

Coordinated Admissions Scheme for Royal Borough of Windsor and Maidenhead Publicly Funded Schools

For September 2026 entry

Determined February 2025

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Introduction

This document provides guidance to parents and carers, schools, academies and Royal Borough of Windsor and Maidenhead (RBWM) officers on the Coordinated Admissions Scheme in place in the borough for September 2026 entry.

This document provides the timelines for offers, data exchange, and other key points within the scheme for the stated year of entry.

This guidance complies with: the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations [2014](#); The School Admissions Code (Appointed Day) (England) Order [2021](#); the School Information (England) Regulations [2008](#); the Schools Standards and Frameworks Act [1998](#); the Children's Act [1989](#); the Education Acts of [1996](#), [2002](#), [2011](#) and the Education Skills Act [2008](#); the Academies Act [2010](#); the School Admissions Code [2021](#), and; the School Admissions Appeals Code [2022](#).

It is written based on the local authority's (LA's) best understanding of the legislation and is informed by the Office of the Schools Adjudicator (OSA) judgements, the Department for Education (DfE) publications, and High Court judicial review decisions. Every attempt is made to ensure that this guidance is as accurate as possible. The RBWM application guides for primary phase, secondary phase, and LA-managed in-year transfers can be [found on the school admissions policies page](#). The Determined Arrangements for RBWM maintained schools can be found on the same link.

Changes in this version of the guidance

The major change from the September 2025 guidance is the introduction of Third Round offers for Primary and Secondary phase transfer. These changes were made to bring RBWM in line with neighbouring local authorities and reflects the upgrades inherent in the new application processing system introduced in September 2024.

Version control

Version	Date	Author	Description
1	February 2025	SACE Team	Original version of document
1.1	March 2025	SACE Team	Broken link corrected and typo fixed. No substantive changes.

1. List of other admitting authorities within RBWM

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools (OAAs) within RBWM are as follows:

All Saints CE Junior	A	Knowl Hill CE Primary	A
Altwood CE Secondary	A	Lowbrook Academy	A
Bisham CE Primary	A	Newlands Girls'	A
Braywick Court	FS	Oakfield First	A
Burchetts Green Infants	A	St Edmund Campion Catholic Primary	A
Charters	A	St Edward's Catholic First	VA
Cheapside CE Primary	VA	St Edward's RFE Middle	VA
Churchmead CE Secondary	VA	St Francis' Catholic Primary	A
Clewer Green CE	A	St Luke's CE Primary	A
Cookham Dean CE Primary	VA	St Mary's Catholic Primary	A
Cox Green	A	St Michael's CE Primary	VA
Datchet St Mary's CE Primary	A	St Peter's CE Middle	A
Dedworth Green First	A	The Royal	VA
Dedworth Middle	A	The Windsor Boys'	A
Desborough College	A	Trevelyan Middle	A
Eton Porny CE First	A	Trinity St Stephen's CE First	VA
Furze Platt Senior	A	White Waltham CE Academy	A
Holy Trinity CE Primary (Sunningdale)	VA	Windsor Girls'	A
Holyport CE Primary	A	Woodlands Park Primary	A
Holyport College	FS		

*Key: A - Academy
VA - Voluntary Aided school
FS - Free school*

Schools that become academies after 3 January 2025 must process applications in line with the arrangements published in this paper for admissions in September 2026. They will then be expected to determine their own arrangements for entry in September 2027.

2. RBWM Coordinated Scheme (2026/2027 academic year)

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 and carers 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.

The scheme complies with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2021.

Tables 1 and 2 set out the normal applicable birth date range for children eligible to transfer school in September 2026.

Table 1 – Birth dates eligible for entry to primary phase schools for September 2026

Academic cohort	Type of school	Birth date range
Reception	Primary, First, or Infant	01/09/2021 – 31/08/2022
Year 3	Junior	01/09/2018 – 31/08/2019

Table 2 – Birth dates eligible for entry to secondary phase schools for September 2026

Academic cohort	Type of school	Birth date range
Year 5	Middle	01/09/2016 – 31/08/2017
Year 7	Secondary	01/09/2014 – 31/08/2015
Year 9	Upper	01/09/2012 – 31/08/2013

Please note that children taught outside of their chronological age range may need to apply at alternative times.

Admitting authorities for voluntary aided schools, free schools, and academies within RBWM are expected to agree to this scheme and abide by the principles of it, with the exception of free schools who may, if necessary, be outside the coordinated process for the first year they open. There are no free schools outside the coordinated process for September 2026 at the time of writing.

This scheme does not cover applications outside of the coordinated admissions round. These are considered as in-year admissions, and thus follow a different process.

Guidance and prospectus information

The authority actively provides guidance information to residents, targeting those who are due to apply for school places during the normal admissions round. Residents are identified using data from local schools. Neighbouring authorities also provide, and are supplied with, lists of pupils attending a 'non-home authority' school in order that potential applicants can be identified. The relevant web pages provide comprehensive information on the application process and timeline.

A separate composite prospectus, which provides information on the admissions process, is published each year for both admissions to primary age schools and secondary age schools. These are available [online](#), due to the digital links included, and the size of the documents.

Application process, Common Application Forms and Supplementary Information Forms

The application process for RBWM residents opens on the following dates:

- Primary age schools – 11 November
- Secondary age schools – 9 September

Applications are made online, with a paper Common Application Form (CAF) available if it is not possible to make an online application. Applications must be submitted to a resident's home local authority; applications from residents living in another authority will be discarded. Where both an online and a paper application are submitted, the online application will take precedence.

Applications invite parents and carers to express up to six preferences for schools. Parents and carers must list any school to which they wish to apply within these six preferences which are relevant to the transfer group for which they are applying. This includes any state school within England, not just those within RBWM. Fee-paying schools and designated special educational schools cannot be listed on the CAF. Where parents and carers have not used all their available preferences, the local authority reserves the right to add preferences, from the nearest geographical school outwards, in order to increase the likelihood of the child receiving an offer at the nearest appropriate school. This process is colloquially referred to as 'stacking.' 'Stacking' preferences may be undertaken as part of the local authority's duty to ensure sufficient places in the relevant area, under Section 19 of the Education Act (1996).

Legislation requires local authorities to run an equal weighting system meaning that all preferences must be considered independently of one another. The rank of a school in the preference list has no bearing on the priority with which applicants are awarded places. Priority can only be determined using the relevant published admission criteria for a school. Only when multiple offers of school places can be made will the order of preference be considered to ensure applicants receive one offer of the highest preferred school possible.

Completed applications must be submitted to the local authority by the following national closing dates:

- Primary age schools – 15 January
- Secondary age schools – 31 October

It is inevitable that not all applicants requiring a school transfer will be able to submit an application by the national closing date. In exceptional circumstances, where evidence is provided to show that factors outside the applicants control mean the application could not have been made by the closing date, the authority will consider late submissions as 'on time' if they are received by the following extended deadline dates:

- Primary age schools – 31 January
- Secondary age schools – 15 November

Applications with no exceptional reason for applying after the closing date, or received after the extended deadline date, will be considered as late applications.

Any Supplementary Information Forms (SIF) required as part of the application process should be completed and returned directly to the relevant admitting authority by the published closing date. These forms will contain only the additional information required by an admitting authority to determine an applicant's admission criterion, and must comply with Sections 1.9 and 2.4 of the Admissions Code (2021). These forms can be obtained from the relevant school. Instructions on how to fill in the SIF, and the address to which it should be submitted, will be provided by the admitting authority schools themselves.

Where separated parents or carers of a child each submit a separate application for different schools, the processing of these applications may be severely delayed. It is the responsibility of the parents or carers to resolve matters between themselves and inform the authority in writing which application, and which preferences should be processed¹. It is not appropriate for the authority to become involved in private disputes. Should an agreement not be reached by those with parental responsibility, all applications for the child will be paused, pending a specific issue order obtained from the court. Processing can resume once a formal agreement has been reached, and the relevant information provided to the local authority².

Allocation process

Following the relevant phase closing date, application forms will be processed, statutory checks completed, and coordination of preferences will commence. Local authorities within England will exchange data highlighting residents applying for out of authority schools.

¹ All applicants applying through the online portal give explicit permission for preference data to be shared with all parties with parental responsibility, in order to facilitate agreement. Applicants from other LAs or those applying on a paper CAF must give explicit permission for preference information to be shared via email to rbwm.admissions@achievingforchildren.org.uk or share the preference information themselves. If a parent or carer does not wish preference data to be shared for safety or security reasons, we must be advised of this by email. We would normally expect this refusal to be verified by the family court or a senior professional involved with the family.

² It should be noted that judgements from family law courts cannot override the admissions statutes. A judge does not have the authority to state a child must be admitted to a particular school, if doing so contravenes the oversubscription criteria or the statutory process. However, it is within a judge's authority to state the order of preferences for a child's phase application. They may also rule that a child must attend, or should not be removed from, a particular school, once that child has been offered a legitimate place.

The local authority will provide other admitting authorities within RBWM with a list of applicants who have listed their school as a preference. This will be done via the SAM module.

Admitting authorities will assess pupils in line with their published admissions policy and will return the list to the local authority in rank order, with the oversubscription category included. The local authority will assess those applicants' listing schools for which RBWM is the admitting authority or where an own admission authority school has made the decision to 'buy back' admissions validation as a traded service. Should pertinent information be received after the ranking and grading period allocated to an own admitting authority school, the local authority may have to re-categorise or re-rank the applicants to ensure all statutory processes are followed accurately. An example of when the re-ranking could occur would be when an education, health and care plan (EHCP) is finalised after the ranking date.

After ranking, all local authorities within England will exchange data confirming whether places at local schools can be offered or not to residents who live outside of their authority. Only one local authority at a time should be communicating with parents or carers, in the interests of clarity and consistency. This should be the home local authority, as per Section 2.11 of the Admissions Code (2021). Schools cannot directly communicate with phase transfer parents or carers until after their offers have been accepted, unless it is specifically to do with statutory information, such as an EHCP consultation or SIF request.

As outlined in Section 1, the home local authority will consider all preferences with an equal weighting and will provide one offer of a school place. Where it is possible to offer places at multiple preferred schools, only one offer will be made, which will be for the school ranked highest in the applicant's preference list.

Where it has not been possible to offer a place at a preferred school, the authority will, where possible, offer residents a place at an alternative school. The authority will aim to offer a place at the nearest school with a vacancy. The nearest school will be measured in a straight line from the home address. As per all preferential offers, where a school is identified as the alternative school for more pupils than there are places available, then the published oversubscription criteria will be applied in order to determine priority. If the nearest available school is outside the jurisdiction of the local authority, parents and carers will be signposted to the relevant local authority for further information.

The deadlines the authority will be working to with regards to each stage of the allocation process are defined in Table 3.

Table 3 – Timetable for data exchanges during allocation process

Process	Secondary phase	Primary phase
Exchange preferences with other LAs	25 November	13 February
Provide preference lists to OAAs within RBWM	11 December	24 February
Receive ranked lists from OAAs within RBWM	9 January	17 March
Exchange data with other LAs	20 January to 12 February	22 March to 31 March
Finalise NOD allocations	20 February	7 April

National Offer Day	2 March*	16 April
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Abbreviations used – LA = Local Authority, NOD = National Offer Day, OAA = Other/Own Admitting Authority

* Date adjusted from the usual 1 March as it falls on a Sunday in 2026

National Offer Days (NODs)

Applicants who made applications on time will be notified of the outcome of their application on the following offer dates:

- Primary age schools – 16 April
- Secondary age schools – 2 March

Applicants who made an e-application can log into their portal account from 12:01am on NOD to see the outcome of their application. They will also receive an automated email detailing the next steps to accept or refuse the offer, as well as confirmation they have been added to any waiting list for higher preferences. Parents and carers will also be given information regarding their statutory right of appeal. Applicants who applied using the paper CAF will be sent a letter with the outcome of their application, via email where possible, or by first class post. This will be posted on the respective NOD. The same information provided to applicants applying electronically will be provided to those applicants applying on paper.

In the case of voluntary aided schools, free schools and academies, the offer is made by RBWM on behalf of the governing body. For schools outside the authority, offers are made on behalf of the relevant admitting authority.

On NOD, all schools within the local authority will be able to see the details of the children allocated places at their school on the SAM module. Preference information for specific children will not be provided, as prevented by Section 1.9 of the Admissions Code (2021).

For those children not offered a place at a preferred school, they will be advised of their right of appeal and to whom this appeal should be addressed. Parents and carers will also be advised that they cannot appeal for a school that is ranked lower in their preferences than their current offer.

Parents and carers will be asked to respond to the offer of a school place and indicate if they wish to accept or decline the place offered. Responses must be made to RBWM via the authority's portal website, or by email by the following dates:

- Primary age schools – 3 May
- Secondary age schools – 15 March

Any parent or carer replying by post will need to ensure their response is received by 2 May (primary phase), and 14 March (secondary phase). Postal responses must be sent by Recorded Delivery.

Applicants will be automatically added to the waiting list for higher preference schools than the one offered and will be advised to notify the Admissions Team in writing if they do not want their child to be included on the waiting list. Waiting lists for oversubscribed schools are operated by the admitting authority. Applicants are prioritised according to the schools'

published oversubscription criteria and each added child will require the list to be ranked again in line with the published oversubscription criteria. For RBWM community and voluntary controlled schools, the authority will maintain waiting lists until 31 August in the academic year of entry.

In line with Section 2.13 of the Admissions Code (2021), failure to respond to an offered place could result in the offer of a school place being withdrawn. Parents and carers will be given a reminder to respond before an offer is withdrawn unless the offer was made on the basis of misleading or fraudulent information. If a place is refused, the parent or carer must inform the 'home' authority the alternative school the child will be attending, or how they intend to educate their child, as is their duty under Section 444 of the Education Act (1996). If a parent or carer fails to provide this information, the child will be referred as a Child Missing Education (CME), for further investigation.

Late applications and late changes of preference

Any application or change of preference received after the national closing date, or the extended deadline date for those applicants who have an exceptional reason for not applying on time, will be considered as late. The online application system will run throughout the application period, up until coordination ends on 31 August.

Details of late applicants for schools outside of the local authority will be forwarded to relevant admitting authorities via the SAM portal as soon as they are received. It will be for that admitting authority to process these in line within their published co-ordinated scheme.

Late applications for schools within RBWM will be added to the waiting list(s) in order of the oversubscription criteria, following the first round of allocations and before further offers are made.

Late applications received by the following dates will be considered in the second round:

- Primary age schools – 3 May
- Secondary age schools – 15 March

The dates for the second round of allocations are as follows:

- Primary age schools – 25 May
- Secondary age schools – 6 April

Late applications received by the following dates will be considered in the third round:

- Primary age schools – 25 May
- Secondary age schools – 6 April

The dates for the third round of allocations are as follows:

- Primary age schools – 29 June
- Secondary age schools – 12 May

Applications received after these dates will be processed after the third round of allocations is complete, in the order in which the applications are received, up until 24 August. No applications will be accepted by the local authority after 24 August, to allow for data transfer to the schools. All applications received from 24 August will instead be considered part of the in-year transfer process.

During phase transfer, the home local authority will write to late applicants informing them of the outcome following the further offer of places. As with on-time applications, parents and carers will be asked to respond to the offer of a school place to indicate if they wish to accept or decline the place offered. Responses must be made by email by no later than the date stipulated in their offer letter. Late applicants will automatically remain on the waiting list for any higher preferred school(s) for which a place was not allocated.

Late applications are always considered, and every effort will be made to allocate a place at the preferred school. Where it is not possible to offer a place at a preferred school, the local authority will, where possible, offer residents a place at the nearest school with a vacancy as measured in a straight line from the home address. If this is not possible, the local authority will direct applicants to the local authority responsible for the nearest school with available spaces. Late applicants also possess the statutory right of appeal.

Further offers of places

Following receipt of parental responses and the addition of late applications, the authority will reallocate places to pupils on waiting lists where places have been declined and vacancies exist, following the dates outlined in 1.31. Vacancies only exist when the number of pupils allocated at a school drops below the published admission number (PAN). Academies, voluntary-aided and free schools who have not brought back into the RBWM validation service are responsible for ranking new applicants in their waiting list and informing the local authority when this is done. The local authority will then make a formal offer from the schools' waiting list. The offer must be communicated to the applicant via the local authority, not the school, to ensure that only one valid offer is held at any given time. This is statutory, as per 2.12 of the Admissions Code (2021).

When an offer for a higher preferred school is made from the waiting list, any previous offer at a lower ranked preference will be automatically withdrawn. If an applicant wishes to retain their current offer, they must inform the local authority in writing, before any further offers are made; otherwise, the automatic withdrawal of lower preference offers will occur.

The coordinated admissions scheme closes on the 31 August prior to pupils commencing school in September. Any application which is made after 24 August will be considered as an 'in-year' application and should be made in line with the in-year admissions process. This is to allow sufficient time for the local authority to handover relevant information and documentation to other admitting authorities, in line with their statutory obligations.

Coordination timetable – primary, first, infant, and junior schools

Table 4 – Coordination timetable for primary phase admissions, September 2026 entry

Date	Action
September	Admission into primary school application guide published online
November	Guidance information on the admissions process will be sent out to RBWM early years settings, children centres, GP surgeries and libraries. Parents and carers with children currently in an infant school setting will be contacted via the school.
11 November	Online system opens for primary phase applications
15 January	Closing date for on-time applications
31 January	Extended deadline date for exceptional applications which were received after the 15 January
13 February	Information exchanged with other local authorities
24 February	RBWM admitting authorities (voluntary aided schools, free schools, and academies) begin ranking and grading (TBC, as dependent on OLA data)
17 March	Other RBWM admitting authorities to finish application rankings
31 March	Finish offer coordination with other local authorities
16 April	National Offer Day Schools will be advised of initial allocations on this date, but this information and all applicant family contact is embargoed until the post-allocation acceptance list is released by the LA
18 April	Processing of second round applications begins
2 May	Deadline for receipt of applicant responses to NOD offers to be sent by Recorded Delivery
3 May	Deadline for applicants to accept or decline NOD offers Deadline for late applications to be considered in the second round
20 May (to be confirmed)	Deadline for appeals to be lodged for hearings in the main round
25 May	Second round offer letters sent to late applications received by 3 May Waiting list positions begin to be available for all applicants
29 June	Third round offer letters sent to late applications received by 25 May All late applications from this point are processed in order of receipt
Summer Term	Schools check SAM module for allocation details repeatedly until 31 Aug Schools to send out registration forms to parents and carers Main round of appeal hearings (June and early July)
25 August	Applications from this date are considered in-year transfers
31 August	Coordination ends

Coordination timetable – secondary, middle, and upper schools

Table 5 – Coordination timetable for secondary phase admissions, September 2026 entry

Date	Action
September	Admission into Secondary School application guide published online Information letters sent out to parents and carers via current schools
9 September	Online system opens for secondary phase applications
31 October	Closing date for on-time applications
15 November	Extended deadline date for exceptional applications which were received after the 31 October
25 November	Information exchanged with other local authorities
11 December	RBWM admitting authorities (voluntary aided schools, free schools, and academies) begin ranking and grading (TBC, as dependent on OLA data)
9 January	Other RBWM admitting authorities to finish application rankings
12 February	Finish offer coordination with other local authorities
2 March	National Offer Day Schools will be advised of initial allocations on this date, but this information and all applicant family contact is embargoed until the post-allocation acceptance list is released by the LA
3 March	Processing of second round applications begins
14 March	Deadline for receipt of applicant responses to NOD offers to be sent by Recorded Delivery
15 March	Deadline for applicants to accept or decline NOD offers Deadline for late applications to be considered in the second round
25 March - to be confirmed	Deadline for appeals to be lodged for hearings in the main round
6 April	Second round offer letters sent to late applications received by 15 March Waiting list positions begin to be available for all applicants
12 May	Third round offer letters sent to late applications received by 6 April All late applications from this point are processed in order of receipt
Summer term	Schools check SAM module for allocation details repeatedly until 31 Aug Schools to send out registration forms to parents and carers Main round of appeal hearings (May and early June)
25 August	Applications from this date are considered in-year transfers
31 August	Coordination ends

3. Published admission numbers of schools

** Lowbrook Academy can only accommodate a total of four year groups of 60, so the number of children admitted rotates between 30 and 60 depending on the year.

School name	2020	2021	2022	2023	2024	2025	2026
Alexander First	30	30	30	30	30	30	30
All Saints CE Junior	90	90	90	90	60	60	60*
Altwood CE Secondary	150	150	150	150	150	150	150
Alwyn Infant and Nursery	90	90	90	90	90	90	90
Bisham CE Primary	30	30	30	30	30	30	30
Boyne Hill CE Infant and Nursery	60	60	60	60	60	60	60
Braywick Court Primary	30	30	30	30	30	30	30
Braywood CE First	30	30	30	30	30	30	30
Burchetts Green CE Infants	25	25	25	25	25	25	25
Charters	270	270	270	270	270	270	270
Cheapside CE Primary	30	30	30	30	30	30	30
Churchmead	110	120	120	120	120	120	120
Clewer Green CE First	60	60	60	60	60	60	60
Cookham Dean CE Primary	27	27	28	28	28	28	28
Cookham Rise Primary	30	30	30	30	30	30	30
Courthouse Junior	105	90	90	90	90	90	90
Cox Green	206	206	210	210	210	210	210
Datchet St Mary's Academy	30	30	30	30	30	30	30
Dedworth Green First	30	30	30	30	30	30	30
Dedworth Middle	180	180	180	180	180	180	180
Desborough College	189	189	189	189	189	180	180
Eton Porny CE First	30	30	30	30	30	30	30
Eton Wick CE First	30	30	30	30	30	30	30
Furze Platt Infant	90	90	90	90	90	90	90
Furze Platt Junior	90	90	90	90	90	90	90
Furze Platt Senior	253	253	253	253	253	253	253
Hilltop First	45	45	45	45	45	45	45
Holy Trinity CE Primary, Cookham	30	30	30	30	30	30	30
Holy Trinity CE Primary, Sunningdale	30	30	30	30	30	30	30
Holyport CE Primary	30	30	30	30	30	30	30
Holyport College – Year 7 Day	52	52	52	52	64	64	64
Holyport College – Year 7 Boarding	18	18	18	18	18	18	18
Homer First	45	45	45	45	45	30	30
Kings Court First	45	30	30	30	30	30	30
Knowl Hill CE Primary	30	30	30	30	30	30	30
Larchfield Primary and Nursery	30	30	30	30	30	30	30
Lowbrook Academy (Primary)**	30	60	60	60	60	30	30
Newlands Girls'	192	192	192	192	192	192	192
Oakfield First	60	60	60	60	60	60	60
Oldfield Primary	60	60	60	60	60	60	60

School name	2020	2021	2022	2023	2024	2025	2026
Riverside Primary	60	60	60	60	60	60	60
South Ascot Village Primary	30	30	30	30	30	30	30
St Edmund Campion Catholic Primary	60	60	60	60	60	60	60
St Edward's Catholic First	60	60	60	60	60	60	60
St Edward's Royal Free Ecumenical Middle	120	120	120	120	120	120	120
St Francis Catholic Primary	30	30	30	30	30	30	30
St Luke's CE Primary	45	45	45	45	45	45	45
St Mary's Catholic Primary	45	45	45	45	45	45	45
St Michael's CE Primary	30	30	30	30	30	30	30
St Peter's CE Middle	60	90	90	90	90	90	60
The Queen Anne RF CE Controlled First	30	30	30	30	30	30	30
The Royal (Crown Aided) First	20	20	20	20	20	20	20
The Windsor Boys'	260	260	260	260	260	260	260
Trevelyan Middle	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First	30	30	30	30	30	30	30
Waltham St Lawrence Primary	22	22	22	22	22	22	22
Wessex Primary	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls'	208	208	208	230	230	230	230
Woodlands Park Primary	30	30	30	30	30	30	30
Wraysbury Primary	60	60	60	60	60	60	60

4. Definitions and explanations

Word	Definition
Admission Authority	<p>This is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:</p> <ul style="list-style-type: none"> • Community schools – the local authority is the admission authority for these schools • Voluntary controlled schools – these are generally faith schools for which the local authority is the admission authority • Voluntary aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All voluntary aided schools are bound by the co-ordinated admissions scheme • Academies and free schools – these are schools whose running, and capital costs are met by the DfE for which the governing body is the admission authority
Published Admission Number (PAN)	<p>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. This number is commonly determined with regard to the Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN in the relevant age group. The PAN for free schools and academies is set by the Department for Education. In compulsory schooling (reception to year 11), the PAN will apply to all admissions to the following year groups in each type of school</p> <ul style="list-style-type: none"> • Primary, first, infant schools – reception year • Junior schools – year 3 • Middle schools – year 5 • Secondary schools – year 7 • Upper schools – year 9 <p>Schools sometimes use the term 'PAN' for an age group that is not the relevant age group, but it is only binding on the relevant age group for that school, as explained above. Often, the number of children admitted in a year group is the same as the PAN, but this is not always the case. Parents and carers are advised to check this with the Admissions Team if this is a concern during the in-year transfer process</p>
Admission criteria	Formally known as the oversubscription criteria. These are the rules used to prioritise the order in which children are offered school places

Appeals	An applicant's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school. It is a statutory right for all admissions to a child's chronological year group
Common Application Form (CAF)	This is the form used by applicants to apply for school places via their home authority
Designated Area	Also known as the 'catchment area,' this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school's designated area, although this is never a guarantee of a school place
Education, health, and care plans (EHCPs)	Education, health, and care plans are for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. They cover the years from birth to age 25
Home address	This is a child's habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child's home address to 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. The property must be owned, leased, or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school
Joint custody arrangements	Where the child is subject to a child arrangements' order and that order stipulates that the child will live with one parent or carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time, and that address will also be considered the child's 'home local authority' for admissions. Where the child lives equally with both parents or carers at different addresses, the authority will consider all available evidence the parent or carer provides in order to confirm which address the authority will use to process the application, for example: <ul style="list-style-type: none"> • any legal documentation confirming residence • where the child spends the majority of the school week • the pattern of the residence in hours and overnight stays • the period of time over which the current arrangement has been in place • confirmation from the previous school of the primary contact details and home address provided to them by the parents or carers

	<ul style="list-style-type: none"> • where the child is registered with their GP • any other evidence the parents or carers may supply to verify the position <p>We recommend that parents identify the admission address to be used <u>before</u> making an application. Applications cannot proceed if those with parental responsibility are in dispute. It is the responsibility of those with parental responsibility to agree on school selection and preference order before applying for entry, and to present the agreement in writing to the LA before applications can be processed</p>
Local authority (LA)	<p>If you live in the Royal Borough of Windsor and Maidenhead, we are your 'home local authority.' If you live somewhere else, then the geographical county or borough you live in is your 'home authority.' References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified</p>
Oversubscribed	<p>When there are more applications than places, the school is said to be oversubscribed</p>
Parent	<p>This is defined in law (the Education Act 1996) as <i>either</i> any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, <i>or</i> any person who has care of the child or young person. It is LA policy to refer to both parents and carers where appropriate</p>
Preference school	<p>This is a school to which a parent or carer wishes to send their child. Parents and carers cannot choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied</p>
Service families	<p>Where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, MOJ, FCO or GCHQ</p>
Sibling	<p>Children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The term 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</p>

Supplementary Information Form (SIF)	A SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria
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