

Guide to In-Year Admissions

Information on transferring into a state-funded school in the Royal Borough of Windsor and Maidenhead outside the normal point of entry

The school admissions service is provided by Achieving for Children, in partnership with the Royal Borough of Windsor and Maidenhead council.

The information in this guide is primarily aimed at pupils transferring into a Royal Borough of Windsor and Maidenhead School outside the normal point of entry

When the guide refers to 'secondary' school, this will mean secondary, middle or upper school unless otherwise differentiated. When the guide refers to 'primary' school, this will mean primary, first, infant or junior school unless otherwise differentiated.

The information was correct at the month and year referenced on the front cover, and is subject to change.

Responsibility for information printed here relating to academies, voluntary aided schools, and free schools lies with the governing body of the school concerned, and not with the Royal Borough of Windsor & Maidenhead Council or Achieving for Children.

Please provide a copy of any supporting documentation requested as we will not be responsible for the return, loss or damage to any original documents supplied.

Phone: 01628 683870 (via Customer Contact Centre)

Email: rbwm.admissions@achievingforchildren.org.uk

Website: www.rbwm.gov.uk

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Introduction

This guide is for parent or carers who want to apply for a Royal Borough of Windsor and Maidenhead school outside the normal rounds. This is known as an in-year transfer.

An in-year transfer application should be made if you have:

- moved into the area and do not currently have a school place for their child;
- moved within the area and wish to transfer their child to a closer school;
- recently moved to the UK from abroad;
- wish to transfer your child(ren) from their current school to another preferred school.

An in-year transfer differs from a normal phase admission which is when a whole year group of pupils are due to transfer into a school at the first point of entry e.g. primary to secondary or first year entry into a primary school at the beginning of reception etc.

An in-year transfer application should only be made if you require a school place in your child's existing year group, unless it is the last short term of the academic year and you are applying for a place in the next year group for September entry.

Please read the information in this guide carefully in order to understand the different types of schools within the borough and how to make an application.

You can contact us if you need any further help using the information on page 2.

If you wish to apply for a school in any other local authority, please contact the relevant council or the school directly for further information on how to make your application. The Royal Borough of Windsor and Maidenhead Admissions team only manages in-year transfers into community and voluntary controlled schools in our administrative area. Contact details for neighbouring boroughs can be found in Section 8.

SECTION 1

Types of school in the Royal Borough of Windsor & Maidenhead

There are 14 state-funded secondary schools and 46 state-funded primary schools in the Royal Borough of Windsor & Maidenhead. The in-year transfer application process is different depending on the type of school to which you apply.

Community and voluntary controlled schools

Community and voluntary controlled schools are maintained by the local authority. The local authority is also responsible for setting the admissions policy. We manage the in-year transfer applications for these schools.

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

Voluntary aided schools

Voluntary aided church schools are supported by the Church Diocesan Boards and the local authority. The governors are responsible for setting the admissions policy. You must apply directly to these schools for an in-year transfer place.

- Cheapside CE Primary
- Churchmead CE Secondary
- Clewer Green CE First
- Cookham Dean CE Primary
- Holy Trinity CE Primary Sunningdale
- St Edward's Catholic First
- St. Edward's Royal Free Ecumenical Middle
- St Michael's CE Primary
- The Royal School (Crown Aided)
- Trinity St Stephen CE First

Academies

An academy is an all-ability school that is run by an academy trust and its governors independently of the local authority, and is funded entirely by central government. The governors are responsible for setting the admissions policy. You must apply directly to these schools for an in-year transfer place.

- Altwood CE Secondary
- Bisham CE Primary
- Burchetts Green CE Infant
- Charters School
- Cox Green School
- Datchet St Marys CE Primary
- Dedworth Green First
- Dedworth Middle
- Desborough College
- Eton Porny CE First
- Furze Platt Senior School
- Holyport CE Primary
- Knowl Hill Primary
- Lowbrook Academy
- Newlands Girls' School
- St Edmund Campion Catholic Primary
- St Francis Catholic Primary

- St Luke's CE Primary
- St Mary's Catholic Primary
- St. Peter's CE Middle
- Trevelyan Middle School
- The Windsor Boys' School
- White Waltham Primary
- Windsor Girls' School

Free Schools

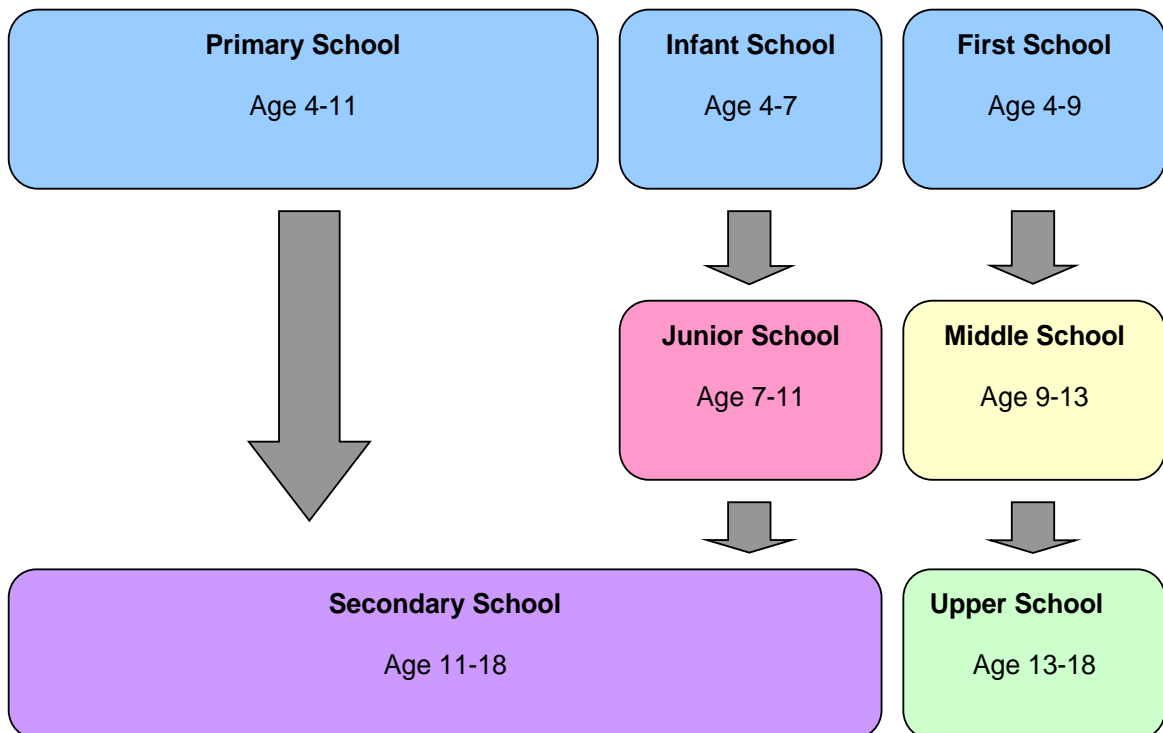
A free school is an all-ability school which is run by the governing body independently of the local authority, and is funded directly by central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy. You must apply directly to these schools for an in-year transfer place.

- Braywick Court Free School (primary)
- Holyport College (day and boarding places) (secondary)

Education is structured in the Royal Borough of Windsor and Maidenhead as illustrated below.

Maidenhead, Ascot, Datchet & Wraysbury

Windsor



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.

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.

SECTION 2

Before making your application

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. Contact details for each Royal Borough of Windsor & Maidenhead school are available in section 5 of this guide.
- Arrange to visit the schools you can see the school operating during a normal school day.
- Contact the individual school for details.
- Look at the school's admission procedures on their websites.
- Information about the individual school and links to their school inspection reports and school performance tables are available on the school's website.
- Consider your child's particular interests and abilities, and their views on the schools visited.
- Check that daily travel to and from the school is possible within a reasonable time. **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 www.rbwm.gov.uk.
- Information about school vacancies is available on the borough website www.rbwm.gov.uk. We aim to update this information on a fortnightly basis but this is not always possible during busy periods. This information is provided as a guide only as vacancies can change on a daily basis. In many cases there may only be one place where a vacancy says YES. Your child will not be guaranteed a place at a school based on the vacancy information listed.
- If a school you are interested in applying for is showing as full in the relevant year group, you can still apply in order for your child's name to be placed on the school's waiting list. You will receive a letter to confirm the outcome of your application and this must provide details about your right of appeal, regardless of the type of school to which you apply.

Designated area (also known as catchment area)

All the schools within the Royal Borough have designated areas, with the exception of Braywick Court Free School. Holyport College have a designated area for Year 7 day places only. Your home address may not be in the designated area of the school nearest to your house. Before submitting your application it is important that you check which catchment areas include your home address using the Neighbourhood View facility found on the council website www.rbwm.gov.uk. Paper copies of the designated areas are available on request.

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. Living in the designated area does not guarantee you a place at the school if the school is oversubscribed.

The admission oversubscription 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 even if the relevant year group is full, and will be counted in the published admission number.

The oversubscription criteria for each Royal Borough of Windsor and Maidenhead school is printed on the individual school's websites. Make sure you understand the admission criteria, and address any questions directly to the school if you are applying for a voluntary aided, free school or academy. If you are applying for a community or voluntary controlled school, please contact the Admissions team using the details on page 2.

Explanation of terms commonly used in the oversubscription criteria

Please refer to the full admissions policy of each individual school to see whether the following criterion form part of the oversubscription criteria, and for any variation to the following definitions.

i. Looked after children or previously looked after children

- Children who are in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social functions in accordance with section 22 of the Children Act 1989, at the time an application for school is made.
- Children who were previously looked after but ceased to be so because they were adopted (under the Adoption Act 1976 or Adoption and Children Act 2002), or became subject to a child arrangements order or special guardianship order **immediately** following their status as a looked after child.

Children adopted from overseas are not classified as children in public care and therefore will not be considered under this criterion. For community and voluntary controlled schools children with this status will be considered under the social/medical criterion where necessary

Required evidence for a looked after child

If you are applying for a child who is currently in the care of 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.

Required evidence for a previously looked after child

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

- An adoption order made under the Adoption Act 1976 or Adoption and Children Act 2002; or

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

ii. **Exceptional social or medical need**

All Royal Borough of Windsor and Maidenhead schools have experience of dealing with children with different social and medical needs. It is expected that no more than a small number of applications will be given this criterion in a year, if any. **The threshold of acceptance is exceptionally high.**

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 significantly more suitable than any other 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 is available on the individual school's website.

The local authority only assesses social and medical need applications for community and voluntary controlled schools within the borough.

The social or medical need can apply to the child or another member of the family. All applications are considered individually and the following must be included at the time of application:

- a letter explaining the reasons for applying under this criterion, why the preferred school is significantly more suitable than any other school for your child, and the difficulties likely to be caused by not attending it. If 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;
- specific supporting evidence that gives reasons and providing supporting 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. Evidence from members of the family, friends or a childminder will not normally be acceptable;

- hospital appointment letters or prescriptions are not considered relevant documentary evidence.

All information provided is treated in the strictest confidence.

Applications lacking external objective evidence will be rejected under this category without further assessment. Any rejected application will then be considered under the next highest appropriate category for the child.

Providing evidence does not 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 case and whether the evidence demonstrates that a placement should be made at one particular school above any other. You should consider naming other schools within the permitted number of preferences.

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

- All Royal Borough schools are able and have a duty, to provide for children with special educational needs. If your child may need additional support in school but they do not have an education, health and care plan, we will not consider their application for a higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions: autism spectrum disorder, dyslexia, dyscalculia, dyspraxia, ADHD, ADD, speech and language difficulties.
- We will not consider common ailments as exceptional medical needs, such as asthma, eczema, allergies, diabetes, or where the dispensing of medication that may require further training of school staff for its administration.
- Domestic arrangements, such as child care arrangements, your place of work, or the need to leave or meet children at more than one school at the same time, will not be considered under this criterion without accompanying **exceptional** medical or social reasons.
- A preference to keep your child with their current friendship group, a preference to attend or not attend a particular faith school, or a preference for a single gender school will not be considered under the social/medical criterion.

- All schools are expected to appropriately support their pupils' emotional and social needs.
- All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils.

The strength of applications 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. Those officers assessing the strength of an application will have knowledge of the local authority's admissions process and the School Admissions Code 2014. The officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion.

The Local Authority's decision is final and there will be no right of appeal to officers against refusal to consider an application under this category. You will have the legal right of appeal to an independent appeal panel if you are not offered a place at your preferred school.

iii. Sibling priority – brothers and sisters attending the same school

There is no guarantee that a sibling will be offered a place at a preferred school even if you meet the criterion.

All the schools give some priority to siblings in their oversubscription criteria.

For community and voluntary controlled schools, children are defined as siblings if:

- they are full/half/step/foster brother or sister; and
- they live at the same address; and
- they are already in attendance at the school; and
- they will still be in attendance when the child named on the application starts school;

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

Sibling status is only given if the child is on roll at the school. An offer to attend a particular school does not confer sibling status.

iv. Proximity to school

In most published oversubscription criteria, priority within each criterion is decided by distance, with those living closest to the school being given the highest priority. In order to be fair to all applicants applying for a community

or voluntary controlled school, the council has a standard method of measuring home to school distance. This is 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.

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

We will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. There are public websites available which can provide this information.

Applying from abroad or elsewhere in the UK

We are unable to process your application unless you are habitually resident in the UK. The two exceptions to this rule are 1) children of UK service personnel (UK Armed Forces or Crown Servants); 2) families (including the applicant and the child(ren)) returning to the UK to a house you currently legally own and that you can prove will be available for you to live in, and you have provided proof of your flight booking confirmation for you and your child(ren) in order for us to verify your return date to the UK.

Children with an Education, Health & Care (EHC) Plan (formerly known as a Statement of Special Educational Needs)

There is a separate admission process for children with an EHC Plan which is managed by the Children and Young Persons Disability Service (CYPDS).

If your child is undergoing statutory assessment, please phone CYPDS on 01628 685878 before making an application.

If your child has additional needs but does not currently have an EHC Plan or Statement, you should apply in the normal way.

Children of UK Armed Service personnel and other Crown Servants (including Diplomats)

The Royal Borough recognises the particular needs of Armed Service families and others serving the Crown, many of whom have to manage frequent moves from within the UK and overseas.

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. Your application must be accompanied by

official documentary evidence from your employer that confirms a relocation date and that your intended address is within the Royal Borough.

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
www.ceas.mod.uk

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, 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.

SECTION 3

Applying for a place at a community or voluntary controlled school

If you are applying for any of the community (C) or voluntary controlled (VC) schools listed below, you must apply through the local authority's Admissions team.

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

When to apply

Applications should be made no sooner than one term prior to hopeful entry, based on a 6-term school year. Your child will be expected to start at their allocated school within the same academic year, no later than the start of the next short term.

If applying in the final short term of the current academic year to start school in the current academic year, your child will be expected to start school by the end June at the latest. If they do not start school by this time, any offer may be withdrawn and re-considered alongside any other children applying for a September start, in accordance with the oversubscription criteria. **No applications for the current academic year will be accepted after the end of June.**

Applying to start in September or to remain on the waiting list for the next academic year

If you are applying to start in September, or if you are reapplying for your child to remain on a waiting list, you can apply from 1st June. All applications received by the end of June will be processed together from the first working day in July. We will aim to write to you by the end of July to confirm the outcome of your application. This may be after the schools close for the summer break.

Applications received later than 30 June will be processed on an individual

basis after the main processing exercise, in the order of the date they were received. There may be a delay if the schools have closed for the summer holiday break and cannot confirm whether a place can be allocated.

The Allocation Process

Your application will normally be processed within 10 to 14 **school** days but may take longer if it is submitted during peak periods, for example in the final short term for a September start or over the summer break. Different processing times apply to the processing of applications in the last short term of the academic year for September start as outlined above.

Each school has a published admission number (PAN) and the admission authority will not be able to offer your child a place at a school which has reached its admission number.

Where there are more applicants than places available, school places are allocated using the published oversubscription criteria, and this is the criteria used to determine a child's place on a waiting list.

Please note that we will not consider any vacancy arising as a result of a child leaving a school until the current school has confirmed the child is on roll at their new school and can be deregistered from the current school.

This includes potential vacancies arising over the summer break.

Oversubscription criteria

A child who is the subject of an Education, Health and Care Plan must be admitted to the school named in his or her plan even if the relevant year group is full.

Where a school receives more applications than there are places available, places will be allocated in line with the published oversubscription criteria, 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 (see pages 9-10);
2. Children with exceptional medical or social reasons for requiring the school (see pages 12-13);

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 without a sibling in attendance at this school;
5. Children who live outside of the 'designated appropriate area' of the school 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;
6. Children who live outside of the 'designated appropriate area' who attend an infant school that is formally linked with the preferred junior school**;
7. Children who live outside of the 'designated appropriate area' whose parents choose the school on denominational grounds (voluntary controlled schools only);
8. Children with any other reason for their preference.

* 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 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 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.

** The linked schools concerned are:

- Furze Platt Infant with Furze Platt Junior, and Alwyn Infant CE Infant with Courthouse Junior.
- Burchetts Green Infant and Boyne Hill CE Infant with All Saints CE Junior. Please note a child currently attending Burchetts Green Infant who has a sibling who attends Courthouse Junior School that will still be on roll when the younger one is admitted into the school, will retain feeder status to Courthouse Junior School.

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.

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 confer any priority for or guarantee for a Reception place at that school.

For voluntary controlled schools where denominational grounds are a reason for the application, it will be necessary for at least one parent or carer of the child concerned to regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant non-conformist churches (e.g. Baptist, Methodist, United Reform) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

You will need to complete the relevant section of the in-year transfer application form in order to confirm that you are applying to the school on denominational grounds. You must pass the form onto your local clergy for verification before it is sent to the Admissions team.

Completing your application

You cannot make an application for an In-Year transfer via the RBWM online Citizens portal used for the normal admissions round. Any applications made this way will not be processed, and will delay your child's possible entry into a new school.

You can apply for community or voluntary controlled school using the [webpage form](#) on the Royal Borough of Windsor and Maidenhead website. If you do not have internet access at home, it is free to apply online at any library in Windsor and Maidenhead. Alternatively the form can be printed and the completed form returned to the Town Hall using the address on the back of the form.

We will need the following information from you when making your application:

- Name of preferred school(s);
- Your child's name and date of birth;
- Your contact details and email address.

Depending on your responses you may be required to attach additional documents. For example:

- Proof of address as set out below;
- Supporting evidence if you wish to be considered under the exceptional social or medical need criterion;
- If you are moving into the UK from overseas you must provide evidence that you are entitled to remain in the UK. We will accept a copy of the visas for you and your child(ren), but reserve the right to request that you and your child(ren) visit the Town Hall with the original documentation;

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.

It is not appropriate for the Council to become involved in private disputes between parents or carers. You should attempt to resolve the matter of school preference between yourselves and inform us in writing which application should be processed, or through the Family Court by way of a Specific Issue Order.

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.

It is important that your child's current head teacher signs the form and you must ensure that you provide all the relevant information requested on the form as well as any relevant supporting documentation in order to process your application quickly and efficiently.

Proof of address – The non-exhaustive list includes:

- most recent council tax statement;
- child benefit statement or child tax credit notice;
- driver's licence;
- water, gas or electricity bill (dated within last three months). Mobile phone bills, credit card statements and bank statements are not

acceptable. Inclusion on the electoral roll is not proof that you live at an address;

- signed rental agreement or confirmation that a house purchase is legally binding i.e. contracts have already been exchanged and completed. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted;
- Evidence that your previous property has been sold or rental ceased at – this includes, but is not limited to, signed termination of rental agreement or proof of completion of sale (if your previous address is within commutable distance).
- Proof that you are returning to a home that you legally own (if applicable) and that property is available for you to live in.

Please read the guidance on how an address is considered for admissions purposes in full on pages 23-25.

First Time Applicants - if you have not applied for a school place through the authority before, you must provide your child's short birth certificate;

Moving From overseas – if you are moving from overseas then you must provide evidence that you are entitled to remain in the UK. We will accept a copy of your and your child's visa. We will not accept applications where the parent or carer or child enters the UK with a visitor visa. We reserve the right to request that you and your children come in person to the Town Hall with your original documentation.

Failure to provide the above mentioned documentation may result in your form being returned to you and as a result your application will be delayed.

Supplementary information form

A supplementary information form is required when a school needs additional information to apply its admission criteria. You must check whether any of the schools you are applying for require a supplementary information form. If you do not complete and return the form to the address provided on the form, the school will only consider your application on the information on the application, and this may reduce your chances of being offered a place at the school.

Child's home address

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 calling 01628 683870 or emailing rbwm.admissions@achievingforchildren.org.uk. Any information received will be treated in the strictest 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 2014. The applicant may also be subject to legal proceedings.

We will make a decision as to whether or not 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 as at the date of application and where they will be living when they join the school. If you intend to move during the application process your responsibilities are set out below in section (ii) *Moving home*.

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.

An application must be made from a single address and only a single application can be made for a child.

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. If there are any doubts about your address details or you have moved to the address given on the application within the last 18 months, 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.

We may seek evidence from council records, schools or any other source we consider appropriate. We may also conduct home visits to confirm residency.

i. Permanent address for admissions purposes

- Your home address must be 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 which is 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.
- 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. We will not 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 live in. It is your responsibility to provide the Admissions team with information on the properties that you are connected to in order for us to make an assessment on whether a property can reasonably be disregarded for admission purposes. 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 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 on the basis of false information, and your application will be withdrawn.
- If the Admissions team does not receive the evidence required to verify your home address the application will be considered under the lowest category on the oversubscription criteria, with no distance priority applied.

ii. Moving home

The rules about owning and/or renting 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 if you provide sufficient proof that the move is legally binding and that you and your child are habitually resident in the property. This evidence includes, but is not limited to:

- 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 (including evidence that the contracts have been exchanged) or rent is not sufficient proof and will not be accepted;

AND

- proof that the previous property has been sold or the lease terminated, or sufficient evidence to allow the Admissions team to reasonably disregard the previous property for admissions purposes;

AND

- a copy of two utility bills/contracts (less than 3 months old) to prove that the family is habitually resident in the new property. Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not 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 ownership and proof that the property will be available for your family to live in.

iii. Joint child arrangements

Where the parents or carers live separately, the application must be based on the address where the child lives most of the time.

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. In the absence of a formalised legal care arrangement we will consider all available evidence that you provide to support your application.

Submitting^[1] your application

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;
- understand how the home address will be assessed for admissions purposes;
- have read and understood the declaration on 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.

Being offered a place

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 Royal Borough of Windsor and Maidenhead resident, the Admissions team will offer you a place at the nearest suitable Royal Borough community or voluntary controlled school to your home address with places available where possible. This will not be done automatically if your child is currently at a school where they can remain or at an independent educational setting.

Your offer letter will provide details of the school appeals process and referral to the Fair Access panel (where appropriate).

If you have also applied to academies, voluntary aided or free schools, it is possible that you may end up with multiple offers. It is your responsibility to respond to these offers to say whether you wish to accept or decline promptly. Not responding to an offer may restrict a school from offering a place to another pupil who requires the place.

If you do not respond within the timeframe requested in your offer letter then the offer is likely to be withdrawn and may be offered to another child.

The school will contact you to provide you with more information and to arrange a start date.

Admission will normally be deferred until the start of the next term to minimise disruption to both the child's education and that of other children. This is based on a 6 term academic year.

Admission in to a school mid-term will normally only be considered for:

- Applicants that are moving house and unable to continue at their previous school;
- Applicants unable to take the place up on-time due to extenuating circumstances such as ill health;
- Applicants considered under the Fair Access Protocol

Applications in the last short term of the current academic year requesting to start school within the same academic year, will be required to start by the end of June in that year at the latest.

Withdrawing offers

Once the offer of a place has been made, the local authority may withdraw the offer in limited circumstances, for example:

- where the offer was made in error;
- where the application is considered fraudulent or intentionally misleading;
- where a parent/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.

Waiting lists for community and voluntary controlled schools

If we are unable to allocate a place at a higher preferred school, your child will automatically be added to the waiting list for the remainder of the academic year.

Waiting lists are maintained in accordance with the published oversubscription criteria and not by the date a child's name is added to the list.

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 oversubscription criteria, it can affect your child's position on the waiting list. They can move down the list as well as up.

You can request your child's position on the waiting list for a community or voluntary controlled school by calling the Customer Contact Centre on 01628 683870 or sending an email to rbwm.admissions@achievingforchildren.org.uk

Should a place become available at a school, and your child is top of the waiting list for that school, you will be contacted and offered the place. You must then decide whether you wish to accept the place or not and let us know within the specified timeframe.

Waiting lists are maintained until the end of each academic year. A new application must be submitted if you would like your child to remain on the waiting list for the following academic year, no sooner than June of the current academic year.

Admission out of normal age group

It is the Royal Borough's policy that children should move with their chronological age children, 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.

If you are seeking early/late admission to an RBWM community or voluntary-controlled school, please contact the Admissions team to discuss this further. No decision will take place without supporting evidence from relevant professionals, including the headteacher of the preferred school(s).

A child with an Education, Health & Care Plan may be educated with a peer group one year younger if there is an identified educational need and particular conditions are met.

SECTION 4

Applying for a place at a voluntary aided, academy or free school

You must apply directly to any of the voluntary aided (VA), academy (A) or free (F) schools listed below. Contact details for each school are included in Section 5. You can download a generic application from the RBWM website www.rbwm.gov.uk or visit the individual school's website to download their own application form. We are unable to process applications for these schools at any time or provide information about their waiting lists.

Make sure you read the school's admission policy before making your application, and provide all the supporting documentation/evidence required.

Altwood CE Secondary (A)	Dedworth Middle (A)	St Edwards RF Middle (VA)
Bisham Primary (A)	Desborough College (A)	St Francis Catholic Primary (A)
Braywick Court Primary (F)	Eton Porny CE First School (A)	St Marys Catholic Primary (A)
Burchetts Green Infants (A)	Furze Platt Senior (A)	St Michaels CE Primary(VA)
Charters School (A)	Holy Trinity CE (Sunningdale) (VA)	St Peters CE Middle (A)
Cheapside CE Primary(VA)	Holyport CE Primary (A)	The Royal (Crown Aided) School (VA)
Churchmead CE Secondary (VA)	Holyport College (F)	The Windsor Boys School(A)
Clewer Green CE (VA)	Knowl Hill Academy (A)	Trevelyan Middle (A)
Cookham Dean CE Primary (VA)	Lowbrook Academy (A)	Trinity St Stephen CE First (VA)
Cox Green School (A)	Newlands Girls' School (A)	White Waltham CE Academy (A)
Datchet St Marys CE Primary (A)	St Edwards Catholic First (VA)	Windsor Girls School (A)
Dedworth Green First (A)	St Edmund Campion Catholic (A)	

The application form you complete for a Voluntary Aided, Academy or Free school will be specifically for that school. It must not request any details regarding any other school to which you may have applied.

The application will ask you to provide some basic information, such as:

- Name
- Date of birth
- Address
- Contact details
- Previous school
- Reason for transfer

- Details of any specific educational difficulties; e.g. special educational needs, missed education, exclusions, support from any external agencies or services.

The application form should not seek any personal information about parents or family members; for example details of marital status, financial status, medical conditions & disabilities (unless applying under the social medical criterion where applicable to the school), or first languages.

Each school has a published admission number (PAN) and the admission authority will not be able to offer your child a place at a school which has reached its admission number. If a school has vacancies, then a place should be offered to any applicant.

A school with vacancies may not refuse entry to a child solely because:

- They have applied later than other applicants;
- They are not of the faith of the school;
- They followed a different curriculum at their previous school;
- Information has not been received from their previous school; or
- They have missed entrance tests for selective places.

A school with vacancies may only refuse entry to a child on the following grounds:

- They have not passed the relevant entrance tests for selective places;
- A child has been permanently excluded from a school twice, the last of which must have been within the last 2 years
- A child exhibits challenging behaviour and the school has a particularly high proportion of children with challenging behaviour or previously excluded children (in this case an application must be referred to the Local Authority for consideration under the Fair Access Protocol)

Unless one of these grounds has been met, or the school you are applying for is full in the relevant year group, then your child should not be refused a place at a school.

Academies, voluntary aided and free schools set their own admission arrangements. Please contact the school or refer to their website for more information about their oversubscription criteria. Links to the individual school's websites can be found on the Royal Borough of Windsor and Maidenhead website www.rbwm.gov.uk.

Offers

The School admissions Code 2014 requires the admissions authority of any school to allow you to make an application even if the school is full. The admitting authority **must** send you a letter either offering you a place or the reason(s) why they are unable to allocate a place.

This letter should include information on the policy for adding your child to the waiting list, your right of appeal to an independent panel, and whether they have referred your application under the Fair Access protocol (where appropriate).

If the school refuse to accept an application or do not provide this information in your outcome letter, please contact the Admissions team using the contact information on page 2.

If you have applied to several schools it is possible that you may end up with multiple offers. It is your duty to respond to these offers to say whether you wish to accept or decline promptly. Not responding to an offer may restrict a school from offering a place to another pupil who requires the place.

If you do not respond within the timeframe requested in your offer letter then the offer is likely to be withdrawn.

The school will contact you to provide you with more information and to arrange a start date.

No school place offer

If you are having difficulties securing a school place for your child, please contact your home authority (the council to which you pay council tax) for support. Royal Borough of Windsor and Maidenhead residents can contact the Admissions team using the information on page 2.

If your child is of statutory school age then you will have to consider either applying for a maintained school which has vacancies, home educating your child, or enrolling in private education. If there are no mainstream schools with vacancies within an appropriate distance from your home your application will be referred under the Fair Access Protocol. See pages 37-38.

Children missing education are automatically referred to the Education Welfare Officers by the Admissions team.

Waiting lists

If your child has not gained a place at a particular school, you have the right to be placed on the waiting list. An admission authority cannot refuse to place your child on a waiting list because they are full.

Your place on a waiting list will be determined by applying the over-subscription criteria for the relevant school as published in the admission arrangements. Please check the individual school's website for further information

SECTION 5 School Information

Primary schools in the Maidenhead area				
School	School Type	Age Range	Contact Details	LA No. DfE No.
All Saints CE Junior	VC	7 - 11	Westborough Road, Maidenhead, SL6 4AR Tel: 01628 622596 Email: office@allsaintsmaidenhead.org	868 3059
Alwyn Infant & Nursery School	C	4 - 7	Mulberry Walk, Maidenhead, SL6 6EU Tel: 01628 622477 Email: office@alwyn.org.uk	868 2071
Bisham Primary	A	4 - 11	Church Lane, Bisham, Marlow, SL7 1RW Tel: 01628 482910 Email: office@bisham.org	868 3010
Boyne Hill CE Infant	VC	4 - 7	Rutland Road, Maidenhead, SL6 4HZ Tel: 01628 622708 Email: office@boynehillschool.org	868 3031
Braywick Court	F	4 - 11	Hibbert Road, Maidenhead SL6 1UU Tel: 07521 118582 Email: office@braywickcourtschool.org.uk	868 2000
Burchetts Green CE Infant	A	4 - 7	Burchetts Green, Maidenhead, SL6 6QZ Tel: 01628 822926 Email: burchettsgreen@rbwm.org.uk	868 3027
Cookham Dean CE Primary	VA	4 - 11	Bigfrith Lane, Cookham Dean, SL6 9PA Tel: 01628 482734 Email: office@cookhamdean.org	868 3021
Cookham Rise Primary	C	4 - 11	High Road, Cookham Rise, Maidenhead, SL6 9JF Tel: 01628 520961 Email: office@cookhamrise.org.uk	868 2123
Courthouse Junior	C	7 - 11	Blenheim Road, Maidenhead, SL6 5HE Tel: 01628 626958 Email: courthouse@rbwm.org.uk	868 2072
Furze Platt Infant	C	4 - 7	Oaken Grove, Maidenhead, SL6 6HQ Tel: 01628 624385 Email: office@fpis.org	868 2112
Furze Platt Junior	C	7 - 11	Oaken Grove, Maidenhead, SL6 6HQ Tel: 01628 410099 Email: office@fpis.org.uk	868 2108
Holy Trinity CE Primary	VC	4 - 11	School Lane, Cookham SL6 9QJ Tel: 01628 523766 Email: office@holyltrinitysch.co.uk	868 3022
Holyport CE Primary	A	4 - 11	Stroud Farm Road, Holyport SL6 2LP Tel: 01628 627743 Email: parents@holyporthprimaryschool.co.uk	868 3012

Knowl Hill CE Academy	A	4 – 11	Bath Road, Knowl Hill, RG10 9UX Tel: 01628 822584 Email: office@knowlhill.org	868 3028
School	School Type	Age Range	Contact Details	LA No. DfE No.
Larchfield Primary	C	4 – 11	Bargeman Road, Maidenhead, SL6 2SG Tel: 01628 622522 Email: larchfield@larchfieldschool.co.uk	868 2247
Lowbrook Academy	A	4 – 11	The Fairway, Maidenhead, SL6 3AR Tel: 01628 671355 Email: lowbrook@lowbrookacademy.co.uk	868 2186
Oldfield Primary	C	4 – 11	Bray Road, Maidenhead, SL6 1UE Tel: 01628 621750 Email: office@oldfieldprimary.com	868 2159
Riverside Primary	C	4 – 11	Cookham Road, Maidenhead, SL6 7JA Tel: 01628 621741 Email: office@riversideprimaryschool.org.uk	868 2074
St Edmund Campion Catholic Primary	A	4 – 11	Altwood Road, Maidenhead, SL6 4PX Tel: 01628 620183 Email: school@st-edmund.org.uk	868 3337
St Luke's CE Primary	A	4 – 11	Cookham Road, Maidenhead, SL6 7EG Tel: 01628 621600 Email: office@st-lukesprimary.com	868 3033
St Mary's Catholic Primary	A	4 – 11	Cookham Road, Maidenhead, SL6 7EG Tel: 01628 622570 Email: office@stmarys-maidenhead.org.uk	868 3334
Waltham St Lawrence Primary	C	4 – 11	School Lane, West End, Waltham St Lawrence, RG10 0NU Tel: 0118 934 3248 Email: office@wslprimary.org	868 2092
Wessex Primary	C	4 – 11	St Adrian's Close, Cox Green, Maidenhead, SL6 3AT Tel: 01628 626724 Email: office@wessexprimary.org	868 2077
White Waltham CE Primary	A	4 – 11	Waltham Road, White Waltham, Maidenhead, SL6 3SG Tel: 01628 822533 Email: office@whitewaltham.org	868 3050
Woodlands Park Primary	C	4 – 11	Heywood Avenue, Woodlands Park, Maidenhead, SL6 3JB Tel: 01628 822350 Email: office@woodlandsparkschool.org	868 2107

Primary schools in the Ascot area

School	School Type	Age Range	Contact Details	LA No. DfE No.
Cheapside CE Primary	VA	4 – 11	Watersplash Lane, Cheapside SL5 9QJ Tel: 01344 621112 Email: cheapsidecofe@rbwm.org.uk	868 3324
Holy Trinity CE Primary	VA	4 – 11	Church Road, Sunningdale, Ascot, SL5 0NJ Tel: 01344 620716 Email: holytrinitysunn@rbwm.org.uk	868 3322
St Francis Catholic Primary	A	4 – 11	Coronation Road, Ascot, SL5 9HG Tel: 01344 622840 Email: office@stfrancisprimary.org	868 3335
St Michael's CE Primary	VA	4 – 11	School Road, Sunninghill, Ascot, SL5 7AD Tel: 01344 622962 873763 Email: office@stmichaelsce.co.uk	868 3323
South Ascot Village Primary	C	4 – 11	All Soul's Road, South Ascot, SL5 9EA Tel: 01344 622118 Email: sascotvillage@rbwm.org.uk	868 2109

Primary schools in the Datchet and Wraysbury area

School	School Type	Age Range	Contact Details	LA No. DfE No.
Datchet St Mary's CE Primary	A	4 – 11	The Green, Datchet, Slough, SL3 9EJ Tel: 01753 542982 Email: office@datchetstmarysacademy.co.uk	868 3350
Wraysbury Primary	C	4 – 11	Welley Road, Wraysbury, TW19 5DJ Tel: 01784 482603 Email: wraysbury@rbwm.org.uk	868 2202

Primary schools in the Windsor area

School	School Type	Age Range	Contact Details	LA No. DfE No.
Alexander First	C	4 - 9	Kenneally, Oakley Green, Windsor, SL4 4XP Tel: 01753 852894 Email: alexander@rbwm.org.uk	868 2155
Braywood CE First	VC	4 – 9	Oakley Green Road, Windsor, SL4 4QF Tel: 01628 623660 Email: braywood@rbwm.org.uk	868 3011
Clewer Green CE First	VA	4 – 9	Hatch Lane, Windsor, SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org.uk	868 3326
Dedworth Green First	A	4 – 9	Smith's Lane, Windsor, SL4 5PE Tel: 01753 861668 Email: dedworthgreen@rbwm.org.uk	868 2098

School	School Type	Age Range	Contact Details	LA No. DfE No.
Eton Porny CE First	A	4 – 9	High Street, Eton, Windsor, SL4 6AS Tel: 01753 861995 Email: office@etonporny.com	868 2001
Eton Wick CE First	VC	4 – 9	Sheepcote Road, Eton Wick SL4 6JB Tel: 01753 860096 Email: office@etonwickschool.org.uk	868 3072
Homer First	C	4 – 9	Testwood Road, Windsor, SL4 5RL Tel: 01753 867436 Email: homer@rbwm.org.uk	868 2143
Kings Court First	C	4 – 9	Ashbrook Road, Old Windsor, SL4 2NE Tel: 01753 866272 Email: kingscourt@rbwm.org.uk	868 2085
Oakfield First	C	4 – 9	Imperial Road, Windsor, SL4 3RU Tel: 01753 861347 Email: oakfield@rbwm.org.uk	868 2176
The Queen Anne Royal Free CE First	VC	4 – 9	Chaucer Close, Windsor, SL4 3EH Tel: 01753 830885 Email: queenanne@rbwm.org.uk	868 3074
The Royal School (Crown Aided)	VA	4 – 9	The Great Park, Windsor, SL4 2HP Tel: 01784 434274 Email: theroyalschool@rbwm.org.uk	868 3318
St Edward's Catholic First	VA	4 – 9	Parsonage Lane, Windsor, SL4 5EN Tel: 01753 860607 Email: office@secfs.org.uk	868 3338
Trinity St Stephen CE First	VA	4 – 9	Vansittart Road, Windsor, SL4 5DF Tel: 01753 862540 Email: office@TSSFirst.co.uk	868 3327

Secondary schools in the Maidenhead area

School	School Type	Age Range	Contact Details	LA No. DfE No.
Altwood CE Secondary School	A	11-18	Altwood Road, Maidenhead, SL6 4PU Tel: 01628 622236 Email: altwood@altwoodschool.co.uk	868 4506
Cox Green School	A	11-18	Highfield Lane, Maidenhead, SL6 3AX Tel: 01628 629415 Email: enquiries@coxgreen.com	868 4056
Desborough College	A	11-18	Shoppenhangers Road, Maidenhead, SL6 2QB Tel: 01628 634505 Email: info@desborough-college.net	868 4000
Furze Platt Senior School	A	11-18	Furze Platt Road, Maidenhead, SL6 7NQ Tel: 01628 625308 Email: office@furzeplatt.com	868 4055

Holyport College	F	11-18	Ascot Road, Holyport, Berkshire SL6 3LE Tel: 01628 640150 Email: admissions@holypportcollege.org.uk	868 4001
Newlands Girls' School	A	11-18	Farm Road, Maidenhead, SL6 5JB Tel: 01628 625068 Email: office@newlandsgirls.co.uk	868 4036
Secondary schools in the Ascot area				
School	School Type	Age Range	Contact Details	LA No. DfE No.
Charters School	A	11-18	Charters Road, Sunningdale SL5 9QY Tel: 01344 624826 Email: charters@chartersschool.org.uk	868 4029
Secondary schools in the Datchet and Wraybury area				
School	School Type	Age Range	Contact Details	LA No. DfE No.
Churchmead Church of England (VA) School	VA	11-18	Priory Way, Datchet, Slough, SL3 9JQ Tel: 08444 772446 Email: office@churchmead.org	868 4084
Secondary schools in the Windsor area				
School	School Type	Age Range	Contact Details	LA No. DfE No.
Dedworth Middle School	A	9-13	Smiths Lane, Windsor, SL4 5PE Tel: 01753 860561 Email: office@dedworthmiddle.co.uk	868 4063
St Edward's Royal Free Ecumenical Middle School	VA	9-13	Parsonage Lane, Windsor, SL4 5EN Tel: 01753 867809 Email: office@sterf.org.uk	868 4704
St Peter's CE Middle School	A	9-13	Crimp Hill Road, Old Windsor, SL4 2QY Tel: 01753 866253 Email: office@st-petersoldwindsor.org.uk	868 4003
Trevelyan Middle School	A	9-13	Wood Close, Windsor, SL4 3LL Tel: 01753 864371 Email: office@trevelyan.org.uk	868 4083
The Windsor Boys School	A	13-18	1 Maidenhead Road, Windsor, SL4 5EH Tel: 01753 716060 Email: mail@twbs.co.uk	868 4044
Windsor Girls' School	A	13-18	Imperial Road, Windsor, SL4 3RT Tel: 01753 795155 Email: office@windsorgirls.org	868 4046

SECTION 6

School appeals

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.

The admissions authority for the school to which you are applying is required to explain to you why your child has not been offered a place at that school. They must also explain to you how you can appeal against this decision.

If you are appealing for an infant class (Reception, Year 1 and Year 2) please ensure you read the information on the Infant Class Size Regulation (pages 39-40)

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.

The appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school's admission authority for refusing a place. The appeal panel's decision is binding on the school's admission authority, the parent and the local authority.

Further information on how to appeal for a Royal Borough school can be found on the borough website www.rbwm.gov.uk.

The borough's school appeals service is independent of the Admissions team. You can contact Democratic Services at Democratic.Services@rbwm.gov.uk.

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.

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.

Examples of significant and material change include:

- A change of address which means the home address is significantly closer to the preferred school or is now in the designated area for the preferred school;
- Where a sibling is now attending the preferred school but was not there at the time of the original appeal;
- Where new evidence is introduced and is supported by a letter from a doctor, psychologist, social worker or health visitor, which could not have been introduced at the time of the original appeal hearing.

Infant Class Size Regulations

By law, infant classes (Reception, Year 1 and Year 2) must contain no more than a maximum of 30 pupils per qualified teacher. There are only a small number of permitted exceptions whereby an infant class can exceed this number. These exceptions are as follows:

- Children admitted outside the normal admissions round with an Education, Health and Care Plan specifying a school;
- Looked after children and previously looked after children admitted outside the normal admissions round;
- Children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- Children admitted after an independent appeals panel upholds an appeal (please see limited grounds of appeal below);
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- Children of UK service personnel admitted outside of the normal admissions round;
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;

- Children with an Education, Health and Care Plan who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

Pupils admitted for the above reasons are classed as excepted pupils only until the number on roll drops back to 30.

How this affects the admissions appeal process

If an infant class exceeds 30 pupils, for any reason other than those permitted exceptions listed above, then the school is required to take 'relevant measures'. 'Relevant measures' would mean a school would be required to employ an additional teacher and may also be required, in extreme circumstances, to provide an additional classroom. Either would involve significant expenditure.

Due to this, appeals for school places in infant classes which total 30 students are heard under Infant Class Size regulations. **These regulations remove the discretion from the Appeal Panel to consider individual extenuating circumstances when deciding whether to offer children a place, unless they find that your appeal is covered by one of the relevant grounds below:**

- It finds that the admission of additional children would not breach the infant class size limit;
- that the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied; and/or
- the child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or
- that the decision to refuse admission was not one which a reasonable Admissions Authority would have made in the circumstances of the case. In order for a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, i.e. it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.

If your appeal does not meet one of these grounds then your appeal will not be successful. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. The Local Government Ombudsman office has produced a fact sheet for parents and carers on Infant Class Size appeals <http://lgo.org.uk/make-a-complaint/fact-sheets/education/infant-class-size-appeals>

SECTION 7

Fair Access Protocol

The Royal Borough of Windsor and Maidenhead operates a Fair Access Protocol. This Protocol exists to ensure that applications for hard to place children, received outside the normal admissions round, are considered promptly and that places are allocated at suitable schools.

Hard to place children are described in the Fair Access Protocol as including, but not restricted to, the following:

- Vulnerable children who do not have a school place (including those children from the criminal justice system, from a Pupil Referral Unit returning to mainstream education, from Gypsy, Roma, Traveller, refugee, or asylum seeker families, those with unsupportive family backgrounds for whom a place has not been sought, those who have been out of education for 2 months or more, those who are homeless, those who are carers, and those with special educational needs, disabilities, or medical conditions but no statement);
- Children who move into the authority and, due to a lack of places in appropriate schools within a reasonable distance, have been unable to secure a school place;
- Children who exhibit challenging behaviour, such as fixed-term or permanent exclusions, who are applying to transfer to a school which already has a disproportionate number of children who exhibit challenging behaviour;
- Children who are seeking a transfer during the last term of the Year 10 academic year or during the Year 11 academic year.

Applications which are suitable for consideration under the Fair Access Protocol are sent to the Fair Access Panel. The Fair Access Panel meets monthly to discuss cases and to ensure, where appropriate, a suitable school place is allocated.

The process is designed to ensure that pupils are allocated to schools which are able to provide appropriate support for them. The aim is to make sure children are allocated to the most appropriate school, as quickly as possible, to give them the optimum opportunity to achieve.

The process is also designed to ensure that no school, including those with vacancies, is asked to take more than its fair share of children who have been excluded or who exhibit challenging behaviour. Allocating a child with

challenging behaviour to a school which already has a disproportionate number of children with challenging behaviour can be detrimental not only to the child entering the school, who may not receive the necessary support, but also the children already being educated in the school. The Fair Access Panel must balance this and ensure a fair allocation of these children to all schools.

Any applicant referred to the Fair Access Panel will be notified of this in writing and informed of the date when the Panel is due to meet to discuss your application.

Please refer to our website www.rbwm.gov.uk for more information and guidance about Fair Access.

SECTION 8

Financial assistance

Free school meals

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

- Universal Credit (provided you have an annual net income of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods)
- 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 4 weeks after you stop qualifying for Working Tax Credit

Please speak to your child's allocated school about making an application.

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 www.rbwm.gov.uk.

SECTION 9

Useful contact details

The Royal Borough of Windsor & Maidenhead

Admissions staff (via RBWM Customer Contact Centre)	01628 683870
Appeals Helpline	01628 796319
Home to School Transport Helpline	01628 796666
Special Educational Needs Helpline	01628 796779

Contact the Admissions team by email on
rbwm.admissions@achievingforchildren.org.uk

Neighbouring Local Education Authorities

Buckinghamshire County Council	01296 395000
Bracknell Forest Borough Council	01344 354023
Slough Borough Council	01753 875700
Surrey County Council	0345 6009 009
Reading Borough Council	0118 937 3777
Wokingham District Council	0118 974 6000

Other useful telephone numbers

Department for Education (DfE)	0808 100 8000
Independent Schools Council information service	020 7766 7070
Local Government Ombudsman	0845 602 1983
Diocese of Oxford – Board of Education	01865 208237
Catholic Diocese of Portsmouth	01329 835363