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Royal Borough  
of Windsor &  
Maidenhead

# Admission to RBWM Primary Schools

For September 2024 Entry

Starting school in Reception or  
transferring to Junior School in Year 3

[www.rbwm.gov.uk](http://www.rbwm.gov.uk)



Royal Borough  
of Windsor &  
Maidenhead



**achieving  
for children**



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## About this guide

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

The information in this guide relates to the school year beginning September 2024. It is primarily aimed at pupils entering Year Reception into a primary, first or infant school, and pupils transferring to a junior school at the end of Year 2.

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

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

Responsibility for information printed here relating to academies, voluntary aided and free schools lies with the governing body of the school concerned, and not with RBWM or AfC.

The information was correct in September 2023 and is subject to change and correction during the academic year 2023-24.

## 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 Admissions 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.
- 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.
- In times of especially high demand, the call-back service may be withdrawn without notice, in order to channel the available resources to help as many parents and caregivers as we can.

Thank you for your understanding.

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

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

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

## Key dates for admission in September 2024

The co-ordinated admissions scheme operates from **10 November 2023 to 31 August 2024**.

The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round. It aims to ensure 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.

The full co-ordinated [admissions policy](#) is available to download.

**Closing date for on time applications is 15 January 2024**

Process	Date
<b>Applications open</b>	<b>10 November 2023</b>
<b>Deadline to submit on time applications</b>	
Including Supplementary Information Forms (SIFs) and social and medical applications	<b>15 January 2024</b>
<b>Extended deadline for exceptional circumstances and changes of address</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	<b>31 January 2024</b>
<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 1st class post if no email address was provided.	<b>16 April 2023</b>
<b>Deadline to respond to school place offer</b>	<b>3 May 2024</b>
<b>Deadline to submit late application</b>	
To be considered in the second round of allocations. Applications received after this date will only be processed after the second round of applications is complete.	<b>3 May 2024</b>
<b>Deadline to submit appeals to be heard in first round</b>	
These dates are for appeals heard by RBWM services. Own admitting authority schools' dates may vary.	<b>20 May 2024</b>
<b>Second round of allocations</b>	
Further offers will be made from the waiting list as places become available for all applicants.	<b>22 May 2024</b>
<b>Main round of appeals are heard</b>	<b>July/August 2024</b>
<b>Start of autumn term</b>	<b>September 2024</b>
Exact date and times to be advised by schools.	

**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, and of particular note to parents is the changes regarding the automatic addition of schools to an application (see below).

## About primary schooling in our local authority

There are 46 state-funded primary schools in RBWM, some of which are their own admission authorities (OAAs) which means they can set their own admissions 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. Schools fall into one of the following categories.

### A) Community and voluntary controlled schools: Maintained by the local authority.

The local authority is also responsible for setting the admissions policy.

Alexander First	Furze Platt Junior	Riverside Primary
Alwyn Infant	Hilltop First	South Ascot Village
Boyne Hill CE Infant	Holy Trinity CE Primary (Cookham)	The Queen Anne Royal CE First
Braywood CE First	Homer First	Waltham St Lawrence Primary
Cookham Rise Primary	Kings Court First	Wessex Primary
Courthouse Junior	Larchfield Primary	Wraysbury Primary
Eton Wick CE First	Oldfield Primary	
Furze Platt Infant		

### B) Voluntary aided schools: Supported by their Church Diocesan Boards and the local authority.

The governors are responsible for setting the admissions policy.

Cheapside CE Primary	Holy Trinity CE Primary (Sunningdale)	The Royal First (Crown Aided)
Cookham Dean CE Primary	St Edward's Catholic First	Trinity St Stephen CE First
	St Michael's CE Primary	

### C) Academies: An all-ability school that is run by an academy trust and its governors independently of the local authority and is funded entirely by the central government. The governors are responsible for setting the admissions policy.

All Saints CE Junior	Eton Porny CE First**	St Francis Catholic Primary
Bisham CE Primary	Holyport CE Primary	St Luke's CE Primary
Burchetts Green CE Infant	Knowl Hill Primary	St Mary's Catholic Academy
Clewer Green First	Lowbrook Academy	White Waltham Academy
Datchet St Marys CE Primary	Oakfield First	Woodlands Park Primary
Dedworth Green First**	St Edmund Campion Catholic Primary	

**D) 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.

Braywick Court School\*\*

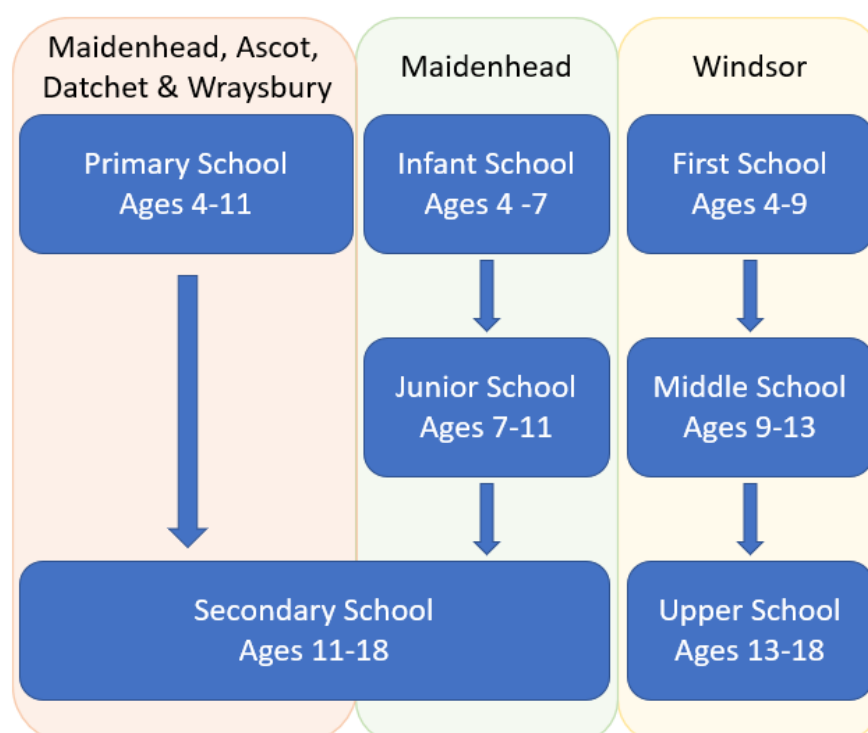
\*\*Schools that buy back into the local authority's validation service.

## The structure of education in RBWM

Children usually enter primary, first or infant school in the September following their fourth birthday. Children transfer into junior school in the September following their seventh birthday school, at the beginning of Year 3. The type of school your child will attend will depend on the area of the borough in which you live.

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

- **Primary schools** - Catering for pupils from Reception to Year 6, or ages 4 to 11. These schools are found all over RBWM. After Year 6, pupils tend to move from primary schools to secondary schools.
- **Infant schools** - Catering for pupils from Reception to Year 2, or ages 4 to 7. These schools are found in Maidenhead. After Year 2, pupils tend to move from infant schools to junior schools.
- **Junior schools** - Catering for pupils from Year 3 to Year 6, or ages 7 to 11. These schools are found in Maidenhead. After Year 6, pupils tend to move from junior schools to secondary schools.
- **First schools** - Catering for pupils from Reception to Year 4, or ages 4 to 9. These schools are found in Windsor. After Year 4, pupils tend to move from first schools to middle schools.





## **General information on schools**

There is a lot of information available to parents on the internet, and in the public domain. Some of this information is subjective, and some is more factual.

### **Performance tables**

Schools provide information about their own examination results in their individual prospectuses. In addition, the Department for Education publishes performance tables for all schools and these are available to view at [www.education.gov.uk](http://www.education.gov.uk). Performance information may not be available in the years affected by COVID closures. It is designed to show patterns over time, and it is not a snapshot of the school or its pupils.

### **Ofsted Inspection reports**

If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and at [www.ofsted.gov.uk](http://www.ofsted.gov.uk). Ofsted inspections are designed to be a snapshot of how a school operates, at a single moment in time. Ratings for schools do fluctuate, so be prepared to look at the 'bigger picture' of the school by reading the whole school report, looking at the website, speaking to current parents or staff, and touring the school.

### **Finding my nearest school**

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 have to do is select the 'Location' option, and enter your address. You will receive a list of schools, starting with the closest. This will give you a list of all types of schools, as well as their address, their 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 primary schools, schools of a particular denomination or faith, single-sex or co-educational schools, or to exclude independent 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.

### **Removal of denominational criterion for all voluntary controlled schools**

From September 2023, the oversubscription criteria for RBWM voluntary controlled schools, giving priority to parents who choose a voluntary controlled school on denominational grounds, was removed. During the pandemic, interpreting this rule and showing church attendance had become more difficult. There have been no objections to this change from the Oxford Diocese, nor from parents in the community on this change.

### **Allocation information for September 2023 entry**

Allocation information for last year's entry can be found on the School Admissions [website](#). Some schools also list their allocation data for the past several years on their individual websites.

### **Closing date for on time applications is 15 January 2024**

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 refer to the admission rules for information on the criteria.

A summary of the oversubscription admissions criteria for RBWM primary schools are included in the following pages. **Please remember it is your responsibility to read the full policy on the school's website before making your application.**

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

### Step 1: Understanding the admissions process

#### Are you eligible to apply for a school place this year?

Children born between the following dates are eligible to transfer to either primary or junior school in September 2024 as part of the normal admissions round.

- **Primary school** – 1 September 2019 and 31 August 2020
- **Junior school** – 1 September 2016 and 31 August 2017

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. 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. 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; however, questions relating to schools located outside of RBWM should be directed to the relevant local authority where the school is located.

If your child has an education, health and care plan (EHCP) in place, you are not eligible to apply through School Admissions. Please contact our specialist team at [cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk) and they will assist you.

#### Are you aware of the key dates for this year's applications?

- **First round applications close, 15 January 2024**  
All parents must make their application by the national deadline of 15 January for the application to be considered in the first round of allocations on National Offer Day.
- **Exceptional circumstances close, 31 January 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.
- **National Offer Day, 16 April 2024**  
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 your online account 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 first 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.**

### **Do you understand how the preference system works?**

- 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.
- 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 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.

**In cases where not all the available preferences have been listed by the parent, 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 parents being left without a school place for their child, due to their lack of expressed preferences.

### **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.



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 15 January 2023.</b>
Applications should be made by completing the common application form online. <sup>1</sup>	<b>You may 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 they 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 is eligible. 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>1</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)

### Closing date for on time applications is 15 January 2024

Pref	School	Qualify for a place?	Outcome
1	Riverside Primary School	No	No Current Offer (waiting list)
2	Knowl Hill CE Primary Academy	Yes	Offer
3	Lowbrook Academy	No	Withdrawn – Higher preference met
4	Woodlands Park Primary School	Yes	Withdrawn – Higher preference met
5	St Luke's CE Primary School	Yes	Withdrawn – Higher preference met
6	Wessex Primary School	Yes	Withdrawn – Higher preference met

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

### Changing your preferences after the closing date on 15 January

The request must be made by completing the Change of Preference Request Form available on the website.

Any change of preference requests received after 15 January 2024 will not be processed until the second round of allocations on 22 May 2024. **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. **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 further unless we require further information. **Your change of preference(s) will not be reflected on your application on the Citizens Portal.**

This facility is only used to download information provided by the parent into the admissions processing software, so any changes are made in that system, not on Citizens Portal. We do not have the resources to provide proof that the change has been made after it has been submitted, so **please do not** request further confirmations.

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).

## Have you remembered these important points?

### Have I applied for the correct type of school (Entry into Year 3)?

You can apply for up to six junior schools on one form (including junior schools outside of RBWM).

**Remember that you can only list junior schools where the first point of entry is Year 3.** If you wish to transfer into Year 3 at a primary school (where the first point of entry is in Reception), this will require a separate in-year transfer application.

### Do I need a supplementary information form?

You should check whether you need to complete a supplementary form (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 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 admissions 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.

## 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.
- Find out what other activities the school offers, for example breakfast club, after-school clubs, and sporting activities.
- Look at the school's admission procedures on their websites. A summary of the admission rules for each Royal Borough school has been included in this guide.
- Information about the individual school, as well as links to their school inspection reports and school performance tables, are available on the individual 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 borough [website](#).

### **Step 3: Deciding which school(s) to include as a preference**

As stated above, the legislation governing school admissions allows for a parent 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 within your designated area or at the school nearest to your home address, as this is 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.

#### **The admissions criteria**

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 education, health and care plan (EHCP) which names the school must be admitted before any other children and will be counted in the published admission number.

#### **PLEASE NOTE:**

- The oversubscription criteria for each Windsor and Maidenhead school are summarised in Section 5, with individual pages for each own admitting authority.
- Make sure you understand the admission criteria and address any questions directly to the school if they are their own admitting authority.

#### **Designated area (also known as catchment area)**

All the primary schools within RBWM have designated areas, except for Braywick Court Free School.

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 [Know your neighbourhood](#) 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 usually 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 if the school is oversubscribed.**

### **How places were offered in previous years**

Please look carefully at the admission criteria and how places were offered in previous years for each school. This information does not guarantee you a school place but will help you to consider whether you will be 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 are less than at a school nearer to your home. You should consider naming your designated area school as one of your preferences and remember to use **all** your possible preferences. This will maximise your chances of being offered a preferred school.

You will find details of how places were offered in previous years on the [website](#). **You may have to contact some academies and voluntary aided schools directly for this information.**

Please note that the criterion and furthest distance offered shown in this data is at the initial allocation from National Offer Day (or next working day) for each offer year.

### **Commonly used over-subscription 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 primary 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
- they live at the same address
- they are already in attendance at the school
- they will still be in attendance in the September when the applicant is due to start at the school

**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 may 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.

**Remember to check if attendance at a linked or feeder school qualifies your child for sibling criterion for that school, and state this in your application.** Some own admitting authorities may allow a child to be considered a 'sibling in attendance' if they are at a qualifying school. It is your responsibility to declare this in your application, so read the oversubscription criteria for your chosen schools carefully, and make sure you have made any sibling links known on the application.

### **Proximity to the 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.

**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).

## **Step 4: Completing your application**

You will be required to register with the Citizens Portal in order to complete your application online. Instructions on how to do this can be found at [www.rbwm.gov.uk](http://www.rbwm.gov.uk). 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, and 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.

**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 have to 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 allowing your application.

In cases of joint custody, evidence of court orders or other documentation may be required. It is not appropriate for the council to become involved in private disputes with parents or carers.

## Closing date for on time applications is 15 January 2024

You should 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. **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 going to [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

If you are **not an RBWM resident**, you should be applying through **your home local authority**.

The online application system is quick, easy, and reliable, and can be accessed using a PC, laptop, mobile, or 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.**

**The online system will close at 11.59pm on 15 January.**

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

### Confirmation email

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 cannot be processed.**

### Making changes to your application

You can make multiple changes to your application until 11.59pm on 15 January. If you require assistance with your changes, please make sure you are requesting this in enough time, and in business hours, so that help can be provided. If you do not allow enough time, we will be unable to assist you. Make sure you are changing your original application, and are not accidentally making a new application, as the new one will be discarded.

Please remember that it is very important to press the 'submit' button at the end of your application each time you amend your application (even if you have previously done so) for it to be considered as an on-time application. **Any changes made to your application will not be transferred through to the processing system if you do not press 'submit.'**

### 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 (check for your submission confirmation email) and ignore any emails you continue to receive for your other accounts until the closing date has passed.

### **Supplementary information forms (SIF)**

A supplementary information form (SIF) is required when a school needs additional information from the parent to apply its admission 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, the school will only consider your application based on the information on the application. This will reduce your chances of being offered a place at the school.

### **Paper application forms**

You should apply online if possible. In exceptional cases, where an online application cannot be made following support from the Admissions team, we will issue a paper copy of RBWM's common application form. This will be made available by visiting the Town Hall, or emailing [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk).

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 first 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.

### **Verifying 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 or not 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 a number of fraud legislations. We are required to withdraw the school place, even if the child has already started at the school, in all cases of fraud. Any school place obtained by deception is deemed unfair, as another child is being deliberately denied their lawful claim to that place.

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

The closing date for receipt of your application and any supplementary form or supporting evidence, is **15 January**. 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.



## Closing date for on time applications is 15 January 2024

Before you submit your application, please check that you:

- have read and understood the admissions 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 you want your preferences to be listed in, and have listed 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.

If you apply online your application is available to make changes right up until **11.59pm on 15 January 2023**. It is very important to press the submit button at the end of your application each time you amend it.

**You cannot use the online system to update information after the closing date. You must notify the Admissions team directly in writing, using the contact information on the inside cover of this guide.**

### 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 authority, as required by the Admissions Code (2021). **For safeguarding reasons, information about your allocation will not be given over the phone by the Admissions team under any circumstances.**

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

If your child does not meet the admissions criteria for any of your preferred schools **and** you are a RBWM 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 remain.

### National Offer Day

On 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 logon on to the system to view the outcome and respond to the offer. Emails are automatically sent out in batches throughout the day, so 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 standard email must be provided, **in its entirety**, if you choose to appeal for entry to a particular school.

**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 first 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 24 April.

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 to give your acceptance – you need to give your decision to the local authority directly.** We cannot accept a message from the school as proof you have accepted the offer - you must contact us yourselves. We will continue to coordinate offer places on behalf of academies, voluntary aided and free schools until 31 August, to ensure each child only ever holds one offer. Once we have received your direct 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 **3 May**, through the Admissions portal if you applied online or by following the instructions in your letter or 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, 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 use [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) for any correspondence, and include the name and date of birth of your child.

Second round offers are made on **22 May**. From 22 May 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 admission 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 students.

**It is in the best interest of your child to ensure you apply on time.**

Applications received after the closing date of **15 January** 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 we will offer an alternative school at the next nearest school with vacancies, if vacancies are still available.

## **Late change 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 (15 January).

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 for a change of preference should be made before the 3 May if you wish them to be considered in the second round of offers.**

## **Second round of offers**

RBWM will make a second round of offers to all late applicants, or applicants with late changes of preference, on **3 May**. 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 3 May 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 grammar schools in Slough and Buckinghamshire should take particular note that both 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
- where the application is considered fraudulent or intentionally misleading
- where a parent or carer has not responded to the offer within a reasonable time
- where it is possible to offer a higher named preference from the waiting list



### 3. Oversubscription admissions criteria for RBWM schools

#### Community and voluntary controlled schools oversubscription criteria

The following schools are included in this category:

Alexander First School	Holy Trinity CE Primary (Cookham)
Alwyn Infant School	Homer First School
All Saints CE Junior School	Kings Court First School
Boyne Hill CE Infant School	Larchfield Primary School
Braywood CE First School	Oldfield Primary School
Cookham Rise Primary School	Riverside Primary School
Courthouse Junior School	South Ascot Village Primary School
Eton Wick CE First School	Waltham St Lawrence Primary
Furze Platt Infant School	The Queen Anne CE First School
Furze Platt Junior School	Wessex Primary School
Hilltop First School	Wraysbury Primary School

Please refer to the council's online [Schools Directory](#) for these schools' website links and contact details.

RBWM strives to ensure fair allocations of school places according to criteria that have been set in advance. 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 usually be offered based on the distance between the school and the home address.

A child who is the subject of an education, health and care plan will be admitted to the school named in their EHCP. Remaining places will be allocated in line with the published oversubscription criteria.

**The criteria for community schools are, in descending order:**

1. Looked after children<sup>2</sup> or a child who was previously looked after. This category includes a looked after child or a child who was previously looked after but immediately after being in care became adopted<sup>3</sup> or subject to a child arrangement order<sup>4</sup> or special guardianship order<sup>5</sup>, including 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 (please see Section 4 of this document)
2. Children with exceptional medical or social reasons for requiring the school (as explained in Section 4 of this document)
3. **Junior schools only** - Children attending a linked infant school [Note 3]
4. Children who live in the 'designated area' of the school [Note 1] and who have a sibling who attends the school [Note 2]
5. Children who live in the 'designated appropriate area' of the school [Note 1]
6. Children who have a sibling who attends the school [Note 2]
7. Children of a member of staff [Note 4]
8. Children whose parents have any other reason for their preference

Parents of children who are admitted for nursery provision at a nursery attached to a school or a co-located nursery must apply separately for a place at the school if they require a place at that school. **Attendance at such a nursery does not guarantee a place at that school, nor does it give the applicant any priority on entry to the school.**

### Tiebreaker

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school 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 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). The names will be drawn and the whole process scrutinised by persons independent of the authority.

### Note 1: Designated areas

Maps of the current designated areas may be viewed on the RBWM website, [www.rbwm.gov.uk](http://www.rbwm.gov.uk). Alternatively, applicants can use the [Neighbourhood View](#) facility on the website for information on schools based on their address.

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<sup>2</sup> Looked after children are children who are (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) at the time of making an application to a school.

<sup>3</sup> All children adopted from local authority care.

<sup>4</sup> Under the terms of the Children Act 1989.

<sup>5</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Note 2: Sibling criterion**

A sibling would need to be attending the school 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. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are described in Note 3.

### **Note 3: Infant and Junior linked school priority**

- Furze Platt Junior is formally linked with Furze Platt Infant (Furze Platt Primary Federation)
- All Saints CE Junior is formally linked with Burchetts Green CE Infant and Boyne Hill CE Infant
- Courthouse Junior is formally linked with Alwyn Infant

### **Note 4: Children of a member of staff**

Priority will be given 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;
- is recruited to fill a vacant post for which there is a demonstrable skill shortage

A supplementary information form (SIF) must be completed and returned to the Local authority at the time of application if you wish to claim staff child priority.

## **Academy, voluntary aided and free schools oversubscription criteria**

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 following schools are included in this category.

Bisham CE Primary Academy	Lowbrook Academy
Braywick Court Free School	Oakfield First School
Burchetts Green CE Infant School	St Edmund Campion Catholic Primary
Cheapside CE Primary School	St Edward's Catholic First School
Clewer Green CE First School	St Francis Catholic Primary School
Cookham Dean CE Primary School	St Luke's CE Primary School
Datchet St Mary's CofE Primary School	St Mary's Catholic Primary School
Dedworth Green First School	St Michael's CE Primary School
Eton Porny CE First School	The Royal First School
Holy Trinity CE Primary (Sunningdale)	Trinity St Stephen CE First School
Holyport CE Primary School	White Waltham CE Academy
Knowl Hill CE Primary Academy	Woodlands Park Primary

### Closing date for on time applications is 15 January 2024

The admission 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. 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. **Your application will not be complete until both forms 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 staff of the names of those children. The local authority 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 admission rules on their behalf, as well as sending out the offer letters.

If the number of requests for places is equal to or less than the number of places available, all applicants will be eligible for a place at that school. If there are more applicants than places, applications will be placed in the priority order set out in the individual school's published admission arrangements.

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.**

## Admissions criteria for Reception entry: Bisham CE Academy

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
Address:	Church Lane, Bisham, Marlow, SL7 1RW
DfE code:	868/3010
Admission number:	30
Head of school:	Mrs H Bain
Executive Principal:	Mrs Cooke
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:office@bisham.org">office@bisham.org</a>
Website:	<a href="http://www.bishamcofe.co.uk">www.bishamcofe.co.uk</a>
Telephone:	01628 482910

A child who is the subject of an education, health and care plan will be admitted to the school named in their plan. If the school is oversubscribed each preference will be considered against the academy's oversubscription criteria published below.

1. Looked after children (any child looked after by a local authority in accordance with Section 22 of the Children Act 1989). This 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. Families who have exceptional medical or social needs that make it essential that their child attends Bisham CE Academy rather than any other school.
3. Children with a normal home address in the designated area of the school (map available from the school).
4. Children with a normal home address outside the designated area of the school and with a sibling on roll at 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 where a parent is an active member of a Christian Church.
6. Children whose parents are employed by the Academy Trust at this site.
7. Children with a normal home address within the former ecclesiastical parish of Bisham.
8. All other children

**A SIF must be completed if applying under Criteria 2, 5 or 6 and returned directly to the school by 15 January.**

## Admissions criteria for Reception entry: Braywick Court Free 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:	Free School
Address:	Hibbert Road, Maidenhead, SL6 1UU
DfE code:	868/2000
Admission number:	30
Headteacher:	Mrs M Robertson
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:office@braywickcourtschool.org.uk">office@braywickcourtschool.org.uk</a>
Website:	<a href="http://www.braywickcourtschool.co.uk">www.braywickcourtschool.co.uk</a>
Telephone:	01628 782562

In accordance with the law, children with an education health and care plan (EHCP) will be admitted to the school where the local authority has specifically named Braywick Court School as the most appropriate placement.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are places available to the school, and after the admission of children with an education health and care Plan that names the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2021.

1. Children in care - children in the care of the local authority as defined in the Children Act 1989. This category includes looked after children and children who have previously been 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 a sibling at the school at the time of admission.
3. Children of staff at the school:
  - 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
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children eligible for the Pupil Premium (including the Service premium) such that up to 10% of children admitted within the year group for which admission is requested are in receipt of the pupil premium or service premium, including children eligible for the premium through the first four priority criteria above. Proximity to school will be used when the number of pupils in the year group for which admission is requested who are eligible for the pupil premium or service premium exceeds 10%.
5. Proximity to the school.



## Admissions criteria for Reception entry: Burchetts Green CE Infant 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
Address:	Burchetts Green Road, Burchetts Green, Maidenhead, SL6 6QZ
DfE code:	868/3027
Admission number:	22
Headteacher:	Mr R Harris
Age range:	4 to 7
SIF required:	No
Email:	<a href="mailto:office@bgis.org.uk">office@bgis.org.uk</a>
Website:	<a href="http://www.bgis.org.uk">www.bgis.org.uk</a>
Telephone:	01628 822926

Should there be more applications than places available, the governing body will admit children in the following category 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 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. Families who have exceptional medical or social needs that make it essential that their child attends Burchetts Green CE Infant School rather than any other.
3. 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 to still be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area.
5. Children with a normal home address outside 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.
6. Children where a parent is employed by ODST as a member of staff at Burchetts Green CE Infant School. A SIF must be completed and returned directly to the school.
7. Children with a sibling who previously attended the school in the last six years. A SIF must be completed and returned directly to the school.
8. All other children.

## Admissions criteria for Reception entry: Cheapside CE (voluntary aided) Primary

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
Address:	Watersplash Lane, Cheapside, Ascot, SL5 7QJ
DfE code:	868/3324
Admission number:	30
Headteacher:	Mrs K Searle
Assistant Headteacher:	Mrs C Roberts
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:school.office@cheapside.org.uk">school.office@cheapside.org.uk</a>
Website:	<a href="http://www.cheapsideschool.org.uk">www.cheapsideschool.org.uk</a>
Telephone:	01344 621112

Children with an education, health and care plan naming Cheapside CE Primary School will always be admitted.

In the event of there being a greater demand for admission than there are places available, once places have been offered to these children, the following over-subscription criteria will be applied in the order set out below.

1. Looked after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted, or a special guardianship order.
2. A child with a normal home address in the catchment area of Cheapside School and who has wholly exceptional medical or social needs, which are unlikely to be common, that make it essential that they attend Cheapside School rather than any other. A catchment map is available to look at in the school office.
3. A child with a normal home address in the catchment area of Cheapside School and with a sibling on the roll of Cheapside 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. A catchment map is available to look at in the school office.
4. A child with a normal home address in the catchment area of Cheapside School. A catchment map is available to look at in the school office.
5. A child with a normal home address outside the catchment area of Cheapside School and with a sibling on the roll of Cheapside 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.
6. Denominational preference for a Church of England School, supported by evidence that a parent has been, for the year preceding the date of the application, a regular attendee (at least twice per month) at St Michael's and All Angels Church, Sunninghill.

**Closing date for on time applications is 15 January 2024**

7. A child whose parents express a denominational preference for a Church of England School, supported by evidence that a parent has been, for the last year preceding the date of the application, a regular attendee (at least twice per month) at any Christian church that is a full member of Churches Together in Britain and Ireland.
8. All other children

**You are required to complete a SIF if applying under denominational grounds. This should be returned to the school by 15 January.**

## Admissions criteria for Reception entry: Clewer Green CE First 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
Address:	Hatch Lane, Windsor, SL4 3RL
DfE code:	868/3326
Admission number:	60
Headteacher:	Mr M Tinsley
Age range:	4 to 9
SIF required:	No
Email:	<a href="mailto:office@clewergreen.org.uk">office@clewergreen.org.uk</a>
Website:	<a href="http://www.clewergreen.org.uk">www.clewergreen.org.uk</a>
Telephone:	01753 864544

The governors use the following criteria when the number of applications exceeds the number of places available.

Children with an education, health and care plan naming Clewer Green CE Aided First School as their preferred choice will always be admitted even if it means that their PAN is exceeded.

After children with education, health and care plans and looked after children have been offered places, offers will be made to children of compulsory school age whose normal home address is situated within Windsor. For the purposes of admissions this will be known as our 'catchment area'. A map showing this geographical area is available in the school Office.

1. Looked after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Clewer Green CE First 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 who have a parent employed by Clewer Green CE First School and have been employed for at least two years prior to application.
4. Children who, when they start at the school, still have a sibling attending Clewer Green CE First School. Sibling in this instance means brother or sister, half brother or sister, adopted brother or sister, or the child of the parent's or carer's partner where the child for whom the place is sought is living in the same family unit as a sibling.
5. Children whose parents wish to apply to Clewer Green CE First School and whose normal address is within the school's catchment area, which is Windsor.
6. Other children whose parents wish to apply to Clewer Green CE First School.

## Admissions criteria for Reception entry: Cookham Dean CE (Aided) Primary 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
Address:	Bigfrith Lane, Cookham Dean, Maidenhead, SL6 9PH
DfE code:	868/3021
Admission number:	28
Headteacher:	Ms F Reekie
Age range:	4 to11
SIF required:	Yes
Email:	<a href="mailto:office@cookhamdean.org">office@cookhamdean.org</a>
Website:	<a href="http://www.cookhamdean.org">www.cookhamdean.org</a>
Telephone:	01628 482734

All children with an education, health and care plan naming Cookham Dean CE Aided Primary School will be admitted regardless of whether places are available or not.

In the event of there being a greater demand for admissions than there are places available then places will be offered in the following order.

1. Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order or children adopted from overseas.
2. Families who have exceptional medical or social needs that make it essential that their child attends Cookham Dean CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. See the full policy, available on the school's website.
3. Children whose home address is in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean (map available from the school) and having a sibling attending 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.
4. Children whose home address is in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean (map available from the school).
5. Children whose home address is **not** in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean but have a sibling attending 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.
6. Children of staff 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.
7. All other children.

## Admissions criteria for Reception entry: Datchet St Mary's C of E Primary Academy

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
Address:	The Green, Datchet, Slough, SL3 9EJ
DfE code:	868/3350
Admission number:	30
Headteacher:	Ms N Green
Age range:	4 to 11
SIF required:	No
Email:	<a href="mailto:office@datchetstmarysacademy.co.uk">office@datchetstmarysacademy.co.uk</a>
Website:	<a href="http://www.datchetstmarysacademy.co.uk">www.datchetstmarysacademy.co.uk</a>
Telephone:	01753 542982

Children with an education, health and care plan naming Datchet St Mary's C of E Primary Academy School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is 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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Datchet St Mary's 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 with a normal home address in the catchment area description (see map on school's website) 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.
4. Children with a normal home address in the catchment area description (see map on school's website).
5. Children with a normal home address outside the catchment area description (see map on school's website) 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.
6. All other children.



## Admissions criteria for Reception entry: Dedworth Green First 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
Address:	Smith's Lane, Windsor, SL4 5PE
DfE code:	868/3326
Admission number:	30
Executive Headteacher:	Mrs N Chandler
Head of School:	Mr M Mackie
Age range:	4 to 9
SIF required:	No
Email:	<a href="mailto:office@dedworthgreenfirst.com">office@dedworthgreenfirst.com</a>
Website:	<a href="http://www.dedworthgreenfirst.com">www.dedworthgreenfirst.com</a>
Telephone:	01753 861668

A child who is the subject of an education, health and care plan will be admitted to the school named in their plan. Remaining places will be allocated in line with the published oversubscription criteria. The criteria for community schools are, in 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 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. Children who live in the designated appropriate area of the school and who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the designated appropriate area of the school.
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought.
6. Children whose parents have any other reason for their preference.

## Admissions criteria for Reception entry: Eton Porny CofE First 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
Address:	14 High Street, Eton, SL4 6AS
DfE code:	868/2001
Admission number:	30
Headteacher:	Mrs E Stanford-Smith
Assistant Headteacher:	Mrs M Bergin and Mrs H Wiltshire
Age range:	4 to 9
SIF required:	Yes
Email:	<a href="mailto:office@etonporny.com">office@etonporny.com</a>
Website:	<a href="http://www.etonporny.org.uk">www.etonporny.org.uk</a>
Telephone:	01753 861995

Children who have an education health and care plan (formerly a statement of special educational needs) which names the school must be considered by Eton Porny. Where the school feels it can meet the needs of the child a place will be offered. Places will then be allocated in line with the following objective oversubscription criteria in this order.

1. Looked after children or a child who was previously looked after, 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. This category includes a looked after child or a child who was previously looked after but immediately after being in care became adopted or subject to a child arrangement order or special guardianship order.
2. Children with exceptional social or medical reasons for requiring the school. An application in this category will only be considered where the child, or their parent or carer, can demonstrate a wholly exceptional medical or social requirement why attendance at the preferred school is significantly more suitable than any other school.
3. Children who live in the designated area of the school and who have a sibling who attends this school.
4. Children who live in the designated area of the school.
5. Children who have a sibling who attends the school.
6. Children of a member of staff.
7. Children whose parents have any other reason for their preference.

## Admissions criteria for Reception entry: Holy Trinity CE Primary School, Sunningdale

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
Address:	Church Road, Sunningdale, Ascot, SL5 0NJ
DfE code:	868/3322
Admission number:	30
Headteacher:	Ms J Griffiths
Age range:	4 to 11
SIF required:	No
Email:	<a href="mailto:holytrinitysunn@holytrinityprimary.org">holytrinitysunn@holytrinityprimary.org</a>
Website:	<a href="http://www.holytrinityschsunningdale.co.uk">www.holytrinityschsunningdale.co.uk</a>
Telephone:	01344 620716

Children with an education, health and care plan naming Holy Trinity CE Primary School, Sunningdale in the plan will always be admitted to the school. In the event of there being a greater number of applications for places than there are available, then the governing body, through its admissions committee, will admit children in the following category order.

1. Looked after children and children who were previously looked after, including those who appear to have been in state care outside England, 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 Holy Trinity CE Primary School, Sunningdale rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children resident in the ecclesiastical parish of Sunningdale (map available in School and on the school website) with a sibling on the roll of Holy Trinity School at the time of application or whose parent has accepted an offer of a place at the school and who is expected to still be in attendance at the time of entry to the school.
4. Children reside in ecclesiastical parish of Sunningdale.
5. Children resident outside the ecclesiastical parish of Sunningdale, who have a brother or sister on the roll of Holy Trinity 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.
6. All other children.

## Admissions criteria for Reception entry: Holyport CE Primary Academy

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
Address:	Stroud Farm Road, Holyport, Maidenhead, SL6 2LP
DfE code:	868/3012
Admission number:	30
Headteacher:	Mrs A Featherstone
Age range:	4 to 11
SIF required:	No
Email:	<a href="mailto:parents@holyporthprimaryschool.co.uk">parents@holyporthprimaryschool.co.uk</a>
Website:	<a href="http://www.holyporthprimaryschool.co.uk">www.holyporthprimaryschool.co.uk</a>
Telephone:	01628 627743

If there are fewer applications than places available, all children will be offered places. Children with a statement of special educational need or with an education, health and care plan naming Holyport CE Primary School will always be prioritised for placement. If there is 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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Holyport CE Primary School rather than any other.
3. 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.
4. Children with a normal home address in the catchment area (see map on school's website).
5. Children with a normal home address outside 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.
6. All other children.

## Admissions criteria for Reception entry: Knowl Hill CE Academy

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
Address:	Bath Road, Knowl Hill, RG10 9UX
DfE code:	868/3028
Admission number:	30
Headteacher:	Mrs N Bournier
Executive Principal	Mrs I Cooke
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:office@knowlhill.org">office@knowlhill.org</a>
Website:	<a href="http://www.knowlhillschool.co.uk">www.knowlhillschool.co.uk</a>
Telephone:	01628 822584

Children with a statement of special educational need or with an education, health and care plan naming Knowl Hill CE Academy 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. This 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. Families who have exceptional medical or social needs that make it essential that their child attends Knowl Hill CE Academy rather than any other school.
3. Children with a normal home address in the designated area of the school defined by the map available on the school's website.
4. Children with a normal home address outside the designated area defined by the map available on the school's website 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 where a parent is an active member of a Christian church.
6. Children where a parent is employed by the Academy Trust, at this site.
7. Children with a normal home address within the former Ecclesiastical Parish of Knowl Hill (see on school's website).
8. All other children.

## Admissions criteria for Reception entry: Lowbrook Academy

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
Address:	The Fairway, Cox Green, Maidenhead, SL6 3AR
DfE code:	868/2186
Admission number:	30
Headteacher:	Mr D Rooney
Age range:	4 to 11
SIF required:	No
Email:	<a href="mailto:lowbrook@lowbrookacademy.co.uk">lowbrook@lowbrookacademy.co.uk</a>
Website:	<a href="http://www.lowbrookacademy.co.uk">www.lowbrookacademy.co.uk</a>
Telephone:	01628 671355

Once children with education, health and care plans or statements of SEN naming Lowbrook Academy have been admitted then places are allocated in the order of the following oversubscription rules.

1. Looked after children and previously looked after children, 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 whose parents are staff and are employees of the Academy Trust.
3. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is within the designated catchment area of the school. Former pupils or other relatives do not provide an entitlement under this criterion.
4. Children whose normal home address is within the designated catchment area of the school. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupils' house, as set by Ordnance Survey, to the address point of the school.
5. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is outside the designated catchment area of the school.
6. Children whose normal address is outside of the designated catchment area of the school.



## Admissions criteria for Reception entry: Oakfield First 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
Address:	Imperial Road, Windsor, SL4 3RU
DfE code:	868/2176
Admission number:	60
Headteacher:	Mrs S Hull
Age range:	4 to 9
SIF required:	No
Email:	<a href="mailto:office@oakfieldfirstschool.org.uk">office@oakfieldfirstschool.org.uk</a>
Website:	<a href="http://www.oakfieldfirstschool.org.uk">www.oakfieldfirstschool.org.uk</a>
Telephone:	01753 861347

Children with an education, health and care plan naming Oakfield First School as their preferred choice will always be admitted even if it means that our PAN is exceeded. Once children with education, health and care plans have been allocated, remaining places will be allocated in the following descending order of priority.

1. Looked after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Children who, when they start at the school, still have a sibling attending Oakfield First School. Sibling in this instance means brother or sister, half brother or sister, adopted brother or sister, or the child of the parent's or carer's partner where the child for whom the place is sought is living in the same family unit as a sibling.
3. Other children whose parents wish to apply to Oakfield First School and are resident within the School's catchment area, which is Windsor.
4. Children who have a parent employed by Oakfield First School and have been employed for at least two years prior to application.
5. Other children whose parents wish to apply to Oakfield First School.

## Admissions criteria for Reception entry: St Edmund Campion Catholic Primary Academy

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
Address:	Altwood Road, Maidenhead, SL6 4PX
DfE code:	868/3337
Admission number:	60
Headteacher:	Mrs J Camp-Overy
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:school@st-edmund.org.uk">school@st-edmund.org.uk</a>
Website:	<a href="http://www.st-edmund.org.uk">www.st-edmund.org.uk</a>
Telephone:	01628 620183

Once children with education, health and care plans have been allocated, remaining places will be allocated in the following descending order of priority.

1. Baptised Catholic children who are registered as being in the care of a local authority or provided with accommodation by a local authority at the time an application for a school is made; and Baptised Catholic children who have previously been in the care of a local authority or provided with accommodation by a local and who have left that care through adoption, child arrangements order or special guardianship.
2. Baptised Catholic siblings of children who will still be attending St Edmund Campion School at the time of admission. Parents of these children must have a Supplementary Information Form signed by a parish priest confirming the parent(s)' attendance at Sunday (or Saturday evening) Mass at least monthly, for the calendar year.
3. All other Baptised Catholic children.
4. Children who are registered as being in the care of a local authority or provided with accommodation by a local authority at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority and who have left that care through adoption, child arrangements order or special guardianship order.
5. Non-Catholic siblings of children who will still be attending St Edmund Campion School at the time of admission.
6. Children of families who are members of other Christian denominations.
7. All other children.

## Admissions criteria for Reception entry: St Edward's Catholic First 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
Address:	Parsonage Lane, Windsor, SL4 5EN
DfE code:	868/3338
Admission number:	60
Headteacher:	Mrs S Matthews
Age range:	4 to 9
SIF required:	Yes
Email:	<a href="mailto:office@secfs.org.uk">office@secfs.org.uk</a>
Website:	<a href="http://www.stedwardscatholicfirstschool.co.uk">www.stedwardscatholicfirstschool.co.uk</a>
Telephone:	01753 860607

Children with an education, health and care plan in which the school is named are by law given priority and count towards our published admissions number. Remaining places will be allocated to applications in the order set out below.

1. Baptised Catholic looked after children and Baptised Catholic children who were looked-after but ceased to be so because they were adopted or became subject to a child arrangement order 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. Baptised Catholic children who, on date of entry, have a sibling attending the school.
3. Baptised Catholic children living in the parish of St Edward's.
4. Baptised Catholic children living outside the parish of St Edward's.
5. Non-Catholic looked-after children and other children who were looked-after but ceased to be so because they were adopted or became subject to a 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.
6. Non-Catholic children who on the date of entry have a sibling attending the school.
7. Members of other Christian churches
8. Members of other faiths or traditions.
9. All other applicants.

**To apply on denominational grounds, you must complete the supplementary information form available on the school's website and return it directly to the school.**

## Admissions criteria for Reception entry: St Francis Catholic Primary Academy

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
Address:	Coronation Road, Ascot, SL5 9HG
DfE code:	868/3335
Admission number:	30
Headteacher:	Mrs Miccoli
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:office@stfrancisprimary.org">office@stfrancisprimary.org</a>
Website:	<a href="http://www.stfrancisprimary.org">www.stfrancisprimary.org</a>
Telephone:	01344 622840

Children with an education, health and care plan naming St Francis Catholic Primary Academy will always be offered places. Should there be more applications than places available, the governing body will admit children in the following category order:

1. Catholic looked after children and previously looked after children.
2. Catholic children who are resident in the Parish of Ascot.
3. Other Catholic children.
4. Other looked after children and previously looked after children.
5. Members of an Eastern Christian Church.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion.
7. Children of other faiths whose membership is evidenced by a religious leader.
8. Any other children.

**To apply on denominational grounds, you must complete the supplementary information form available on the school's website and return it directly to the school.**

## Admissions criteria for Reception entry: St Luke's CE Primary 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
Address:	Cookham Road, Maidenhead, SL6 7EG
DfE code:	868/3033
Admission number:	45
Headteacher:	Mrs A Butler
Age range:	4 to 11
SIF required:	No
Email:	<a href="mailto:office@st-lukesprimary.com">office@st-lukesprimary.com</a>
Website:	<a href="http://www.st-lukesprimary.com">www.st-lukesprimary.com</a>
Telephone:	01628 621600

Children with a statement of special educational need or with an education health care plan (EHCP) naming St Luke's CE School will always be offered places when the school has the capacity to offer effective provision. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below.

1. Children in care and children who were previously in care, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends St Luke's CE 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 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.
4. Children with a normal home address in the catchment area.
5. Children of key workers who are employees at the school.
6. Children with a normal home address outside 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.
7. All other children.

## Admissions criteria for Reception entry: St Mary's Catholic Primary 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
Address:	Cookham Road, Maidenhead, SL6 7EG
DfE code:	868/3334
Admission number:	45
Headteacher:	Mrs R Akehurst
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:office@stmarys-maidenhead.org.uk">office@stmarys-maidenhead.org.uk</a>
Website:	<a href="http://www.stmarys-maidenhead.org.uk">www.stmarys-maidenhead.org.uk</a>
Telephone:	01628 622570

The admission of pupils with an education, health and care plan is dealt with by a completely separate procedure. Children with an education, health and care plan that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

After these allocations are made, applications will be categorised in the following manner.

1. Catholic looked after and previously looked after children.
2. Catholic children who are resident in the Parish of St Joseph's Maidenhead with St Elizabeth's Cookham.
3. Other Catholic children.
4. Other looked after and previously looked after children.
5. Children of other Christian denominations whose membership is evidenced by a minister of religion.
6. Children of other faiths evidenced by a religious leader.
7. Any other children



## Admissions criteria for Reception entry: St Michael's CE (Aided) Primary 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
Address:	School Road, Sunninghill, Ascot, SL5 7AD
DfE code:	868/3323
Admission number:	30
Headteacher:	Mr M Thompson
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@stmichaelsce.co.uk">office@stmichaelsce.co.uk</a>
Website:	<a href="http://www.st-michaelsprimary.co.uk">www.st-michaelsprimary.co.uk</a>
Telephone:	01344 622962

Children with an education, health, and care plan and those with statements of special need naming St Michael's CE Primary School will always be admitted. When the number of applications for places in the school exceeds the number available, the Admissions Committee will apply the following criteria in the following order in allocating places.

1. Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children whose normal home address is in the catchment with wholly exceptional medical or social needs that make it essential that they attend St Michael's CE Primary 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 whose normal home address is in the catchment area as defined below and have a sibling attending St Michael's at the time of application and who is expected still to be on roll at the time of entry to the school.
4. Children whose normal home address is in the catchment.
5. Children who have a sibling attending St Michael's at the time of application and who is expected still to be on roll at the time of entry but where the normal home address is outside the catchment area.
6. All other children whose parents have any other reason for their preference.

## Admissions criteria for Reception entry: The Royal School (Crown Aided)

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
Address:	The Great Park, Windsor, SL4 2HP
DfE code:	868/3318
Admission number:	20
Headteacher:	Mrs V Harrall
Age range:	4 to 9
SIF required:	Yes
Email:	<a href="mailto:office@theroyalschool.org.uk">office@theroyalschool.org.uk</a>
Website:	<a href="http://www.theroyalschool.org.uk">www.theroyalschool.org.uk</a>
Telephone:	01784 434274

Children with an education, health and care plan naming The Royal School will always be offered places. In the event of there being a greater demand for admission than there are places available, The Royal School will offer places, in the following order of precedence.

1. Looked after children and children who were previously looked after, including those children who appear to have been in state care outside England but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children of parents who are resident within the boundaries of the Crown Estate Windsor and Windsor Castle. A map showing the Crown Estate Windsor and Windsor Castle boundaries is held in the school office.
3. Families who have exceptional medical or social needs that make it essential that the child attends The Royal School rather than any other.
4. Children with a sibling on the roll of the school at the time of application or children with a sibling who has previously attended the school in the five years prior to the child being admitted to the school.
5. Children with a grandparent who is, or was, a resident within the boundaries of the Crown Estate Windsor and Windsor Castle for a period of at least three years. Documentary evidence must be provided. A map showing the Crown Estate Windsor and Windsor Castle boundaries is held in the school office.
6. Children of staff who have been employed by The Royal School for at least 2 years prior to application.
7. Children eligible for Service Premium living in the Windsor area, or to be posted to the Windsor area, and whose families wish them to attend the Royal School.
8. Children of parents living outside the perimeter of the Crown Estate Windsor, and Windsor Castle, who wish their child to attend a Church of England School, and where the Royal School is the closest Church of England school to their home address.
9. Children of parents living outside the perimeter of the Crown Estate Windsor and Windsor Castle who wish their child to attend The Royal School.

## Admissions criteria for Reception entry: Trinity St Stephen CE (Aided) First 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
Address:	Vansittart Road, Windsor, SL4 5DF
DfE code:	868/3327
Admission number:	30
Headteacher:	Mrs L Lovegrove
Age range:	4 to 9
SIF required:	No
Email:	<a href="mailto:office@TSSFirst.co.uk">office@TSSFirst.co.uk</a>
Website:	<a href="http://www.tssfirst.co.uk">www.tssfirst.co.uk</a>
Telephone:	01753 862540

Children with a statement of special educational need or with an education, health and care plan naming Trinity St Stephen Church of England First School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is 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 became subject to an adoption, child arrangements or special guardianship order. Also, children who appear to have been in state care outside England and ceased to be in state care as a result of adoption (internationally adopted).
2. Families who have exceptional medical or social needs that make it essential that their child attends Trinity St Stephen Church of England First 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 with a normal home address within the school's 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.
4. Children with a normal home address in the school's catchment area.
5. Children with a normal home address outside the school's 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.
6. All other children.

## Admissions criteria for Reception entry: White Waltham CE Academy

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
Address:	Waltham Road, White Waltham, Maidenhead, SL6 3SG
DfE code:	868/3050
Admission number:	30
Headteacher:	Mrs Denham
Age range:	4 to 11
SIF required:	Yes
Email:	<a href="mailto:office@whitewaltham.org">office@whitewaltham.org</a>
Website:	<a href="http://www.whitewalthamschool.co.uk">www.whitewalthamschool.co.uk</a>
Telephone:	01628 822533

Children with a statement of special educational need or with an education, health and care plan naming White Waltham CE Academy 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. This 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. Families who have exceptional medical or social needs that make it essential that their child attends White Waltham CE Academy rather than any other school.
3. Children with a normal home address in the designated area of the school defined by the map available on the school's website.
4. Children with a normal home address outside the designated area defined by the map in the map available on the school's website 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 where a parent is an active member of a Christian church.
6. Children where a parent is employed by the Academy Trust, on this site.
7. Children with a normal home address within the former Ecclesiastical Parishes of White Waltham and Shottesbrooke (see map on school's website).
8. All other children.

## 4. Special circumstances and common areas of query

### Looked after children or previously looked after children

These terms refer to children who are in the care of a local authority<sup>6</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>7</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's Act 2002
- 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
- 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 a Children who have been in state care outside of England

Documentary evidence of adoption such as:

- an adoption order from a UK court
- an adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland
- an Article 23 Certificate – this applies to Hague convention adoptions, and will have been issued by a central authority
- 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
  - a letter from another agency or organisation that has been involved with the child

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<sup>6</sup> In accordance with section 22 of the Children Act 1989

<sup>7</sup> Under the Adoption Act 1976 or Adoption and Children Act 2002

### Closing date for on time applications is 15 January 2024

- 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

### Exceptional social or medical need (SEMC)

In response to the needs of parents 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.

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.

### Closing date for on time applications is 15 January 2024

The local authority only assesses social and medical needs applications for community and voluntary controlled schools as outlined at the beginning of Section 3. We also assess the following own admission authority schools that buy back into the local authority's Admissions Service.

Dedworth Green First School

Eton Porny CE First School

Specific details of the requirements for all academies, voluntary aided and free schools where this criterion applies is available on the individual school's website. If you would like to apply for an own admitting 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 applying late, but before second round offers, will be notified on second round offer day. Parents who submit a late application under this rule after 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.

Wherever possible, it is very important to apply, and provide all evidence by the closing date for applications on **15 January**. 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 local authority'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 or medical application form (please email [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) to request a form) or a letter or 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). 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.

### **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, as the admitting authority for community and voluntary controlled schools, the final decision will be made by the local authority.

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

Dyslexia

Dyscalculia

Dyspraxia

ADHD and ADD

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 to discuss the assessment process for an education, health and care plan ([cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk)).

- **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

Eczema

Allergies

Diabetes

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

- **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). 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 and 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 nursery 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, 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.

## **Verifying the home address**

Because the admissions process is based on the distances measured from your home to your schools of choice, verification of your home address is an extremely important measure in preventing fraud. Only one address can be used as your admissions address. We verify application addresses to ensure that only entitled pupils are offered places. We are obligated to do so under a number of legislations, and therefore do not have the authority to deviate from the high standard of evidence required by these legislations.

**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 address to the level required by the legislation. Admissions staff are authorised to verify your address and are required to do so using a number of corporate 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

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 may also seek evidence from schools or any other source we consider appropriate, and in extreme cases unannounced home visits may also be conducted by a variety of legally-entitled professionals to confirm residency.

If we find that your true address is in another local authority, your application will be forwarded to that local authority's school admission service. **Council tax spot checks will be undertaken at any point in the process** and places may be withdrawn if address details do not match the information given on the application.

We may request further evidence even if this is after a school place has been offered. **It is your responsibility as the applicant to provide evidence to support your application, and failure to do so will result in the school place being withdrawn.**

## 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 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 on 'Moving home' below.

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 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 show 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 your application will be withdrawn in accordance with the School Admissions Code 2021, even if your child has started school.

### Closing date for on time applications is 15 January 2024

- 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 a Crown Servant or armed forces family, please see the relevant section below on how your addresses are verified, as your situation is unique.
- For admission purposes, the address used for occupational barges/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.
- 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 two 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.

- 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 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.**

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

To ensure that school place offers are made fairly the council 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 that the child does not live at, 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 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, even if your child has started at the school.

### **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.

### **What if I move into a new residence during the application period? (Moving home)**

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 house 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 on moving to a new house, 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 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 31 January. The non-exhaustive list of evidence includes:

- 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**



### Closing date for on time applications is 15 January 2024

- a copy of three utility bills or contracts (less than three 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 or sewage, or internet or data connection contracts for the property itself (not a mobile device). Mobile phone bills, 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 (when 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 31 January will be processed in the second round of allocations from May 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 may be withdrawn even if your child has started school.**

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.

**If you fail to notify the Admissions team of a change of address during the application process or before your child is admitted into school, 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.

### 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 will be contacted equally.

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, or 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. If a single parent retains 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 that is 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 nights or hours in the school week 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, Tax Credit or Universal Credit. 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.

### Closing date for on time applications is 15 January 2024

- You must have parental responsibility for the child you wish to claim for, **and** you must also be the **primary caregiver or 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 both parties, but we 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.

## 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 on your behalf.

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, 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 without a justifiable reason, 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.

## **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) [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 361267 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.**

## **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 states the following:

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

- 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
- 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
- not reserve blocks of places for these children
- 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 **15 January**.

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 Crown Servant accommodation. However, we reserve the right to request 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.

## **Closing date for on time applications is 15 January 2024**

Armed Service personnel and their families may obtain further information, advice, and guidance from the Children's Education Advisory Service. 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.

### **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 Admissions team know this, as the Children and Young People Disability Service (CYPDS) 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.

## 5. 'Summer born' children and general information about entry into school outside of expected chronological age group

### 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.

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 very difficult for a child to return to their chronological age group successfully. Equally, once accelerated it is very difficult for a child to return to their age group without feeling demoralised.

The relevant legislation can be found in Section 2.18 of the [School Admissions Code 2021](#).

Additional guidance about how the process works and your responsibilities can be found on the [School Admissions Policies](#) website.

### 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 which may limit their capacity to achieve qualifications.

Parents 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 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 have to resume their expected cohort at any time a transfer occurs.

## Deferring entry in reception class after a place has been accepted

By law, a child does not have to attend school full-time until the start of the term following their fifth birthday. For this purpose, we think of the traditional three-term year with terms starting in September, January, and April.

If you have accepted a place in Reception at a school for September:

- you can choose to defer entry until later in the academic year, but not beyond the start of the term following your child's fifth birthday nor beyond the start of the final term of the academic year for which the offer has been made
- you can choose to send your child on a part-time basis up until the term following their fifth birthday
- you can continue with, or take up, a free place in an early learning or nursery setting up until the term following their fifth birthday, but not beyond the end of the academic year. If you need any additional information about early years education, please contact the Customer Contact Centre on 01628 683800, as School Admissions do not handle these enquiries

**Please note:** The information in this booklet relates to applications for a school place to start school during the academic year 2024-25. Therefore, any place accepted that was based on an application for the 2024-25 academic year is valid for that academic year only. Your place must be taken up at the beginning of the term after your child's fifth birthday, or if they were born between April and August, it must be taken up by the start of the summer term in 2025 at the latest. If your child fails to start school on this basis the offer will be withdrawn, and your place offered to a child on the waiting list (if oversubscribed). You will then have to reapply to your school/s of choice using the in-year transfer system.

## Summer born children

The phrase 'summer born children' refers to children born between 1 April and 31 August, based on the UK's school year of September to July. Generally, children start school in the September following their fourth birthday. If you are the parent of a summer born child, you may choose not to send your child to school until the September after their fifth birthday and you may request that they are admitted out of their normal age group into Reception rather than Year 1. In the case of summer born children the decision maker must make an assessment on whether it is in the child's best interest to join Reception or Year 1 at the age of five.

The Department for Education have produced [a range of information on the admission of summer born children](#). The Department for Education advice states that it expected that parents provide suitable information and reasoning in support of their request to delay entry. This enables the authority to make a decision on the basis of the circumstances of the case, in the best interests of the child. **It is no longer the case that summer born children are automatically granted admittance to a reception class upon request, so parents should explain their reasoning in detail if they hope to gain delayed entry.**

## Making a request to delay entry into reception

All requests for summer born delayed entry requests must be made to the admission authority for the school. Please follow the steps outlined below.

### Voluntary aided, academies or free schools

- Contact the school(s) you are interested in and discuss your request with them.
- Provide a written copy of the decision to the Admissions team using the contact information provided at the beginning of this guide if the admission authority agrees to your request to allow you to apply for your child to join Reception.

The local authority cannot require an academy, voluntary aided or free school to agree to your request, and we cannot intervene on your behalf. If you do not agree with the decision made by the admission authority, you must follow the school's published complaints process.

### Community or voluntary controlled schools

The local authority is the admission authority for community and voluntary controlled schools in the borough. We will make the decision on whether it is in the child's best interest to join Reception or Year 1 at the age of five, considering your child's individual needs and abilities.

To make an assessment we ask you to:

- visit the school(s) you are interested in and discuss your request with them
- provide a written statement explaining why you think it would be in your child's best interests to enter Reception rather than Year 1 in the term after their fifth birthday. This should include the names of the schools you have approached to discuss your request, and any written evidence of their agreement
- where relevant, submit any additional information from professionals involved with your child, should you choose. **Please note there is no requirement for you to provide additional information or evidence to support your application should you choose not to provide it**

Our decision on whether it is in the child's best interest to join Reception or Year 1 at the age of five will be made based on the information available to us at the time the decision is made. We will consider:

- your views
- the individual circumstances of the child
- the views of the head teacher at the school(s) concerned
- any additional information from professionals involved with the child that the parent has chosen to provide
- where relevant, whether the child may naturally have fallen into a lower age group if not for being born prematurely
- relevant research into the outcomes of summer-born and premature children

**The decision will be communicated to you in writing before National Offer Day if your request is made by 13 March, otherwise, it will be communicated to you after offers are made.**



## The application process

If you wish to request that your summer born child joins a Reception class in the term after their fifth birthday rather than with their normal age group, **you should still apply in the usual way by 15 January.**

**If your request is agreed:** we will withdraw your normal application for entry in September 2024 before the offers are made on National Offer Day. You will be invited to apply again when applications for entry in September 2025 open in November.

**Your application for the following year can only name schools where an agreement to accept an application outside of the normal age group has been granted.**

**If your request is refused:** we **strongly** recommend that you accept the offer of a place for the normal age group. If you later decide you want your child to start in Year 1 and not attend Reception, you will be able to make an in-year application in June 2024 for admission to Year 1 in September 2024.

## Important things to remember

- An agreement from a school to accept an application for entry into Reception in the term after your child's fifth birthday **does not guarantee** you a place at that school in the following year's admissions round.
- Your application will be processed in the same way as all other applications for the following year using the school's published oversubscription criteria. **Your child will not receive higher priority because the request has been agreed by a particular school.**
- If we are unable to offer you a place in Reception at any of the preferred schools named on your application, we will support you to make a request to name one or more alternative community or voluntary controlled schools as a late change of preference for the second round of allocations in May. We must take into account the views of the head teacher at the school(s) concerned before agreeing to this request, so if they refuse to admit out of year group, your child will only be eligible to apply in their expected chronological year group. There is no right of appeal for refusal to admit out of year group.
- You are responsible for making any requests to name one or more alternative academies, voluntary aided or free schools as a late change of preference for the second round, and for presenting evidence that the school has agreed to your request for an out of year group entry.
- In common with all other applications, you will be limited to naming a maximum of six preferences on your application, including any preferences you keep from your original application.

## Starting school in Year 1 and not attending Reception

If you wish to delay your child's entry into school until the term after their fifth birthday with the intention of them entering school in Year 1 (that is, not attend the Reception year at all) you do not need to make an application under the normal admissions round.

Instead, you should make an in-year application in the June preceding the start of Year 1 and your child will be admitted in their normal age group. **Please be aware that oversubscribed schools are likely to have already been filled by children who took up their places in the Reception class and who will automatically transfer into Year 1.** There are no places reserved for pupils wanting to start school in Year 1 rather than Reception.

## 6. Waiting lists and how they work

### RBWM schools' waiting lists

Waiting list information for all primary entries to Reception and Year 3 Junior schools will be available from 22 May, 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 they were offered.

Your child will automatically be added to the waiting list for any **higher preferred 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.

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 taken into account. 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 preferred school.** If you fail to do this and we can allocate a place at a higher preferred school, you risk losing the original school offered. 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 3 May, 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 preferred 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.

**Closing date for on time applications is 15 January 2024**

- 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 admission criteria, it will affect your child's position on the waiting list. They can move down as well as up on the list.
- During the coordination period, the Admissions team will provide waiting list positions for community and voluntary controlled schools, and any own admitting authority schools which have bought into our admissions service **after 22 May**. All other schools should be contacted directly. Full information on who to contact for waiting list positions will be on [our website](#) when the waiting lists are available.

## **Own admission authority schools and schools in other council areas waiting lists**

Own admission authority schools who 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 whose decision you are appealing against. 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.

If you are appealing for an infant class (Reception, Year 1, and Year 2), your appeal will be subject to infant class size regulations. Please ensure you read the information on the infant class size regulations on the [Local Government and Social Care Ombudsman website](#).

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.

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. 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 contact Democratic Services at [Democratic.Services@rbwm.gov.uk](mailto:Democratic.Services@rbwm.gov.uk) to appeal for the following schools.

Alexander First School	Holy Trinity CE Primary (Cookham)
Alwyn Infant School	Homer First School
Boyne Hill CE Infant School	Kings Court School
Braywick Court School	Larchfield Primary School
Braywood CE First School	Oldfield Primary School
Cookham Rise Primary School	Riverside Primary School
Courthouse Junior School	St Edmund Campion Catholic Primary
Dedworth Green First School	South Ascot Village Primary
Eton Porny CE First School	Waltham St Lawrence Primary
Eton Wick CE First School	The Queen Anne CE First School
Furze Platt Infant School	Wessex Primary School
Furze Platt Junior School	Wraysbury Primary School
Hilltop First 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.

**Closing date for on time applications is 15 January 2024**

The deadline for appeals for Royal Borough schools to be heard in the first round is **20 May**. 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 361267 or 07783 806246
Contact the Admissions team by email on	<a href="mailto:rbwm.admissions@achievingforchildren.org.uk">rbwm.admissions@achievingforchildren.org.uk</a>

### Neighbouring local authority admissions teams

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're 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 four 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.

- **Primary school** - this will mean primary, first, infant, or junior 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.
- **Banding** - A system of oversubscription criteria in which all children applying for a place at a banding school are placed into ability bands based on their performance in a test or other assessment. Places are then allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority ability 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 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 or 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 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)** - 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 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 (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.
- **Infant class size exceptions** - The School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15.

- **Infant class size limit** - Section 1 of the SSFA 1998 limits the size of an infant class (a class in which the majority of children will reach the age of five, six or seven during the school year) to 30 pupils per school teacher.
- **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. RBWM is the maintaining authority for all schools named in this publication.
- **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** - 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 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 or pupil admission number. This is the total number of places available at the school, in this particular 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).
- **Reception class** - Defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged five and any children who are under or over five years old whom it is expedient to educate with pupils of that age.
- **Relevant age group** - The age group to which children are normally admitted. This is also referred to as their expected or chronological age group or cohort. 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 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 of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

## APPENDIX B: FAQs

### **If my child is entering Reception in September, which types of school can be listed on my application?**

You can list any primary, first, or infant school on your application. The school may be located in RBWM, or in a neighbouring local authority, but the closer you live to the school, the higher your likelihood of gaining a place.

### **If my child is in an infant school, which types of school can be listed on my application?**

You can list any junior school on your application. If you wish your child to move to a primary school in Year 3, instead of a junior school, you will need to apply for an in-year transfer for these schools. You will not be able to list primary schools on the application for a junior school place.

### **My child is at an infant school. Won't my child be automatically transferred to a junior school?**

No, they won't. Please be aware that you need to apply for entry when your child is in Year 2. Junior schools give priority to applications from pupils already attending their linked infant school, but attendance at a linked infant school **does not guarantee admission** to the junior school.

### **Does my voluntary controlled school also require a supplementary information form?**

No, voluntary controlled schools in RBWM do not require a SIF.

### **Do I have to use all six options on my preference list?**

Yes, if available for the type of school to which you are applying. If you choose not to list schools for all your available preferences, they will be automatically added for you in increasing order of distance.

### **Have I applied for the correct type of school (Entry into Year 3)?**

You can apply for up to six junior schools on one form (including junior schools outside of RBWM). Remember that you can only list junior schools where the first point of entry is Year 3. If you wish to transfer into Year 3 at a primary school (where the first point of entry is year Reception), this will require a separate in-year transfer application.

### **Do I need a supplementary information form?**

You should check whether you need to complete a supplementary form (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 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 admissions 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.

Please see the [Primary 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)