



## **Arrangements for admission to schools September 2011**

## **Arrangements for In-Year Co-ordination of admissions to schools September 2010**

### **A consultation paper**

*Note to Cabinet for 17<sup>th</sup> December 2009:*

*The 'Background' and Sections 5 and 6 are entirely new*

*Elsewhere, new text is indicated by underlining, deleted text by  
strike-through*

*Comments to Cabinet are in italics*

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Background – *entirely new*

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References in this paper to ‘the local authority’ or ‘the authority’ will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless specified differently.

## **Background** – *this entire section is new*

Local authorities are required to consult annually on proposals to change their admission arrangements. This paper fulfils this requirement with respect to admission to schools in September 2011-12.

However, new legislation requires authorities also to co-ordinate applications made ‘in-year’ (that is, at other than phase transfer time) from September 2010, and this paper sets out the proposed arrangements for this new duty. For the first time, this paper also includes the definitions of terms employed in the administration of admissions, set out largely in the way expected in the admission guides later to be published for day-to-day use of parents and carers making applications.

Permission to consult the public was granted by the Cabinet of the Royal Borough of Windsor and Maidenhead at its meeting on 17<sup>th</sup> December 2009.

The consultation is open from Thursday 31<sup>st</sup> December 2009 to Saturday 27<sup>th</sup> February 2010, and comments are invited from members of the public and other interested persons and bodies as to any part of the proposals contained in this paper.

The results of the Consultation will be reported to RBWM's Cabinet, whose members will determine the admission arrangements at their meeting on 25<sup>th</sup> March 2010. Comments received will be included in the agenda paper for that meeting to be posted on the Council's web-site a week beforehand.

Comments may be sent by post to

Admission Arrangements Consultation  
Town Hall, St Ives Road, Maidenhead, Berkshire SL6 1RF

or delivered by hand to the Customer Service Centre at the Town Hall.

Comments may also be delivered by hand to the Customer Service Centre at York House, Sheet Street, Windsor SL4 1DD.

Comments may be sent by fax to 01628 796936 or by e-mail to [sen@rbwm.gov.uk](mailto:sen@rbwm.gov.uk).

This document is to be found on the authority's web-site at

<http://www.rbwm.gov.uk/web/admissions-consultation.htm>

and this web-site includes an optional reply form.

It should be noted that Voluntary Aided and Trust Schools are their own admitting authorities, and they are required to publish their own proposals separately. Details of those proposals may be obtained from each individual school.

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## **Section 1**

### **Admission criteria for RBWM Community and Voluntary Controlled Primary Schools including Windsor's First Schools from 1<sup>st</sup> September 2011**

The Council 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.

References in this list of criteria to compulsory school age will be taken to include children just below compulsory school age but who are being admitted to school as though they were already of compulsory school age. Children are treated as being of school age until the end of the academic year in which they become 16 years of age.

A child who is the subject of a statement of special educational need will be admitted to the school named in his or her statement.<sup>1</sup> Remaining places will be allocated in the following descending order.

The criteria for community schools are, in descending order:

1. Children in care<sup>2</sup>
2. Children of compulsory school age whose home address is in the area served by the school ('the designated area')
3. Children of compulsory school age who have elder brothers or sisters still attending the school when the applicant would enter the school.\* In the case of infant and junior schools, attendance of an elder sibling at either the infant or junior school qualifies as a sibling for the partner school\*\*
4. Children who attend an infant school that is formally linked with the preferred junior school\*\*
5. Children of compulsory school age whose parents have any other reason for their preference

The criteria for voluntary controlled primary schools are, in descending order:

1. Children in care<sup>2</sup>
2. Children of compulsory school age whose home address is in the area served by the school ('the designated area')
3. Children of compulsory school age who have elder brothers or sisters still attending the school when the applicant would enter the school.\* In the case of infant and junior schools, attendance of an elder sibling at either the infant or junior school qualifies as a sibling for the partner school\*\*

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<sup>1</sup> Education Act 1996, s.324(5)(b)

<sup>2</sup> I.e. children in the care of a local authority, as defined in the Children Act 1989, s.22

4. Children who attend an infant school that is formally linked with the preferred junior school\*\*
- Q. Children of compulsory school age whose parents choose the school on denominational grounds
5. Children of compulsory school age whose parents have any other reason for their preference

If a community or voluntary controlled school does not have places for all the designated area children, places will be offered first to those designated area children who already have an older sibling attending, on condition that the older sibling will still be on roll when the applicant starts school. If a school still does not have places for all the children in this category, a place will then be allocated using the radial (straight-line) distance between home and school as explained below. Those living closest will be considered first.

\* Brothers or sisters: this term includes a half or step child 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 may flow from an elder foster child to other children of the family or vice versa.

\*\* The schools concerned are Furze Platt Infant with Furze Platt Junior; Alwyn Infant, and Burchetts Green Infant with Courthouse Junior; and Boyne Hill CE Infant with All Saints' CE Junior.

If a community or voluntary controlled school does not have places for all the children in a particular category, the borough applies tiebreakers to prioritise places. Places will be prioritised as follows.

1. Children who have elder brother(s) or sister(s) at the school, at the time the applicant would enter the school. If there are still not enough places for all the children in category 2 once this sibling tiebreak has been applied, applications will be prioritised using the second tiebreak.
2. 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. This second tiebreak will also be used to prioritise applications if there are insufficient places for all children in category 3 and below.

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## Section 2

### **Admission criteria for RBWM Community and Voluntary Controlled Secondary Schools including Windsor's Middle and Upper Schools from 1<sup>st</sup> September 2011**

At its meeting on 26<sup>th</sup> March 2009, the Cabinet of RBWM resolved to change the designated areas for Maidenhead's secondary schools, with effect from the intake of pupils in September 2010. Information about the new designated areas may be obtained separately from RBWM.

The Council 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.

A child who is the subject of a statement of special educational need will be admitted to the school named in his or her statement.<sup>3</sup> Remaining places will be allocated in the following descending order.

In the list of categories immediately below:

- Criterion X applies solely to Charters School,
  - Criterion Y applies solely to Altwood Church of England School, and
  - Criterion Z applies solely to The Windsor Boys' School.
- A. Looked After Children<sup>4</sup>
- B. Children who live in the 'designated appropriate area' of the school
- X. **For Charters School only.** Children selected according to their aptitude for sports (up to a maximum of 10% of the new intake). See note 1 below
- C. Children who would have an elder sibling of compulsory school age who would be at the school at the time of admission of the child for whom a place is sought. This term includes a half or step child permanently living in the same family, 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 may flow from an elder foster child to other children of the family or vice versa. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age
- D. Children who attend a primary, first or middle school that is formally linked with the preferred secondary, middle or upper school
- Y. **For Altwood Church of England School only.** Children whose parents choose the school on denominational grounds.

<sup>3</sup> Education Act 1996, s.324(5)(b)

<sup>4</sup> I.e. children in the care of a local authority, as defined in the Children Act 1989, s.22

- E. Individual preference for co-educational or single-sex educational reasons where the alternative in the local area is single sex or co-educational respectively
- Z. **For The Windsor Boys' School only.** Children selected according to their aptitude for performing arts (to a maximum of 10% of their new intake). See note 2 below
- F. All other applicants

If a school does not have places for all the children in a particular category, the borough applies tiebreakers to prioritise places. There are three tiebreakers, shown below.

Tiebreaker 1. This applies only to criteria A and B.

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

Tiebreaker 2. This applies to Windsor's middle schools only. For other schools, go straight to Tiebreaker 3.

When considering applications for places in Windsor schools in category D, priority will be decided by the continuous length of attendance at Windsor first and middle school(s). For this purpose Datchet St Mary's and Wraysbury Primary schools are included as feeders as well as feeding Churchmead School. This takes effect only if there are insufficient places available for all applicants within category D. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor, Datchet or Wraysbury school will be treated as having started school on the same date. This would be the earliest time that a child could have started statutory school in that national curriculum year. Attendance at a nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical proximity as per tiebreaker 3 below.

Tiebreaker 3.

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. This third tiebreak will also be used to prioritise applications if there are insufficient places for all children in category Y and below.

For categories X, Y and Z, schools will determine priority according to the information submitted. ~~There is no tie-breaker for categories X and Z.~~

Qualification for sibling status is made on the basis that the older pupil will be of compulsory school age and on roll at the school at the time of application.

Attendance of an elder sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 and 13) does not confer sibling status.

#### Note 1 – Charters School

(a) When selecting up to 10% of their new intake by aptitude in PE/Sport, the school will consider applicants who can provide evidence of participation at representative level sport at national, regional, county and district/area level supported by an assessment of aptitude supplied by a specialist coach in the chosen sport. Such information must be submitted by completion of the supplementary information form (available on request and returned to the Headteacher). This must be submitted to Governors at the time of application. This procedure is essential for consideration for entry under this rule. Charters must also be named on the Common Application Form.

(b) The school supports the following sports and only these will be considered under the specialist rules:

Archery, Athletics, Badminton, Basketball, Cricket, Dance, Fencing, Football, Golf, Gymnastics, Hockey, Horse Riding, Netball, Rugby, Squash, Tennis, Trampolining.

(c) It is conditional that any students admitted on the Specialist Sports College rule take a lead in the sporting life of the school.

#### Note 2 – The Windsor Boys' School

(a) When selecting up to 10% of their new intake by aptitude in the performing arts, The Windsor Boys' School will consider applicants who can provide evidence of some or all of the following:

- Frequent selection for performance by a performing arts company or organisation
- Consistent and frequent attendance at community and school performing arts activities
- Confirmation of the applicants' aptitude from an accredited expert in the field of performing arts
- Certificated evidence of rapid improvement in performing arts skills

(b) Evidence must be submitted by completion of the supplementary information form (available on request and returned to the Headteacher). This must be submitted to Governors at the time of application. This procedure is essential for consideration for entry under this rule. The Windsor Boys' School must also be named on the Common Application Form. Tests, assessments or auditions used to identify whether a pupil has an aptitude for a particular subject will be objective, have a distinctive subject focus and will not discriminate against applicants on the grounds of ethnic origin, disability or family background. The assessment will test only for the subject aptitude concerned and not for ability or any other aptitude.

(c) It is conditional that any pupils admitted under this criterion will take a leading part in the artistic life of the school.

### **Charters School**

At the time of publication of these arrangements, Charters School is arranging to become a Trust school. Once Trust status is confirmed, the School and its governors will then be responsible for determining admissions to the School within the RBWM arrangements. However, Charters School must still be named on the Common Application Form. The criteria printed above will apply to admissions for September 2011 regardless of the date of confirmation of Trust status.

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### Section 3

#### **Co-ordinated Admission Scheme for RBWM Community and Voluntary Controlled Primary Schools including Windsor's First Schools, 2011**

~~Central Government has introduced a co-ordinated admissions scheme in order that parents complete an application form supplied by the Council maintaining the preferred school. It is intended that parents receive only one offer of a school place from the Council to which they apply and that the maintaining Council should send the offer letter.~~

Central Government has directed local authorities to introduce a fully co-ordinated admissions scheme in order that parents complete only one application form supplied by the Council where they live, irrespective of where the preferred school is located.

It is also intended that parents receive only one offer of a school place and that the home authority should send the letter of offer, again irrespective of location of the preferred school.

In the following paragraphs, the term 'relevant year' is taken to mean the academic year in which a pupil becomes 5 years of age. The academic year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. The 'preceding year' refers to the year ending on 31<sup>st</sup> August immediately before the first day of the relevant year. The 'following year' refers to the year beginning on 1<sup>st</sup> September immediately after the last day of the relevant year.

#### **Applications made before the published closing date**

1. This is taken to mean the date in the academic year preceding the academic year of proposed entry to school.
2. The Primary School Common Application Form (Primary School CAF<sup>5</sup>) invites parents to express preferences for schools. The CAF will enable parents to express up to three preferences whether they are for schools for which the home local authority is the Admitting Authority, or where the governing body of a local authority Voluntary Aided ('Aided' school) school is the Admitting Authority, or where another local authority is the Admitting Authority. The form must be completed and returned to the home local authority. **The actual closing date for applications will be published each year in the booklet.** Legislation requires local authorities to run an equal weighting system for all preferences. This gives parents the greatest opportunity of securing a place at a preferred school. If this system results in multiple offers of places, then this will be resolved by taking into account the order in which those preferences are expressed by the parent or carer on the application form. At the present time there are thirteen Voluntary Aided

<sup>5</sup> This is not to be confused with the Common Assessment Framework (CAF) introduced under the aegis of *Every Child Matters*

Primary Admitting Authorities within the Borough, listed at the end of this Section. Any additional Admitting Authorities will be expected to agree to this scheme and abide by the principles of the scheme. Preferences must be stated on the Primary School CAF. If a separate additional form (Supplementary Information Form - SIF) is needed by Foundation or Voluntary Aided Schools, it will contain only the additional information required to determine admission within their own criteria. SIFs for Royal Borough of Windsor and Maidenhead schools may be obtained from, and returned to, the relevant school.

3. The closing date for parents will be published in the authority's annual booklet. The distribution of admissions booklets and preference forms takes place throughout the year.

### **Voluntary Aided Schools**

4. Definitive details about the admission arrangements for a Foundation or Aided School are published in the prospectus for each school and these can be obtained direct from schools. The Co-ordinated Admissions Scheme does not affect the Governors' duties and rights to determine the admission criteria for their school. It does put a duty on Governors to adhere to the published dates and provide information to the authority in order that letters can be printed and despatched on the required date.
5. In order that co-ordination is effective, Aided schools are required to adopt the authority's Primary School CAF for parents to identify the school as their preferred school. A SIF will be drawn up by the Governors of Aided schools to identify their individual Admission criteria. If a parent is relying on the denominational criterion to secure a place, a SIF must be obtained from and returned to, each Aided School.

### **Allocating places**

6. The Borough will consider all preferences with an equal weighting, with multiple offers of places resolved by the order of expressed preference; i.e. if it is possible to offer a place at more than one of the preferred schools, only one offer will be made for the school ranked highest in preference by the parents. Parents will be required to formally accept the place by a date to be specified.
7. Legislation requires that all children with statements of special educational needs that name a specific school in the statement are required to be admitted to that named school. They are not considered within the routine allocation process but are included within the Admission Number (AN) for the year.
8. Application forms will be processed and information forwarded to the relevant Admitting Authorities where appropriate. Where a school has

fewer preferences than the Admission Number, it is expected that all those preferences will be met. Letters formally offering places will be despatched to all applicants on the published date or the nearest working day if this date falls on the weekend. The actual date will be published in the annual primary admissions booklet.

### **Transfer of information to and from other Authorities**

9. After the closing date admitting authorities will exchange data.
10. Neighbouring Authorities and any other Admitting Authority will notify the 'home' authority about offers of places. Each authority will be required to identify any children not being offered places in order that the 'home' authority can process other preferences. Aided schools will also need to advise the authority by the end of February. Offers must be notified to other local authorities by the last working day in March.
11. Primary Schools will be sent information about the initial allocations, for their information only. Under no circumstances must the information be released to any other party before an offer of a place has been made formally under the co-ordinated scheme.
12. On the specified date, or the next working day, letters will be despatched, via the Royal Mail's first class post, to all parents whose application was received before the closing date. Letters will also be sent on behalf of Aided Schools and any other Admitting Authorities. It will be made clear that the offer is on behalf of and under instruction from the Governors of those schools or Authorities. For those not offered a preferred school, the letter will advise parents of their right of appeal and to whom this appeal should be addressed. For a school for which the local authority is not responsible for admissions, parents will be directed to that Admitting Authority in order that an appeal can be arranged if the parents wish to do so.
13. On offer day the primary schools will receive information about the pupils allocated places at the schools.

### **Late applications**

14. It is inevitable that with any closing date there will be applications made after the closing date but before the allocation letters are distributed.
15. These late applications will be divided into three groups:
  - a. Parents in the process of moving into the area.
  - b. Parents hoping to move into the area, where it can be assumed that it was not practicable to have made the application before the closing date.
  - c. Late applicants, where it can be reasonably assumed that they could have submitted an application form by the closing date.

16. ~~If a late application under category (a) or (b) above is received after the closing date, but before the allocation is made, the Council will endeavour to include the application with all others received. Where it can be reasonably assumed that an application could not be made by the closing date (a & b above), but it is received before the date published in our guide, that application will be considered as being in time. Evidence to support the reason for the late application will be required. Applications received after this date will be processed in the second round of the allocation process. This will take place after the closing date for responses to the first round of allocations.~~
17. The applicant will need to produce documents to prove that they are habitually residing at the new address, such as exchange of contracts or a rental agreement to be accepted as a Borough home authority resident. A rental agreement must have been made through a recognised rental agency. Private family rental agreements are not normally acceptable. Further documents may be requested. This procedure will also be applied in the case of any application from a temporary residence.
18. Where a form is received after the closing date that includes a school for which the local authority is not the Admitting Authority, it will be forwarded to the relevant Admitting Authority and it will be for that Authority to decide how to respond within their own published procedures, and depending on the availability of places.
19. Applicants who already live in the Borough but who did not, or have chosen not to apply for a place by the closing date, will be considered for a school place only after the allocation acceptance procedures have taken place.

### **No application form received by the closing date**

20. It is inevitable that some parents may not submit an application. No child will normally be allocated a place until an application form has been submitted. Late applications are always considered and every effort will be made to allocate a place at the preferred school or the nearest school with a vacancy. Such late applicants will be advised of the allocation of a school as quickly as is practicable.

### **Changes of preference**

21. There is no legislation that requires an authority to consider such a request. This local authority will consider each case on its merits. Unless there has been a relevant house move or unless the new preferred school has a vacancy, it may not be possible to offer an alternative school and such late applications will always be considered after all those received by the closing date.

22. Applications received after the allocation of preferences must still be submitted on the appropriate Primary School CAF. If the preference is for a community school or voluntary controlled school, the local authority will consider the preference. If the preferred schools do not have vacancies a place will be allocated at the nearest school with a vacancy. A refused preference will create the right of appeal. If the preference is for an Aided school, or a school outside the Borough, the local authority will forward the application to the relevant Admission Authority for their decision. The Admitting Authority must then advise the local authority whether a place can be allocated in order that the local authority can formally advise the parents.
23. The Co-ordination Scheme for the relevant year will end on 31<sup>st</sup> August immediately preceding the start of the relevant year.
24. Applications received on or after 1<sup>st</sup> September of the relevant year will be treated as an 'in year' application into an existing year group, and it will be for the relevant Admitting Authority to apply their published criteria and determine the offer of a place. These applications must be made through the applicant's home authority and the result will be communicated through that home authority.
25. The Cabinet of the Royal Borough of Windsor and Maidenhead determined at its meeting on 26<sup>th</sup> March 2009 to modify its admission arrangements with respect to children considered as 'rising fives'. As a result of this determination, from 1<sup>st</sup> September 2010 onwards, pupils whose 5<sup>th</sup> birthday falls in the period 1<sup>st</sup> September to 31<sup>st</sup> December are being admitted to school from the start of Term 1 of the relevant year. Pupils whose 5<sup>th</sup> birthday falls in the period 1<sup>st</sup> January to 31<sup>st</sup> August will be admitted to school from the start of Term 3 in the relevant year.<sup>6</sup> Allocations of all the places for the relevant year will now be made in the previous year following receipt of forms by the closing date in the previous year. The statutory school starting age of a child is the start of the autumn, spring or summer term following his or her fifth birthday.<sup>7</sup>
26. In the light of the foregoing paragraph, it is accepted that a parent may at his or her absolute discretion – with one exception – defer taking up any place offered until the child reaches statutory or compulsory school age. The exception is where deferring a place would mean that the child did not start until a date falling in the following academic year. In this instance, a place cannot be kept ready, and a parent must reapply for a place. This application would then become an 'In Year' application, and an offer of a place would be subject to the 'In Year' application procedures. No guarantee of a place can therefore be given for such a child.

<sup>6</sup> RBWM has a six-term year, whereby Term 1 begins in September, and Term 3 begins in January

<sup>7</sup> Education Act 1996 s.8(2)

## Appeals

27. Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date. ~~Appeals for all schools must be lodged within twenty-one days of the refusal letter being sent. An appeal can be lodged only against a refused preference. Parents wishing to appeal for such a school will be required to complete a new application form stating their new preferences. The original application will be cancelled and the new application will be regarded as a late application.~~
28. Appellants are entitled to ten school days' ~~fourteen days'~~ notice of the appeal date. The School Admission Appeals Code requires that appeals for applications in the primary admissions round are heard within 40 school days of the appeal being lodged, or before the end of the summer term, whichever is sooner. Late primary round applications and in-year admissions are expected to be heard within 30 school days of the appeal being lodged. The local authority will take reasonable steps to meet this time scale but the number of appeals currently being lodged precludes the giving of any guarantee in this matter. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible, but may not be before the start of term in September. All aspects of appeals for Aided and Foundation schools are the responsibility of the school governors, to whom all requests should be made. Closing dates may not be the same as for those for community schools or voluntary controlled schools.
29. Other Admitting Authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

## Waiting Lists

30. The local authority operates a waiting list for any oversubscribed school for which it is the Admitting Authority. Places are offered from the waiting list when a withdrawal occurs. Waiting lists will be constructed according to the published criteria, by category and distance. Any other Admitting Authority must notify this local authority of places withdrawn by parents and to whom they subsequently wish to offer places from their own waiting list. It is still the responsibility of the home local authority to offer these places to parents, in writing, when a place becomes available. This applies whether the Admitting Authority is the local authority, or an Aided School or a neighbouring local authority.
31. Applicants must request to be placed on a waiting list. Waiting lists will be maintained and operated by the local authority until 31<sup>st</sup> August of the relevant year.

## **'In Year' Admissions**

32. ~~Applications received during the year for an 'existing year group must be made directly to the preferred Primary School.~~<sup>8</sup> Applications received outside the normal round of admissions must be made on the 'in-year' application form and submitted to the admissions team. Applications for voluntary aided schools may need the applicant to complete a SIF, and the school will advise a parent if this is necessary. All Admitting Authorities will be expected to take into account allocations of places already made to children even where entry has been deferred on account of the child's age. Schools will be expected to act in accordance with any the current Fair Access Protocol.

## **Primary Admitting Authorities within RBWM**

33. Within the Borough, the following are the Admitting Authorities for primary schools.

Royal Borough of Windsor and Maidenhead  
Cheapside CE Primary School  
Clewer Green CE School  
Cookham Dean CE Primary School  
Datchet St Mary's CE Primary School  
Holy Trinity CE Primary School Sunningdale  
Holyport CE Primary School  
The Royal (Crown Aided) School  
St Edmund Campion Catholic Primary School  
St Edward's Catholic First School  
St Francis Catholic Primary School  
St Mary's Catholic Primary School  
St Michael's CE Primary School  
Trinity St Stephen CE Aided First School

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<sup>8</sup> ~~It is possible that parliamentary Regulations may require local authorities to co-ordinate In-Year applications for primary schools by the time this scheme comes into force~~

## **Section 4**

### **Co-ordinated Admission Scheme for RBWM Community and Voluntary Controlled Secondary Schools including Windsor's Middle and Upper Schools, 2011**

A co-ordinated admissions scheme now exists in order that parents complete only one application form supplied by the Council where they live, irrespective of where the preferred school is located.

It is also intended that parents receive only one offer of a school place and that the home authority should send the letter of offer, again irrespective of the preferred school.

#### **Applications made before the closing date of 24<sup>th</sup> October 2010**

1. The Secondary School Common Application Form (CAF)<sup>9</sup> invites parents to express up to three preferences for schools. The authority believes that the system of equal weighting to all preferences gives parents the greatest opportunity of securing a place at a preferred school. If this system results in multiple offers of places, then this will be resolved by taking into account the order in which those preferences are expressed by the parent or the carer on the application form. At the present time there are four Admitting Authorities within the Borough: the local authority, St Edward's Royal Free Ecumenical Middle School, St Peter's CE Middle School, and Churchmead Church of England (VA) School.<sup>10</sup> Any additional Admitting Authorities will be expected to agree to this scheme and abide by the principles of the scheme. Preferences must be stated on the 'home' local authority's CAF. No other form will be considered. The 'home' local authority is the unitary authority/county council to which council tax is paid. If a separate additional form (Supplementary Information Form – SIF) is needed by Foundation or Aided Schools, it will contain only the additional information required to determine admission within their own criteria. Such forms for Windsor and Maidenhead schools will be obtained from and returned to the relevant school.
2. In July each year the authority identifies children currently attending their schools who will be transferring to secondary school at the end of Year 6, or Year 4 and Year 8 for Windsor schools. Every effort will be made to provide independent schools with information, and publicise the closing date for parents whose children currently attend such schools. Neighbouring Authorities will be asked for, and supplied with, lists of pupils attending a 'non-home' authority school in order that their residents may complete the appropriate form. The distribution of admissions booklets and preference forms takes place at the start of term in September.

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<sup>9</sup> This is not to be confused with the Common Assessment Framework (CAF) introduced under the aegis of *Every Child Matters*

<sup>10</sup> On gaining Trust status, Charters School will become its own Admitting Authority

## **Voluntary Aided Schools and Trust Schools**

3. Definitive details about the admission arrangements for Voluntary Aided Schools are published in their prospectus and this can be obtained direct from the school. The co-ordinated admissions scheme does not affect the Governors' duties and rights to determine the admission criteria for their school. It does put a duty on Governors to adhere to the published dates and provide information on the local authority in order that letters can be despatched on the required date.
4. In order that co-ordination is effective, Aided and Trust Schools are required to adopt the local authority Common Application Form (CAF) for parents to identify the school as their preferred school. A Supplementary Information Form (SIF) will be drawn up by the Governors of Aided Schools to identify their individual admission criteria. If a parent is relying on the denominational criterion to secure a place, a SIF must be obtained from, and returned to, each Aided School.
5. The CAF will enable parents to express three preferences whether they are for schools for which the authority is the admitting authority, or where the governing body of an Aided School is the Admitting Authority, or schools outside the boundary of the Borough. The form must be completed and returned to the authority via the current Primary School or direct to the 'home' authority if the pupil currently attends an independent school. The closing date for applications will be 24 October each year.

## **Allocating places**

6. The Borough will consider all preferences with an equal weighting, with multiple offers of places resolved by the order of expressed preference; i.e. if it is possible to offer a place at more than one of the preferred schools, only one offer will be made, and that will be for the school ranked highest in preference by the parents, even if that preference is for a school in a neighbouring area. Such applications will have their offer letters sent on 1 March or the next working day. An acceptance/refusal form will be enclosed with the offer letter. Parents/carers will be asked to accept or decline the offer of a school place by a date to be specified in the booklet giving guidance for secondary applications. In line with the Admissions Code failure to return the acceptance form could result in the offer of a school place being withdrawn. If a place is refused, the parent/carer must inform the 'home' authority which school the child will be attending.
7. Pupils with a statement of special educational needs are not considered within the routine allocation process. They are included within the Admission Number (AN) for the year. The authority's Special Educational Needs Section will advise parents of the school place by 15<sup>th</sup> February.

8. When application forms have been processed, the information will be forwarded to the relevant Admitting Authorities where appropriate. The authority will expect to have completed the initial processing of application forms received by 14<sup>th</sup> November. Any remaining late application forms will be forwarded to relevant Admitting Authorities after this date. It will be for that Admitting Authority to decide how to respond within their published procedures. Where a school has fewer preferences than the AN, it is expected that all those preferences will be met. Traditionally most Windsor and Maidenhead schools are oversubscribed.

### **Transfer of information to and from other Authorities**

9. By 14<sup>th</sup> November, the local authority will start to exchange data about preferences with other Admitting Authorities.
10. Neighbouring Authorities and any other Admitting Authority will continue to exchange data and then notify the 'home' authority about offers of places. The expectation is that this information will be available from 18<sup>th</sup> January for the applications submitted by 14<sup>th</sup> November and by 15<sup>th</sup> February at the latest. Each authority will be required to identify any children not being offered places in order that the 'home' authority can process other preferences. Aided schools will also need to advise the authority of their ranked preferences by the end of Autumn term.
11. Secondary Schools and Feeder Primary Schools will be sent lists of the initial allocations made for their information only. Under no circumstances must the information be released to any other party before an offer of a place has been made formally under the co-ordinated scheme.
12. On 1<sup>st</sup> March, or the next working day, letters will be despatched, via the Royal Mail's first class post, to all parents whose application was received before the closing date. Letters will also be sent on behalf of Aided Schools and any other Admitting Authorities. It will be made clear that the offer is on behalf of and under instruction from the Governors of those schools or Authorities. For those not offered a preferred school, the letter will advise parents of their right of appeal and to whom this appeal should be addressed. For a school for which the local authority is not responsible for admissions, parents will be directed to that Admitting Authority in order that an appeal can be arranged if the parents wish to do so.

## Late applications

13. It is inevitable that with any closing date there will be applications made after the closing date but before the allocation letters are distributed.
14. These late applications will be divided into three groups:
  - a. Parents in the process of moving into the area.
  - b. Parents hoping to move into the area, where it can be assumed that it was not practicable to have made the application before the closing date.
  - c. Late applicants, where it can be reasonably assumed that they could have submitted an application form by the closing date.
15. ~~If a late application under category (a) or (b) above is received after the closing date, but before the allocation is made, the Council will endeavour to include the application with all others received.~~ Where it can be reasonably assumed that an application could not be made by the closing date (a & b above), but it is received before the date published in our guide, that application will be considered as being in time. Evidence to support the reason for the late application will be required. Applications received after this date will be processed in the second round of the allocation process. This will take place after the closing date for responses to the first round of applications.
16. The applicant will need to produce documents to prove that they are habitually residing at the new address, such as exchange of contracts or a rental agreement, in order to be accepted as a Borough home authority resident. A rental agreement must have been made through a recognised rental agency. Private family rental agreements are not normally acceptable. Further documents may be requested. This procedure will also be applied in the case of any application from a temporary residence.
17. Where a form is received after the closing date that includes a school for which the local authority is not the Admitting Authority, it will be forwarded to the relevant Admitting Authority and it will be for that Authority to decide how to respond within their own published procedures, and depending on the availability of places.
18. Applicants who already live in the Borough but did not, or have chosen not to apply for a place by the closing date, will be considered for a school place only after the allocation acceptance procedures have taken place.

## No application form received by the closing date

19. It is inevitable that some parents may not submit an application. No child will normally be allocated a place until an application form has been submitted. Late applications are always considered and every

effort will be made to allocate a place at the preferred school or the nearest school with a vacancy. Such late applicants will be advised of the allocation of school as quickly as is practicable.

### Changes of preference

20. There is no legislation that requires an authority to consider such a request. The authority will consider each case on its merits. Unless there has been a relevant house move or unless the new preferred school has a vacancy, it may not be possible to offer an alternative school and such late applications will always be considered after all those received by the closing date.
21. Applications received after the allocation of preferences must still be submitted on the appropriate CAF. If the preference is for a community school or voluntary controlled school, the authority will consider the preference. If the preferred schools do not have vacancies, a place will be allocated at the nearest school with a vacancy. Refusal of a preference will create the right of appeal. If the preference is for an Aided or Trust school, the authority will forward the form for the decision by the appropriate authority. The Admitting Authority must then advise the local authority whether a place can be allocated in order that the local authority can formally advise the parents.
22. The Co-ordination Scheme for the relevant transfer years will end on 31<sup>st</sup> August immediately preceding the start of the relevant year.
23. Applications received on or after 1<sup>st</sup> September will be treated as an application into an existing year group, and it will be for the relevant Admitting Authority to apply their published criteria and determine the offer of a place. These applications must be made through the applicant's home authority and the result will be communicated through that home authority.

### Appeals

24. ~~Appeals for all schools must be lodged within twenty-one days of the refusal letter being sent. An appeal can be lodged only against a refused preference. Parents wishing to appeal for a school for which they did not originally apply will be required to complete a new application form stating their new preferences. The original application will be cancelled and the new application will be regarded as a late application.~~ Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date.
25. ~~All appellants are entitled to fourteen days' notice of the appeal. Appellants are entitled to receive the Education Statement at least seven days before the hearing. The Admission Appeals Code of Practice suggests that they should be heard within 30 school days of the allocation letter being released.~~ Appellants are entitled to ten

school days' notice of the appeal date. The School Admission Appeals Code requires that appeals for on time applications in the secondary admissions round are heard by 6<sup>th</sup> July, or the next working day, if 6<sup>th</sup> July falls on a weekend. Late secondary round applications and in-year admissions are expected to be heard within 30 school days of the appeal being lodged. The local authority will take reasonable steps to meet this time-scale but the number of appeals currently being lodged precludes the giving of any guarantee in this matter. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible, but may not be before the start of term in September. All aspects of appeals for Aided schools are the responsibility of the school governors, to whom all requests should be made. Closing dates may not be the same as for those for community schools or voluntary controlled schools.

26. Other Admitting Authorities within the authority's area are required to notify the authority about the outcome of any appeals.

### **Waiting Lists**

27. The authority operates a waiting list for any oversubscribed school for which it is the Admitting Authority. Places are offered from the waiting list when a withdrawal occurs. Waiting lists will be constructed according to the published criteria, by category and distance. Any other Admitting Authority must notify the home authority of places withdrawn by parents and to whom they subsequently wish to offer places from their own waiting list. It is still the responsibility of the 'home' local authority to offer these places to parents, in writing, when a place becomes available. This applies whether the Admitting Authority is the local authority, an Aided School or a school in a neighbouring authority.

Applicants who wish to remain on a waiting list must make a request to be placed on a waiting list. Waiting lists will be maintained and operated for at least two terms of the new academic year.<sup>11</sup>

### **'In Year' Admissions**

28. ~~Applications received during the year for an 'existing' year group must be made on the maintaining authority's application form and returned to that maintaining authority.~~ Applications received outside the normal round of admissions must be made on the 'in-year' application form and submitted to RBWM's admissions team. Applications for voluntary aided schools may need the applicant to complete a SIF, and the school will advise a parent if this is necessary. Schools will be

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<sup>11</sup> Two RBWM terms are envisaged here. The Regulations specify one term of a three-term year

expected to act in accordance with any the current Fair Access Protocol.

### **Sixth Form Admissions**

29. Currently, schools are responsible for setting criteria for admission and dealing with all applications. Consideration is being given to a common system with very similar criteria.

### **Secondary Admitting Authorities within RBWM**

Within the Borough, the following are the Admitting Authorities for Secondary Schools.

Royal Borough of Windsor and Maidenhead  
St Edward's Royal Free Ecumenical Middle School  
St Peter's Church of England Middle School  
Churchmead Church of England (VA) School

It is expected that Charters School in Ascot will shortly become a Trust (Foundation) School, which will then assume responsibility for its own admissions

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## **Section 5** – *this entire section is new*

### **In-Year Admission Policy**

1. Central Government has directed local authorities to formulate a co-ordinated scheme for 'in year' applications from September 2010. This refers to all applications made during the academic year to age groups other than the normal year of entry.
2. Under the co-ordinated scheme parents will be able to apply to school admissions for a place at any Royal Borough school on a common application form (CAF). The local authority will issue and process these forms centrally.
3. The scheme does not affect the duty of the governors of trust or voluntary aided schools to set and apply their own admissions arrangements and oversubscription criteria.
4. The CAF will allow the applicant to state up to three preferences.
5. Each application will be considered on its own merits and circumstances. Additional information will be required for applicants applying from abroad (e.g. entry visa and passport details) to verify right of abode.
6. Applications that state a preference for a trust or voluntary aided school will be passed to the governors of that school so that they can make a decision about a place. The governors will then inform school admissions if an offer can be made.
7. The Borough strives to ensure fair allocations of school places according to the published and agreed criteria.

### **Applications from 2011-12**

8. From September 2011 all in-year applications must be made through the applicant's home authority.
9. A common application form will be available for Royal Borough of Windsor & Maidenhead residents for applications to any school either within or outside of the Borough.
10. Non-borough residents who wish to apply for a Windsor & Maidenhead school must contact their home authority for their common application form.

## **The application process**

11. The earliest time at which applications will be considered will normally be one term prior to proposed entry.
12. The applicant will need to produce documents to prove that they are habitually residing at the new address, such as exchange of contracts or a rental agreement to be accepted as a Borough home authority resident. A rental agreement must have been made through a recognised rental agency. Private family rental agreements are not normally acceptable. Further documents may be requested. This procedure will also be applied in the case of any application from a temporary residence.
13. In accordance with the Admission Code admission will normally be deferred to the start of the next term to offers made for
  - applicants who are not moving house
  - applicants where there is no reasonable need for an immediate transfer

The reason for this is to minimise the disruption to both the child's education and that of other children.

14. Admission mid-term will normally be considered for applicants moving house and for children where it would be impractical to wait until the start of the following term because of extenuating circumstances. Arrangements made under the provisions of the Fair Access Protocol may also specify a starting date other than the start of the following term.
15. Each preference will be considered against the school's over-subscription criteria. If more than one preference could be offered, a place will be offered for the highest ranked preference school.
16. Information on applications that state a preference for a voluntary aided school for which the governing body is the admissions authority will be passed to the school. A place will be offered only after consultation with the school regarding available places.
17. Once an offer has been made it will be expected that the place will be taken up no later than the start of the next term, unless an earlier date has been agreed, or unless the applicant is awaiting the outcome of an appeal for a higher ranked preference.
18. All offers will be made by the local authority. In the case of Voluntary Aided schools the local authority will make the offer on the school's behalf.

19. If a place is not available at the preferred school a place will be offered at an alternative school if the child resides in the Royal Borough and the applicant advised of their right of appeal. School admissions will advise the home authority where an application has been made and whether a place has been offered or has been refused.

### **Windsor Middle Schools**

20. Applications for September entry to Year 7 will not normally be considered more than two RBWM terms prior to prospective entry.

### **Waiting lists**

21. Waiting lists will be maintained by the local authority for all community and voluntary controlled schools where necessary. Positions on the list will be determined by applying the over-subscription criteria outlined above.
22. It should be noted that positions on a waiting list can go up or down in accordance with withdrawals from the list or new applicants joining it.
23. Waiting lists will be maintained until the end of the academic year in which the application was made. At the end of this time applicants will be asked if they wish to remain on the list.
24. Voluntary Aided schools will maintain their own waiting lists.
25. Children who are the subject of a direction by the local authority to admit or who are allocated to a school in accordance with the In Year Fair Access Protocol will take precedence over those on a waiting list.

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An appendix to this document illustrates the form to accompany the In-Year policy.

## **Section 6** – *this entire section is new*

### **Definitions and explanations**

**Admission authority** – when referring to a community or voluntary-controlled school this means the local authority (LA). When referring to a Voluntary-Aided or Trust school, this means the governing body of that school.

Community Schools – for these schools, the local authority is the admission authority, which sets and applies the admission criteria.

Voluntary Controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary Aided schools – these schools are usually faith schools and are managed by the Church of England or Catholic diocese. The governing body of the school sets and follows the admission criteria. All the Voluntary-Aided schools are working together with us to give each child one offer of a school place. We shall make offers of school places on behalf of the governing body.

**Admission number (AN)** – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Children Schools and Families (DCSF) based on the space available and use of resources). All schools must offer places up to the Admission Number and once reached, any further admissions would normally need to be decided by an Independent Appeal Panel.

**Admission criteria** – the rules we (or the governors of Voluntary Aided schools) use to decide the order in which children are offered school places. Sometimes these are called the 'admission rules'.

**Appeals** – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

**Common application form (CAF)** – this is the form provided by your home authority to name all your school preferences, with the exception of out of area applicants for middle school places where the CAF is provided by the maintaining authority (RBWM).

**Designated area, designated appropriate area** – this is a distinct geographical area that is served by a school. It is sometimes known as a 'catchment area'. The admission criteria give priority **but not a guarantee** of admission to children who live within the designated appropriate area of the school and whose parents register a written preference for the school by the deadline. The authority considers children who live outside the designated appropriate area of their preferred school if there are any places left after

applicants from within the designated appropriate area. We follow the admission criteria no matter whether a child lives in or outside the Royal Borough of Windsor & Maidenhead. The designated appropriate area maps are in the centre of this admissions guide.

**Home address** – this is a child’s home address. We ask for evidence of this in the form of a recent utility bill, which is no more than 3 months old (either building or contents insurance, a gas or electricity bill which shows current usage, a council tax bill or a TV licence). This must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child’s home address to be a residential property that is the child’s only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child’s parent, parents or person with legal care and control of the child. Additionally, a child’s home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

You may be moving house during the period when applications and allocations are in progress and wish your application to be considered on the basis of your new address. You will need to give us evidence and provide written proof that you have moved **and are living** in your new home. If you move into the designated area for a school this will not guarantee your child a place at the school if it is full but you will be offered right of appeal.

#### **Evidence of moving**

- Confirmation that your house purchase is legally binding (i.e. contracts have already been exchanged and completed, and that you are living in your new home).
- A formal lease agreement. The property leased should be that in which you and your family live and which is suitable for your family’s needs.

(In both cases we will also ask you to provide utility bills to prove that you are living in your new property.

- We also need evidence that you have sold your previous property.

#### **We would not normally accept an address in the following circumstances.**

- You keep a second home elsewhere or you have two homes. We will check which is your main home and may refuse to accept an address that might be considered to be only a temporary address used for the purpose of obtaining a place at a popular school.
- You still own your original home, and the new address is a rented property within the area of a popular school and where the distance between the original home and chosen school is easily commutable.

- Only part of the family moves unless this was due to a divorce or permanent separation arrangement. We will need evidence of this.
- A child moves to a home other than with their parent or carer, unless through a formal fostering or care arrangement through social services. We will require you to submit official letters from the professionals involved to confirm this and must be submitted at the time of application.

We will refuse to consider a child's residence as being in the designated area if we have any doubt about the information provided.

Where families are returning to live in a property they already own, evidence of ownership will be required along with information to show that the property will be available for the family to live in. A copy of a council tax bill and buildings/contents insurance will also be required.

If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to be living in a designated area), and this denied a place to a child with a stronger claim, we will withdraw the offer of a place. The Borough has withdrawn places in such circumstances and will continue to do so.

**Joint custody arrangements** – where the childcare arrangements are jointly shared between both parents, the LA will consider the mother's home address to be the normal home address when considering the application unless legal documents are provided to the contrary.

**Local Authority (LA)** – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. When we say 'we', 'us', 'our' or LA we mean the Royal Borough of Windsor & Maidenhead.

**Oversubscribed** – when there are more applications than places, the school is said to be oversubscribed.

**Parent** – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

**Preference** – you can say that you prefer a particular school but you do not have a guarantee of a place at a particular school. If you have special reasons for your preference, you should say so when making your application, including if you are a Service family being posted to the area.

**Service families** – where Service families and the families of other Crown servants who are subject to frequent movement (often at short notice) within the UK and from abroad, are to be posted to the area, it may be possible to treat such families as resident in the area for the first round of allocations

published in March assuming appropriate evidence has been provided by 30 January 2010. This evidence may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ which includes, if possible, details of an address in the area.

**Sibling** – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. A foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority will be treated as a sibling of other children of the family. Sibling eligibility may flow from an elder foster child to other children of the family or vice versa.

We will consider a pupil in a primary school as a sibling only if he or she is at the school in one of the years from Reception to Year 5 inclusive at the time the allocations are made or if he or she has already been offered a place to start in the current academic Year at the school (or a linked junior school in the case of an infant school application). We do not count children at a nursery school or in the nursery class of a school as a ‘sibling’ for admission purposes.

When listing a brother or sister on your application form, if you have two or more children at the school, you should list only the youngest one. It would be helpful if you told us if the sibling has a different family name.

Key Stage 1 – in cases where there is one place available and the next child on the waiting list is one of a twin, triplet or other multiple birth group, we will use random selection to allocate the place. Voluntary Aided schools may have their own criteria regarding applications for twins (and multiple births) and you should check their criteria. This is to observe the restriction on infant class sizes.

Key Stage 2 – we would admit both twins (or all brothers or sisters in the case of multiple births) even if this goes above the admission number of the school. For Voluntary Aided schools you will need to consult their individual criteria.

For entry into a secondary school the elder sibling must be of compulsory school age and on roll in Years 7 to 10 at the school at the time of application. For entry into Year 5 at a middle school the elder sibling must be on roll in Years 5 to 7 and for entry into Year 9 at an upper school the elder sibling must be on roll in years 9 to 10. Attendance of an elder sibling in Year 11 or possible attendance in the Sixth Form (Years 12 and 13) does not qualify for sibling status.

**Statement of special educational needs** – a child will have a statement of special educational needs if such needs have been formally assessed and recognised in a statement.

**Supplementary Information Form (SIF)** – some schools need extra information that is not collected online or on the common application form, so

that they can follow their admission criteria. The SIF is available on our website or from the individual school.

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## **Section 7**

### **Admission numbers of schools**

Last year's figures, where different, are given in brackets

<b>Name of School</b>	<b>Admission Number</b>
Alexander First School	24
All Saints CE Junior School	67
Altwood CE Secondary School	150
Alwyn Infant and Nursery School	101
Bisham CE Primary School	16
Boyne Hill CE Infant and Nursery School	60
Braywood CE First School	25
Burchetts Green CE Infants School	20
Charters School	240
Cheapside CE Primary School	16
Churchmead Church of England (VA) School	140 (130)
Clewer Green CE School	45
Cookham Dean CE Primary School	20
Cookham Rise Primary School	30
Courthouse Junior School	105
Cox Green School	168
Datchet St Mary's CE Primary School	30
Dedworth Green First School	30
Dedworth Middle School	120
Desborough School	189
Ellington Primary School	30
Eton Porny CE First School	30
Eton Wick CE First School	30
Furze Platt Infant School	81
Furze Platt Junior School	75
Furze Platt Senior School	190
Hilltop First School	45
Holy Trinity CE Primary School Cookham	32
Holy Trinity CE Primary School Sunningdale	30
Holyport CE Primary School	45
Homer First School	45
Kings Court First School	45
Knowl Hill CE Primary School	13
Larchfield Primary and Nursery School	30
Lowbrook Primary School	30
Newlands Girls School	186
Oakfield First School	45
Oldfield Primary School	30
St Edmund Campion Catholic Primary School	45
St Edward's Catholic First School	45

St Edward's Royal Free Ecumenical Middle School	93 (90)
St Francis Catholic Primary School	30
St Luke's CE Primary School	40
St Mary's Catholic Primary School	45
St Michael's CE Primary School	30
St Peter's CE Middle School	60
South Ascot Village Primary School (formerly Swinley Primary School/South Ascot Federation)	30
The Queen Anne Royal Free CE Controlled First School	30
The Royal (Crown Aided) School	20
The Windsor Boys' School	222
Trevelyan Middle School	150
Trinity St Stephen CE Aided First School	30
Waltham St Lawrence Primary School	19
Wessex Primary School	60
White Waltham CE School	22
Windsor Girls' School	178
Woodlands Park Primary School	30
Wraysbury Primary School	45

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## **Section 7**

### **Distribution List of those bodies to be consulted**

This consultation paper is distributed to the following.

All Head Teachers of Royal Borough Schools, including Church Aided and Trust Schools

All Chairs of Governors of Royal Borough Schools including Church Aided and Trust Schools

Headteachers of independent schools within the geographical area of the Royal Borough

Parents' and community groups, by way of public advertisement as required by Part 4 of *The School Admissions (Admissions Arrangements) (England) Regulations 2009*

Also: St Peters RC Primary School, Marlow  
Holy Trinity CE Middle School, Marlow  
Little Marlow CE School, Marlow  
Great Marlow School, Marlow  
Sir William Borlase's School, Marlow  
St Nicolas CE Combined School, Taplow  
Castleview School  
Holy Family Catholic Primary School  
Ryvers Primary School  
Oxford Diocese Schools Commission  
Portsmouth Diocese Schools Commission  
Buckinghamshire County Council  
Surrey County Council  
Slough Borough Council  
Wokingham District Council  
Bracknell Forest Borough Council  
London Borough of Hillingdon  
Lynch Hill Primary School  
Our Lady of Peace Primary School, Burnham  
Priory Primary School, Burnham  
Langley Grammar School, Slough  
St Bernard's Grammar School, Slough  
Slough Grammar School, Slough  
Herschel Grammar School, Slough  
Westgate School, Slough

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