address.**
- If you own or rent a property, which is used, or has previously been used, as your home address which is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as temporary, even if the property which is further away is not available for you to inhabit. **It is your responsibility to provide the Admissions Team with information on the properties that you are connected to for us to make an assessment on whether a property can reasonably be disregarded for admission purposes.** The aim is to demonstrate that the original property cannot be used by your family, to a level beyond a reasonable doubt. The individual circumstances will be considered by two or more officers who will make an evidence-based decision individually and then together, referring to another officer where disagreement exists. If you are unsure of how your particular circumstances would be treated in this event, please email us for advice on your next steps, at [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk).
- If you rent a property, we **must** consider any break clauses included in the tenancy agreement when assessing the permanency of your address. If your tenancy agreement expires prior to the start of term, we will require further verification of continued occupancy following the date of expiration, even if this is after the school place has been offered. Failure to provide evidence of continued occupancy will result in the withdrawal of the school place.
- If you use an incorrect address or you do not inform the Admissions Team of other properties which you are connected to, **this will be treated as an attempt to obtain a school place based on false information**, and any offers made will be withdrawn in accordance with the School Admissions Code 2021.
- If the Admissions Team does not receive the evidence required to verify your home address within the deadline given, the application will be considered under the lowest category on the oversubscription criteria, with no distance priority applied.
- If you are applying from abroad and you own a property that you will be returning to, which has previously been used as the family home and for which you can prove will be available for you to live in when you return, we will apply the address for admissions purposes. If you intend on renting a property or you cannot provide evidence that a property that you own will be available to you and your family upon your return, we cannot apply the address for admissions purposes until you have arrived, and you can prove that you and your family are habitually resident in the property. If we do not receive sufficient proof of address before your arrival, your

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application will still be processed, however, we will not apply distance or criterion priority until we have received evidence. We cannot accept a temporary address or an address of friends or relatives. **It is your responsibility to let us know when you have arrived and provide evidence that you are habitually resident in the property.**

#### **4.4.2. Special categories of residence**

- **Crown Servants and Armed Forces** - If you are a Crown Servant or armed forces family, please see the relevant section below on how your addresses are verified, as your situation is unique.
- **Barge or boat dwellers** - For admission purposes, the address used for Occupational Bargees or boat dwellers, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.
- **Travelling families** - Children of, or who identify as, Gypsies, Roma, Travellers are considered in a different manner. Proof of address for voluntary controlled, community schools and any academy or free schools which buy back into our admissions services will not be required for traveller families where the address is confirmed by the Traveller Education Service. For admissions purposes, children meeting this criterion are defined by RBWM as children who have lived in a mobile home, traveller housing or caravan for the last 2 years and whose families are planning to continue to do so for at least a further 12 months from the point of application. Groups considered under this element of the protocol are Irish travellers, Scottish or Welsh travellers, Roma people (including British Romany Gypsies), New Age travellers, or Travelling show people.
- **Living in accommodation tied to your occupation** – If you live in accommodation that is provided for you as a condition of your contract, you will need to provide your contract, or a letter from your employer confirming that you are in a residence tied to your occupation. This may apply if you reside in a boarding school, hotel or resort, a polo or horse racing facility, or you are employed as live-in private staff, such as a chef, caretaker, governess, tutor, or housekeeper. The letter should be from someone senior enough to verify your position, such as a Bursar, HR professional, or owner of the facility.

#### **What do I do if I believe someone has made false claims in their application?**

To ensure that school place offers are made fairly, RBWM is committed to following strict address verification procedures. We will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made.

We consider any school place obtained by deception to be unfair as another child is being deliberately denied their lawful claim to that place. If you suspect that a parent has applied using an address where a child does not actually reside, please let us know by emailing [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk). Any information received will be treated in strict confidence. Any allegations of people providing false information or using an 'address

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of convenience' when applying for a school place are fully investigated, and if found to be true allocated places will be withdrawn in accordance with the School Admissions Code 2021. Please be aware that false claims can, and do, result in criminal charges for the applicant.

#### What happens if an investigation is still ongoing on National Offer Day?

If an investigation into your application is still ongoing when school places are being offered, you will be offered a place on a conditional basis. Once all the information has been gathered, we will write to you about what we have found, and you will have the opportunity to respond, and if necessary, submit further information. A decision will then be made as to whether the address you declared on your application will be accepted. If it is decided that your address will not be accepted, you will be given a period of notice during which you will have a final opportunity to provide evidence.

#### 4.4.3. Moving home during the admissions process

Because the school admissions system and legislation are based on your permanent home address, **moving house at any stage in the application process will complicate matters**. It can add a level of frustration to an already stressful process, so wherever possible, it is not advised that you move house during the application process. Of course, it is not always avoidable, but as the address verification processes are strict, please be aware that you will need to follow the procedures outlined to you, in order to still gain a school place for your child.

If you are applying for schools that are heavily oversubscribed, it is important to keep in mind that moving home will affect whether you receive an offer for the school, or whether any offers are withdrawn. It is also important to keep in mind that if you are moving specifically into a school's area to attend that school, you will not receive an offer there unless a vacancy is apparent, and you are at the top of the waiting list. **Parents moving into an area need to be aware that the schools with available vacancies at the time of your move are the only schools to which your children can gain admittance**. Places cannot be allocated to you in oversubscribed schools – you will only be able to join the waiting list.

If you plan to move to a new home, **you must still apply on time** using the address where your family is living at the time of application and provide us with details of the new address on your application form, if it is known. **It is your responsibility to tell us when you have moved and provide the evidence as set out below before the address will be verified and changed on the system**. The rules about being connected to more than one property detailed in subsection 4.4.1 above will apply to all changes of address during the application process.

Any change of address will only be considered in the first round of allocations if you provide sufficient proof that the move is legally binding and that you and your child are habitually resident in the new property **by 15 November**. The non-exhaustive list of evidence includes:

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- a solicitor's letter stating that the sale is complete, or a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted; **AND**
- proof that the previous property has been sold or the lease terminated, or sufficient evidence to allow the Admissions Team to reasonably disregard the previous property for admissions purposes; **AND**
- a copy of three (3) further documents. These could be utility bills/contracts (less than 3 months old) to prove that the family is habitually resident in the new property. These utility bills may be for water, gas, electricity, waste disposal/sewage, or internet/data connection contracts for the property itself (not a mobile device). As part of these three (3) further documents, we may also accept insurance documentation, DVLA, HMRC or Home Office documentation, GP Registration letters, driver's or professional licenses or DBS certificates, if they are dated within the last 3 months (or are in date), and the paperwork has your address listed. Mobile phone bills, prescriptions, credit card statements and bank statements are not acceptable, nor is inclusion on the electoral roll proof that you live at the address.

If you are returning to live in a property that you already own, we will require evidence of this. This includes, but is not limited to, evidence of ownership and proof that the property will be available for the family to live in by the end of August, where the child is starting school in September.

If you move after the closing date for applications you must inform the Admissions Team in writing of your new address and the date of the move as soon as possible and **no later than two weeks after your move**, so that your application is considered using the correct address for admissions purposes. Address changes accepted after the **15 November** will be processed in the second round of allocations from April onwards. Once address verification procedures have been satisfied, your new address will be used to determine your child's position on any waiting lists following the main round of allocations so that you receive the correct outcome.

If you move after a school place offer has been made based on the address on your application, we **must** reassess your application using the new address. The assessment will consider whether your child would have been eligible for the place at your allocated school had the current address been used at the time of application, and whether another child with a higher priority for your allocated school will be disadvantaged if we do not withdraw the offer. **The school place will be withdrawn if an offer would not have been received using your new address.**

If you intend to move to another local authority, it is your responsibility to contact the relevant Admissions Team for information on the supporting documents required to prove habitual residency in that borough. The RBWM Admissions Team do not verify addresses which lie outside of this borough in these cases.

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If you fail to notify the Admissions Team of a change of address during the application process or before your child starts school in September, this will be treated as an attempt to obtain a school place based on false information. Your application and any offer we have made will be withdrawn in accordance with the School Admissions Code 2021. This will happen regardless of whether you have bought uniform or branded school supplies, and regardless of your child attending transition or transfer days at their new school. The LA will not be liable for any costs you incur when a place is withdrawn due to your residential move.

#### 4.5. Joint custody arrangements

Due to the complex interplay between the legislations governing school funding, admissions and governance, applications can only be made from a single applicant, and using a single residential address, in what is referred to as a single-point-of-entry system. In situations where parents reside separately, this requires a level of agreement between the two parents. Parents with joint custody arrangements need to indicate this when asked on their application, and provide contact details for **both** parents, so that communication can be undertaken fairly. **Failure to indicate a joint custody arrangement, when one exists, will be considered a fraudulent act, and further action will be taken.**

If there is a situation that would make equal contact with both parents impossible or unsafe, please discuss this with us as early as possible, as there are certain scenarios where it is permitted to limit contact to a single parent. In most cases, however, all parties with parental responsibility should be contacted equally. **Please note, that we are prevented from sharing the school preferences and their order, for applications made in another person's name, even if you share parental responsibility for the child.**

As a result of the single-point-of-entry system applied throughout England, the onus is on parents to collectively make the decisions for their children, then present that agreement to admissions for action. We are prevented from interfering with this process. Due to our requirement to maintain neutrality we cannot advocate for, nor liaise between, parents where an agreement cannot be reached, unless a child requires safeguarding intervention in order to protect them from harm.

When parents share custody, we will therefore require any applications for schools for any affected children, whether at Phase Transfer or In-Year Transfer, to be agreed between the parents, in writing, before being processed. This means that without a written agreement from both parents, admissions staff are unable to move forward with any application, and no school offers can be made. The written agreement does not need to be in the form of a formal child arrangement order unless the parents require this formality in order to reach an agreement. An email from both parents' registered email addresses, outlining your agreement, will suffice. Please note that this scenario will also be in effect when accepting or rejecting school offers, so we would strongly advise allowing time for agreements to be reached, so that statutory offer deadlines can be met.

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If a single parent has full custody of their children, and provides evidence of this, an agreement is not required with the other party.

Where the parents or carers live separately, the application must be based on the address where the child lives most of the time. When parents share custody of children, they will split their time between households. This split of time may be defined by a formal order, or in a less formal, mutual agreement between the parents. Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent that is deemed to be the child's main residence, i.e. where the child spends most of the school week. In the absence of a formalised legal care arrangement, we will consider all available evidence that you provide to support your application.

Where there is an equal split, or there is any doubt about residence, we will make a judgement about which address to use for admission purposes. In making this judgement, we will consider the following:

- Any legal documentation confirming residence.
- The pattern of residence, including school nights or hours spent at each address.
- The period over which the current arrangement has been in place, and any upcoming planned reviews.
- Confirmation from the previous or current school of the contact details and home address provided to them by parents.
- Which parent is in receipt of Child Benefit, or Tax Credit or Universal Credit, where claimed. This is because unless parents have decided between themselves who receives child benefit, HMRC will give it to the parent who the child lives with **most of the time** and in accordance with the Child Tax Credit Regulations 2002 and The Universal Credit Regulations 2013. You must have parental responsibility for the child you wish to claim for, **and** you must also be the **primary caregiver or the parent with main responsibility** of the child.
- The address of the surgery where the child is registered with a GP.
- Any other evidence the parents may supply to confirm their situation.

We aim to be as fair as possible to all parties, but are unable to progress applications where there are parental disputes.

Should your custody arrangements change at any point in the future, you must keep school admissions informed, as it will affect the admissions processes for all your children while they are of compulsory school age.

### Co-parenting couples and choosing schools in the middle of their addresses

Many parents that choose to co-parent their children attempt to select a school that is roughly in the middle of their home addresses. While this is a very logical choice in terms of family logistics, it does significantly reduce your child's chances of gaining entry to the school. This is especially true when parents live considerable distances apart, or over county or borough lines. This is because the distance between the applicants address and the

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school is **always** a factor in whether a child gains entry. The expectation is that pupils attend a school in close proximity to the applicant's home, rather than one that allows for a more equal commute for parents residing at two different addresses. **Parents can feel free to nominate a school between their addresses as their first preference school but should be aware their child is extremely unlikely to gain entry to that school if it is oversubscribed.** In RBWM, this is particularly the case when nominating secondary schools such as Charters, Churchmead, The Windsor Boys' and Windsor Girls' as their 'equal commute school,' as these schools are primarily filled by local residents living in close proximity to the school.

#### **4.6. Applying to RBWM schools from abroad or from elsewhere in the UK**

Applications for overseas pupils are considered in accordance with guidance received from the Department for Education ([DfE](#)) and in consultation with the [Home Office](#).

Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinating local authority to check.

You can apply for a school place ahead of your arrival; however, your application will be considered from your current overseas address without distance or criterion priority. This will be the case unless you are returning to a home that you own, and which has been previously used as the family home and you can provide evidence that the property will be available for you to habitually reside there on your return.

If you are not returning to a property that you own, and which has previously been used as your family home, we can only update your address, criteria, and distance when you are habitually resident in the UK at a permanent address. **We cannot accept a temporary address, nor the addresses of friends or relatives.**

Any offer made will be provisional until your new address has been verified. In cases where an address is disputed, the application progress will be halted while investigations continue. We will ask for evidence before the school year or term begins to confirm that your child now lives in the area. Failure to provide the evidence will result in any offer being withdrawn.

Similarly, if your child does not attend school on the first day of term, we will remove the offer and allocate the place to a child on the waiting list. We will contact you first, before this action is taken to give you the opportunity to explain why there has been a delay in taking up the place and to find out when your child might begin attending. If no response or resolution is found within 20 school days, your school place will be removed without further notice and the child referred to the appropriate investigation team.

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### 4.7. Children with an EHCP

Children with EHCPs apply through a slightly different avenue, due to the individual needs of the child. Please discuss your child's application with the Children and Young Persons Disability Service (CYPDS) at [cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk). Your child will be included within the published admission number on National Offer Day, if your application is made on time.

If your child is undergoing statutory assessment, please contact CYPDS on 07784 361 267 or 07783 806 246 before making an application.

If your child has additional needs but does not currently have an EHCP you should apply in the normal way.

### 4.8. Children of Crown Personnel, including His Majesty's Armed Services

RBWM recognises the needs of Armed Service families and others serving the Crown, many of whom must manage frequent moves from within the UK and overseas. The Admissions Legislation specifically mentions your unique circumstances, and says the following:

*For families of service personnel with a confirmed posting, or crown servants returning from overseas, admission authorities must:*

- a) allocate a place in advance of the family arriving in the area (as long as one is available), provided the application is accompanied by an official letter that declares a relocation date. Admission authorities must not refuse to process an application and must not refuse a place solely because the family do not yet have an intended address, or do not yet live in the area.*
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. Admission authorities must use a Unit or quartering address as the child's home address when considering the application against their oversubscription criteria, where a parent requests this.*
- c) not reserve blocks of places for these children.*
- d) ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate for the area and be described in the local authority's composite prospectus.*

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning from abroad to this area, you can apply for a school place ahead of your arrival by the closing date of **31 October**.

Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and that your intended address is within RBWM. The date you take up post must be before the beginning of term in September. We will not request proof of council tax payment or tenancy where the address is service family or

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Crown Servant accommodation. However, we do require proof of occupancy for you and your child to verify habitual residency at the address which has been declared on the application, as this is in line with anti-fraud measures applicable to all applicants.

Armed Service personnel and their families may obtain further information, advice, and guidance from the Children's Education Advisory Service (CEAS). CEAS is part of the Ministry of Defence's Children's Services Directorate and established to help Service families, schools, local authorities, and other organisations with any issue relating to the education of Service children.

Children's Education Advisory Service (CEAS)  
Building 190 Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE  
Email: [RC-DCS-HQ-CEAS@mod.gov.uk](mailto:RC-DCS-HQ-CEAS@mod.gov.uk) (best form of contact)  
Website: [CEAS](#)

RBWM take their obligations under the Armed Forces Covenant very seriously, and we do whatever we can to assist our service families. However, please be aware the Admissions Team are unable to act in a manner that contravenes other existing legislation.

We are required to apply the oversubscription criteria to all applicants, regardless of their service background, so we cannot privilege applications from government personnel, or reserve spaces for them in schools near family accommodation hubs. As well, if a school is full by the time an application from a military family is received, we do not have the authority to insist the school go over their agreed cohort number to make a space for a Service child.

#### **4.9. Twins, triplets, and other children of multiple births**

In cases where there is only one place available at a school and the next eligible child is one of a twin or other multiple birth group applying for the same mainstream school, we will admit both twins (and all the siblings in the case of multiple births) even if this exceeds the admission number for that school.

If one of your multiples has an EHCP which guarantees admission to a particular school, you must let the School Admissions Team know this, as the Children and Young People Disability Service will deal with the application of the child with the EHCP while the admissions service will deal with the application(s) for the other multiple(s).

It can happen that twins or triplets in this situation will be allocated to different schools. If you wish to avoid this, you might consider making an application for just one school for all your multiples using social and medical grounds to argue that this is the only suitable school, due to your child with an EHCP naming the school as the most appropriate provision.

## 5. Available options post-14 and post-16 years of age

### 5.1. Transfer to a university technical college or studio school at the end of Year 9

There are two types of schools with atypical admissions, which take pupils at a different age to 11-18 secondary schools. **University Technical Colleges (UTCs)** are set up by universities and businesses and specialise in one or two technical subjects. They were established by the government to encourage young people to study technical subjects and sciences, and to give them the opportunity to learn the skills that employers are looking for. They offer GCSEs alongside technical qualifications at Key Stage 4 and A Levels alongside technical qualifications at Key Stage 5. **Studio schools** offer a range of academic and vocational qualifications, often taught through project-based learning, alongside work experience. Students work with local employers and follow a curriculum designed to give them skills and qualifications they need in work, or to take up further education. Both UTCs and Studio Schools offer subject-specific provisions to a standard that is not possible in a generalist secondary school, but they do not have the breadth of subjects provided by secondaries in this area.

Admission to these schools is not managed by the local authority's Admissions Team.

Details of the atypical admission schools within travelling distance of RBWM are included here for your convenience.

#### **UTC Reading**

Specialism: Computer Science | Engineering

Address: Crescent Road, East Reading, RG1 5RQ

Website: [www.utcreading.co.uk](http://www.utcreading.co.uk)

#### **Global Academy**

Specialism: Creative Media | E-Sports Production | Broadcast Media | Media Business

Address: The Old Vinyl Factory, Blyth Road, Hayes, Middlesex UB3 1HA

Website: [www.globalacademy.com](http://www.globalacademy.com)

#### **UTC Heathrow**

Specialism: Aviation | Engineering

Address: Potter Street, Northwood, Middlesex, HA6 1QG

Website: [www.heathrow-utc.org](http://www.heathrow-utc.org)

#### **Watford UTC**

Specialism: Computer Science | Travel Management | Event Management

Address: Colonial Way, Watford, WD24 4PT

Website: [www.watfordutc.org](http://www.watfordutc.org)

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### **UTC Oxfordshire**

Specialism: Life Sciences | Physical Sciences | Engineering

Address: UTC Oxfordshire, Greenwood Way, Harwell, Didcot, OX11 6BZ

Website: [www.utcoxfordshire.org.uk](http://www.utcoxfordshire.org.uk)

### **Aylesbury UTC**

Specialism: IT and Computing | Health and Social Care

Address: Oxford Road, Aylesbury, Buckinghamshire, HP21 8PB

Website: [www.aylesburyutc.co.uk](http://www.aylesburyutc.co.uk)

### **Elstree Screen Arts**

Specialism: Multimedia | Production Arts | Digital Technology for Entertainment Industries

Address: Studio Way, Borehamwood, Hertfordshire, WD6 5NN

Website: [www.esaacademy.org](http://www.esaacademy.org)

### **Parkside Studio College**

Specialism: Creative Media | Construction | Health and Social Care | Hospitality and Catering | Hairdressing and Beauty Therapy | Sport and Leisure

Address: Wood End Green Road, Hayes, UB3 2SE

Website: [www.parksidestudiocollege.co.uk](http://www.parksidestudiocollege.co.uk)

**Space Studio West London** Specialism: Space | Aerospace | Science | Maths

Address: Letchworth Avenue, Feltham, Middlesex, TW14 9RY

Website: [www.spacestudiowestlondon.org](http://www.spacestudiowestlondon.org)

## **5.2. Sixth form and post-16 education**

### **Meeting the duty to participate**

Every young person must meet the duty to participate. However, this does not necessarily mean staying at school; a young person should choose a post-16 route that meets their needs and aspirations. This could mean going to a further education or sixth form college or taking up an apprenticeship or a job with training. Young people can also consider volunteering or setting up their own business. Schools have a statutory duty to offer impartial information and guidance to help young people make these important choices.

More information about post-16 learning programmes can be found on the UCAS website ([www.ucas.com](http://www.ucas.com))

For apprenticeships information and vacancies visit the National Apprenticeship Service's vacancy matching site ([www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk))

### **School sixth forms**

All secondary and upper schools in the Royal Borough of Windsor and Maidenhead offer post-16 courses in the sixth form (Years 12 and 13). You should contact the school directly

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to ask for course information and entry requirements, and when applications should be submitted. Admission into the sixth form at each school is dealt with directly by the school.

#### Other local post-16 learning options

Name	Website	Phone	Email
BCA - Berkshire College of Agriculture	<a href="#">Main website</a>	01628 824444	<a href="mailto:enquiries@bca.ac.uk">enquiries@bca.ac.uk</a>
Reading College	<a href="#">Main website</a>	0800 371434	<a href="mailto:enquiries@reading-college.ac.uk">enquiries@reading-college.ac.uk</a>
Bracknell and Wokingham College	<a href="#">Main website</a>	01344 766200	<a href="mailto:office@bracknell.ac.uk">office@bracknell.ac.uk</a>
Henley College	<a href="#">Main website</a>	01491 579988	<a href="mailto:info@henleycol.ac.uk">info@henleycol.ac.uk</a>
Langley College	<a href="#">Main website</a>	01753 793000	<a href="mailto:info@windsor-forest.ac.uk">info@windsor-forest.ac.uk</a>
Windsor College and Strode's College	<a href="#">Main website</a>	01753 793000	<a href="mailto:info@windsor-forest.ac.uk">info@windsor-forest.ac.uk</a>

## 6. Waiting lists and how they work

### 6.1. RBWM schools' waiting lists

Waiting list information for all secondary entries to Year 7, Year 5 entry to Middle schools, and Year 9 entry to Upper schools will be available after **4 April**, once the second round of offers is made. Requests for waiting list positions will be disregarded before this date.

A waiting list will only exist when there are more applicants for a particular school, than there are places available. To begin with, the waiting lists will contain the names of all children that applied to that school, and did not gain a place, as long as that school is a higher preference than the school you were allocated.

Your child will automatically be added to the waiting list for any higher preference schools that you ranked above the school you were allocated. Any requests to be added to the waiting list of a school which was a lower preference than the school offered are not valid and will not be processed. If you change your mind about the school you want, you must submit a late change of preference request form on our website or write to the Admissions Team requesting a late change of preference to be considered for lower preferred schools. Late applications are automatically added to the waiting list for their preferred schools if they are full.

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It is important to understand that waiting lists for school admissions do not operate like a queue, where the last person to apply joins the end of the queue. **How long you are on the waiting list for a particular school cannot be considered.** This is because waiting lists are ordered by the oversubscription criteria of the school. Each time a child applies, they are slotted into the list based on their criterion, and their residential distance from the school. Therefore, if a child is categorised as a higher criterion than your child, or lives closer to the school, they will be placed ahead of you on the waiting list, regardless of how long you have been waiting.

If you decide that you want to send your child to the school we have allocated, it is your responsibility to let us know immediately that you do not wish to remain on the waiting list for a higher preference school. If you fail to do this and we can allocate a place at a higher preference school, you will lose the original school offer. If we can offer a place from the waiting list, we will automatically take away the current place we have already offered at the lower ranked preference, and that place will be offered to another child.

Other points of note:

- Applications, change of address notifications and change of preference requests made outside the normal admissions round and received by the **15 March**, will be added to the waiting lists in criteria order before the initial lists are finalised, regardless of the date the application was received or where the school is ranked in terms of preference (if it is a higher preference school than the one offered). Any applications change of address notifications and change of preference requests received after this date will be processed after the initial offers from the waiting list, in the date order they are received.
- Waiting list positions are subject to change. You should be aware that if an application is received for a child who has a higher priority under the school's oversubscription criteria, it will affect your child's position on the waiting list. **Positions can move down as well as up on the list.**
- During the coordination period, the Admissions Team will provide waiting list positions for any own admitting authority schools which have bought into our admissions service **after 4 April, and up until 31 August**. All other schools should be contacted directly. Full information on who to contact for waiting list positions will be on [the website](#) when the waiting lists are available.

### 6.2. Waiting lists for own admission authority schools and schools in other LAs

OAs that do not buy into our service and schools in other areas may operate their waiting lists in a different way to the local authority, but they must still comply with the admissions legislation. It is your responsibility to confirm the arrangements they will follow if you are applying for a school in another area. We do not hold any information on waiting lists for these schools either, so cannot answer enquiries regarding these lists.

## 7. Appealing a decision on a school place

You have a legal right to appeal against a decision not to offer your child a place at one or more of your preferred schools, even though your child may have a place at another school. Your appeal will be heard by an appeal panel that is independent of the admissions authority against whose decision you are appealing. To ensure their independence and impartiality, there are strict rules covering the appointment of panel members. You have the right to attend the hearing to explain your case to the independent appeal panel, but no children are allowed in the hearing.

The admissions authority can only allocate places in accordance with the published oversubscription criteria, and it is unable to allocate places above the published admission number (PAN) when a school is full. An independent appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school's admission authority for refusing a place.

The appeal panel's decision is binding on the school's admission authority, the parent, and the local authority. Further information on how to appeal for a RBWM school can be found on the [borough website](#).

The borough's school appeals service is independent of the Admissions Team. You can lodge an appeal online on the [borough website](#) to appeal for the following schools:

Charters School	Newlands Girls School
Cox Green School	Trevelyan Middle School
Dedworth Middle School	The Windsor Boys' School
Desborough College	Windsor Girls' School
Furze Platt Senior School	

If you would like to appeal for a school not listed above, please contact the school directly for information about how to appeal. For information about appealing for a school place in another council area, please contact the school or relevant council directly. Contact details for neighbouring boroughs can be found in Section 8.

The deadline for appeals for RBWM schools to be heard in the first round is **25 March**. Please contact [Democratic.Services@rbwm.gov.uk](mailto:Democratic.Services@rbwm.gov.uk) for more information.

Pending the outcome of your appeal, your child will be offered a school place at a lower named preference school where possible, or at the nearest appropriate school with a place available. If an appeal is unsuccessful there is no automatic right to a further appeal within the same academic year unless there are significant and material changes in the circumstances of the parent or carer, child, or school since the time of the original appeal.

## **8. Useful contact details**

### **The Royal Borough of Windsor and Maidenhead**

Appeals helpline	01628 796319
Home to School Transport helpline	01628 796666
Special Educational Needs helpline	07784 361 267 or 07783 806 246
Contact the Admissions Team by email on	<a href="mailto:rbwm.admissions@achievingforchildren.org.uk">rbwm.admissions@achievingforchildren.org.uk</a>

### **Neighbouring local authorities**

Buckinghamshire County Council	01296 395000
Bracknell Forest Borough Council	01344 354023
Slough Borough Council	01753 875700
Surrey County Council	0300 2001004
Reading Borough Council	0118 9373777
Wokingham District Council	0118 974 6000

### **Other useful telephone numbers**

Department for Education (DfE)	0808 1008000
Independent Schools Council information service	020 77667070
Local Government Ombudsman	0845 6021983
Diocese of Oxford – Board of Education	01865 208237
Catholic Diocese of Portsmouth	01329 835363

### **Free school meals**

To receive free school meals, applicants must be receiving one of the following:

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- The 'Guarantee' element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (exceptions apply)

Please speak to your child's allocated school about making an application. Admissions cannot assist with these enquiries.

### **Home to school transport support**

Some children and young people may qualify for help with transport to and from school if they live more than a certain distance from their nearest school, or if they have special educational needs which means they cannot walk safely to school. The council provides this support in line with national guidelines and legislation, which means that some children and young people may be eligible for free home to school transport. The full home to school transport policy and information on how to apply is available on [the website](#).

## Appendix A - Definitions

Definitions of terms and acronyms used in this guide:

- **'Secondary' school** - this will mean secondary, middle, or upper school unless otherwise differentiated.
- **RBWM** - The Royal Borough of Windsor and Maidenhead council
- **AfC** - Achieving for Children
- **Academic year** - A period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.
- **Admission arrangements** - The overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
- **Admission authority** - The body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For Academies, this body is the Academy Trust.
- **Admission number** (or Published Admission Number – PAN) - The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements. PANs apply to the following year groups:
  - **Reception** – Infant, First and Primary schools only
  - **Year 3** – Junior schools only
  - **Year 5** – Middle schools only
  - **Year 7** – Secondary schools only
  - **Year 9** – Upper schools only

All other year groups have a maximum expected capacity, above with it would be prejudicial to the effective education and efficient use of resources if more children were admitted to that cohort.

- **Banding** - A system of oversubscription criteria in which all children applying for a place at a banding school are placed into bands based on their performance in a test, a statutory characteristic, a form of premium (such as Pupil or Service Premium), religious denomination or other assessment. Places are then allocated so that the school's intake either reflects the profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority profile or the national ability profile.
- **Buy back validation service** – A service which own admission authority schools buy back into whereby the local authority grades applications and maintains their waiting lists in accordance with the school's oversubscription criteria and admission arrangements on behalf of the school.
- **Catchment area** – See Designated Area.
- **Common Application Form (CAF)** - The form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for

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a school place for their child as part of the local coordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish. These forms are the same for all schools.

- **Composite prospectus** – This guide is the composite prospectus. This is the prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools and academies in the area (including admission numbers and catchment areas).
- **Coordination (also known as the Coordinated Scheme)** - The process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to coordinate the normal admissions round and late applications for primary and secondary schools in their area. There is no requirement for local authorities to coordinate in-year admissions, but they can offer to do so if they wish. Own admission authority schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.
- **Determination Year** - The school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.
- **Determined admission arrangements** - Admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.
- **Diversion offer** - This is an offer given to a parent for a school that is not listed on their preferences. It is a legal requirement that should a place not be available at a preferred school, that the local authority 'divert' the application to the nearest school with an available place appropriate for this child. Where this is not possible, the local authority is required to inform you of where schools are with available places, so that you can apply directly to the schools themselves.
- **Designated area (DA)** – Also known as the designated appropriate area, or the catchment area. A geographical area, from which children may be afforded priority for admission to a particular school. A designated area is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements.
- **Designated school node (DSN)** - This is the single point of entry where all pupils can safely gain access to the school. It is usually on, or near the front gate of the school. As many schools have multiple gates for pupil entry, it is more fair to all applicants to measure to a single point, rather than to any point on the school's boundary.
- **Education, Health, and Care Plan (EHCP)** - An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. These are plans for children with significant disabilities or complex educational needs. They come with their own funding, and their own laws and

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regulations. Children with EHCPs have different requirements for admissions, and their needs are protected in UK law. EHCPs replaced the terminology 'statement of special needs.'

- **Fair Access Protocol (FAP)** - The process whereby vulnerable children and children unable to gain school places are placed in schools outside the normal admissions processes.
- **Governing bodies** - School governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.
- **Grammar schools (designated)** - These were the 163 schools that were designated under Section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by Section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (i.e. academic) ability. At the time of publication, most grammar schools have converted to Academy status.
- **Home local authority** - A child's home local authority is the local authority in whose area the child resides.
- **In-year application** - An application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.
- **Late application** - Late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.
- **Local Government and Social Care Ombudsman** - An independent, impartial, and free service that investigates complaints about maladministration of certain public bodies.
- **Looked-after children (LAC)** - Children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked-after child' is a child in public care at the time of application to a school. See also 'Previously looked-after children.'
- **Maintaining local authority** - The area in which a school is located is referred to as the maintaining local authority.
- **National Offer Day (NOD)** - The day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).
- **Nodal point** – See also 'Designated school node.' A fixed geographical point, other than the location of the school, from which children may be afforded priority for admission to a particular school, based on the distance from the child's home to the nodal point. A nodal point is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other

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admission arrangements. The selection of such a point must be clearly explained and made on reasonable grounds.

- **Normal admissions round** - The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.
- **Own admitting authority (OAA)** - These are schools that are independent of the local authority. The term covers academies, free schools, and some faith schools.
- **Offer Year** - The school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
- **Oversubscription** - Where a school has a higher number of applicants than the school's published admission number.
- **Oversubscription criteria** - This refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.
- **PAN** – Published admission number, or occasionally referred to as the pupil admission number. This is the total number of places available at the school, in the relevant year group.
- **Previously looked-after children (PLAC)** - 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).
- **Relevant age group** - Also known as the relevant year group. The age group to which children are normally admitted to the school. This refers to Year 5 (middle schools), Year 7 (secondary schools) or Year 9 (upper schools). Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
- **School year** - The period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
- **Schools Adjudicator** - A statutory officeholder who is appointed by the Secretary of State for Education but is independent. The Schools Adjudicator decides on objections to determined admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools. The Schools Adjudicator also deals with referrals of directions by local authorities to maintained schools to admit a child and provides advice on requests to the Secretary of State by local authorities to direct academies to admit children.
- **Social and medical consideration (SEMC)** – Also known as social, emotional, and medical consideration. This is an application for a specific school, based on its unique

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ability to provide for the specific needs of a child. Only a small number of, if any, applications are successful in any application year.

- **Supplementary Information Form (SIF)** - This is a form requested by some schools that contains extra information to help the school decide which oversubscription criteria is most appropriate. These forms may ask questions about religious attendance, pupil premium information, staff children information, or other information required by the individual school.
- **Twice-excluded pupils** - A child who has been permanently excluded from two or more schools.
- **Waiting lists** - A list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.

## Appendix B - FAQs

### Have I applied for the correct school (entry into Year 9)

Applications to transfer from middle to upper school in Windsor will be limited to one Windsor upper school (The Windsor Boys' and Windsor Girls') unless you are applying for an upper school outside of the borough, in which case, you can list up to six schools.

**Remember that you can only list upper schools where the first point of entry is Year 9.** If you wish to transfer to a secondary school (where the first point of entry is Year 7) for a Year 9 place, this will require a separate in-year transfer application. If you wish to transfer to a UTC or Studio School, you will need to contact the schools directly.

### Do I need a Supplementary Information Form (SIF)?

You should check whether you need to complete SIF for any of the schools to which you are applying. If the school is outside of RBWM, please refer to the relevant local authority or contact the school.

### Does a school find out where I put them in my preferences?

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them unless it is relevant to an appeal.

### Have I used all of my available preferences?

You must list the schools in the order that you prefer them, including any out of borough schools. Please make full use of your opportunity to list more than one school on your application to avoid disappointment. Putting only one preference does not mean you will be allocated a place at that school. If you do not meet the oversubscription criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. As explained above, if you choose not to use all your preferences, admissions staff are required to automatically add preferences to your application, in increasing order of distance from your house, regardless of your preference for another school.

### Have I named a school more than once?

If you name the same school more than once, it will only be considered as one preference. You are wasting a potential choice, and we will be required to add a preference to your application in terms of distance, which may not be one of your preferred schools.

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**My child is at a middle school. Won't my child be automatically transferred to the upper schools?**

No, they won't. Please be aware that you need to apply for entry when your child is in Year 8. Upper schools give priority to applications from pupils already attending their linked middle schools, but attendance at a linked middle school **does not guarantee admission** to the upper school.

Please see the [secondary admissions website](#) for a greater range of FAQs. If you cannot find your answer in this guide or on the website, please email us on [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)