

Transferring to  
Secondary, Middle  
and Upper School

# **Admission to Windsor and Maidenhead's Secondary Schools**

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For September 2022 Entry



## Introduction

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 relates to the school year beginning September 2022. It is primarily aimed at pupils transferring to middle school at the end of Year 4, secondary school at the end of Year 6, and upper school at the end of Year 8. The guide also includes information on applying to transfer to a university technical college or studio school at the end of Year 9.

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

The normal admissions round is defined as the period when parents are invited to make an on-time application for transfer to secondary school and a determination is made by the authority on the national offer date.

The information was correct in September 2021 and is subject to change during the academic year 2021-22.

Responsibility for information printed here relating to academies, voluntary aided schools, free schools, university technical colleges or studio schools lies with the governing body of the school concerned, and not with 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 (call back service via Customer Contact Centre)  
Email: [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)  
Website: [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

School Admissions, Achieving for Children, Town Hall, St. Ives Road,  
Maidenhead SL6 1RF

# Welcome letter from the Director of Children's Services

Dear Parent or Carer,

The transfer into secondary school is an important step in your child's education. This guide will explain the co-ordinated admissions process and provide you with some information about the secondary schools in our borough.

The secondary schools in the Royal Borough of Windsor and Maidenhead are committed to providing an excellent education and attaining high standards in GCSE results. While all the secondary schools in the Royal Borough of Windsor and Maidenhead operate as admission authorities independent of the local authority, we maintain a close working relationship with the schools. We work together as partners to create a system in which all young people have access to learning opportunities and specialist facilities to support a broad and balanced curriculum. This encourages achievement in a wide range of activities for the children attending our schools. We are proud to say that young people in our borough achieve well, ranking the secondary provision in the top 15% of local authority areas in England.

Selecting the right school for your child is both challenging and exciting. When deciding which schools to include on your application, it is important to find out how each school will guide and support your child's individual needs and interests. I encourage you to read the individual school's prospectus and visit the schools with your child before selecting your preferences. Information on the open events at the schools is included at the beginning of this guide.

The borough is committed to offering a place at your first preferred school where places are available, but this cannot be guaranteed. It is worth explaining this to your child and taking the opportunity to use the preferences available to you to have the best chance of obtaining a place at a preferred school.

I strongly encourage you to apply online as this gives you absolute assurance that your application has been received and allows you to receive your offer by email on National Offer Day, 1 March 2022. If you have any questions about the school admission process, please do seek further information from the Admissions team. The contact details are included on the inside cover of this guide.

Finally, I wish your child every success in their future education, whichever school they attend in September 2022.

Best wishes,

*K McDaniel*

Kevin McDaniel  
Director of Children's Services

**Closing date for on-time applications is 31 October 2021**

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## **SECTION 1: Types of school in the Royal Borough of Windsor & Maidenhead and key dates**

There are 14 state-funded secondary schools in the Royal Borough of Windsor & Maidenhead

### **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.

- Churchmead CE School
- St. Edward's Royal Free Ecumenical Middle School

### **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.

- |                               |                             |
|-------------------------------|-----------------------------|
| • Altwood CE Secondary School | • Furze Platt Senior School |
| • Charters School             | • Newlands Girls' School    |
| • Cox Green School            | • St. Peter's Middle School |
| • Dedworth Middle School      | • Trevelyan Middle School   |
| • Desborough College          | • The Windsor Boys School   |
|                               | • 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.

- Holyport College (day and boarding places)

## The structure of education in RBWM

In all areas of the Royal Borough other than Windsor, children transfer to secondary school at the beginning of Year 7

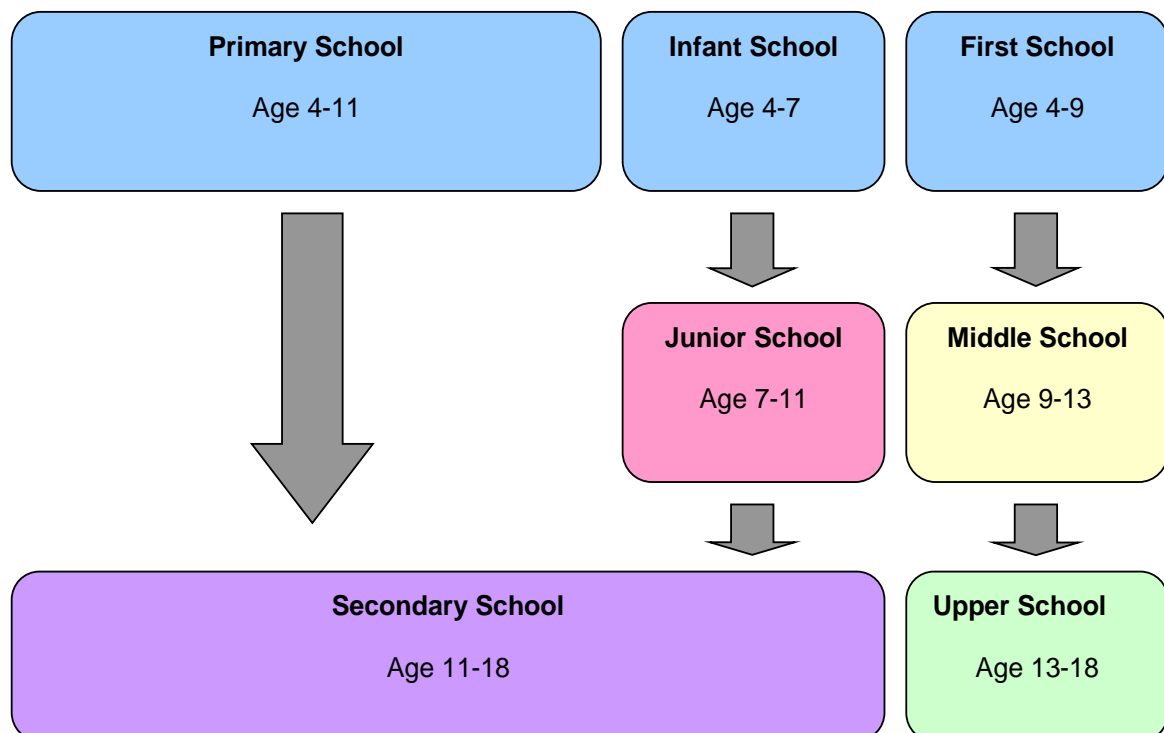
In Windsor there is a different pattern of education with children transferring to Middle school at the beginning of Year 5, and to Upper School at the beginning of Year 9. Holyport College also have a separate admission into Year 9.

All other admissions are considered an In-Year Transfer and are outside the normal admissions round. Full details on how to make an in-year application are explained in the 'Guide to In-Year Admissions' available on our website [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

### Maidenhead, Ascot, Datchet & Wraysbury

### Maidenhead

### Windsor



Information on applying to transfer to a university technical college or studio school at the end of Year 9 can be found in Section 5.

### First and Middle Schools

A school may give priority to applications from pupils attending a Windsor First School but attendance at a Windsor First School does not guarantee admission into a Windsor Middle School on secondary transfer.

## Admission of Children Outside of Their Normal Age Group

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

Parents may seek a place for their child outside of their normal age group, for example if the child is gifted and talented or has experienced problems such as ill health.

Any request for admission outside of the normal age group will be considered by the admitting authority for the school. Admission authorities must make clear the process for requesting admission outside of the normal age group in their admission arrangements.

The admission authority must make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social, and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated outside of their normal age group; and whether they may have naturally fallen into a lower age group if it were not for being born prematurely.

In all instances you must seek agreement from the admitting authority of the school. One admitting authority cannot be required to honour a decision made by another admitting authority on the admission of a child out of the normal age group. You should consider whether to request admission out of the normal year group at all your preferred schools, rather than just the first preference school. It is important to be realistic about your chances of getting into that school under the normal admission around.

If an admitting authority has agreed to admit your child outside of their normal age group a paper common application form will be provided at the relevant point of application. The online system can only process applications within the normal expected date of birth range.

The application will be processed as part of the main admission round unless your request is made too late for this to be possible. The application will be processed based on the determined admission arrangements only, including the application of oversubscription criteria where applicable. The application will not be given a lower or a higher priority on the basis that the child is being admitted outside of their normal age group.

Whilst there is no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist that their child is admitted to a particular age group. Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group. The complaints procedure can be found on the school's website. It is not appropriate for the local authority to become involved in disputes where the parent does not agree with the decision made by the admission authority.

**Closing date for on-time applications is 31 October 2021**



## **Dates of Open Events for Windsor and Maidenhead Schools**

### **Open evenings**

Please contact schools directly for information about open day events and tours. Contact details for each school can be found in Section 4.

## Key Dates for Admission in September 2022

The co-ordinated admissions scheme operates from 9 September 2021 to 31 August 2022. Further information relating to the admission process can be found in the body of the guide. The co-ordinated admissions policy is available to download on [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

| Process  | Date              |
|--|-------------------|
| <b>Applications Open</b>   | 09 September 2021 |
| <b>Deadline to submit applications</b><br>Including Supplementary Information Forms (SIFs) and social and medical applications   | 31 October 2021   |
| <b>Extended deadline for exceptional circumstances</b><br>For applications that could not be submitted on time due to exceptional circumstances (proof must be provided) and changes of addresses to be considered in the first round of allocations | 15 November 2021  |
| <b>National Offer Day</b><br>Online applicants will be sent an email informing them of the outcome. Paper form applicants will be sent a letter via 1st class post if no email address was provided.   | 01 March 2022     |
| <b>Deadline to Respond to School Place Offer</b>   | 15 March 2022     |
| <b>Deadline to Submit Appeals to be Heard in First Round</b><br>These dates are for appeals heard by RBWM Services. Own admitting authority schools' dates may vary.   | 25 March 2022     |
| <b>Second Round of Allocations</b><br>Further offers will be made from the waiting list as places become available for all applicants.   | 05 April 2022     |
| <b>Main Round of Appeals are Heard</b>   | May/June 2022     |
| <b>Start of Autumn Term</b><br>Exact date and times to be advised by schools.  | September 2022    |

**Closing date for on-time applications is 31 October 2021**

## SECTION 2: Seven steps in applying for a secondary school place

Children born between the following dates are eligible to transfer to secondary school in September 2022 as part of the normal admissions round:

- Middle school – 1 September 2012 and 31 August 2013
- Secondary school – 1 September 2010 and 31 August 2011
- Upper school – 1 September 2008 and 31 August 2009

**You apply for a school place through your home council even if you wish to include preferences for RBWM schools. This is the council where you live and pay your council tax.**

The application process is the same if you are applying for a grammar school in another local authority. We will notify them of your interest in the school(s) and inform you of the outcome of your application on National Offer Day. Please contact them directly if you have any questions relating to transfer testing – we do not have any information on this process.

### Step 1: Understanding the Admission Process

- You can apply for up to six schools: academies, or free schools on one form. You must list the schools in the order that you prefer them, including any out of borough schools.
- Applications to transfer from first to middle school in Windsor will be limited to the four Windsor middle schools. **You can only list middle schools where the first point of entry is year 5.** If you wish to transfer to a primary school (where the first point of entry is reception) for a Year 5 place, this is considered as an application outside of the normal admissions round and will require a separate in-year transfer application.
- You should check whether you need to complete a supplementary form (SIF) for any of the schools you are applying for. If the school is out of the Royal Borough, please refer to the relevant local authority or contact the school.
- If you apply online, you will find out which school you have been offered on 1 March 2022 via email. If you apply on a paper form and you have not provided an email address, you will receive a letter which will be sent out by first class post on 1 March 2022.

### School preferences

- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.
- Putting only one preference does not mean you will be allocated a place at that school. If you do not meet the admissions criteria or the

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school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. Do not name the same school more than once; it will only be considered as one preference.

- Each school is considered under an equal preference scheme which means that an application from a parent who has ranked the school as sixth preference is considered equally to an application on which the school is ranked as first preference. The equal preference allocation process is set out below.

### **Equal preference allocation process**

Please note that this is only a summary and you should read the guide in full for information on the process and your responsibilities.

1. The local authority to which you pay your council tax is where you apply for a school place, even if any of your preferred schools are in a different borough.  
**Make sure you apply to your home local authority by 31 October 2021.**
2. Complete the Common Application Form [online](#). You can request a paper copy of the form by emailing [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) or visiting the Town Hall.  
**You may list up to six schools in order of preference, depending on the type of school your child will be attending.**
3. We put your child's name onto the list for each school named on the application form.  
**Applications received before the closing dates are not dealt with on a first come first serve basis. We do not look at your order of preference at this time.**
4. All the names on the list are ranked according to the oversubscription criteria.  
**Your child's name will be on the list for each school named on the application.**
5. We look at the published admission number (PAN) for each school and mark the names of children at the top of each list up to the PAN.  
**Each school now have a list of potential applicants up to their PAN.**
6. We see how many lists your child's name appears on.  
**In some cases, your child's name might appear on more than one list. In rare cases, they might not appear on any list.**
7. Where a child's name appears on more than one list, it means that s/he is eligible for a place at more than one school. We will allocate a place at the highest eligible school on your list. **This is the point when order of preference is considered.**  
**Where your child's name does not appear on any list, it means that s/he will not be allocated a place at any of the schools you requested. The home authority will allocate a place at the nearest school to you with a vacancy where your child meets the oversubscription criteria, where possible.**

## Order of preference

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

The following example illustrates the importance of the order of preference

| Pref            | School                 | Qualify for a place? | Outcome                       |
|-----------------|------------------------|----------------------|-------------------------------|
| 1 <sup>st</sup> | Holyport College       | No                   | Request to go on waiting list |
| 2 <sup>nd</sup> | Cox Green School       | Yes                  | Offer                         |
| 3 <sup>rd</sup> | Churchmead CE School   | No                   | Withdrawn – higher pref met   |
| 4 <sup>th</sup> | Burnham Grammar        | Yes                  | Withdrawn – higher pref met   |
| 5 <sup>th</sup> | Altwood Secondary      | Yes                  | Withdrawn – higher pref met   |
| 6 <sup>th</sup> | Newlands Girls' School | Yes                  | Withdrawn – higher pref met   |

## Changing your order of preference

Please be aware of the following important deadlines and the process to request a change of preference:

**Saturday 31 October 2021** - All parents must make their application by the national deadline of Sunday 31 October 2021 for the application to be considered in the first round of allocations on Tuesday 1 March 2022.

Applications submitted after the deadline will be considered late, unless there are exceptional reasons for it being late, and it can be reasonably assumed that your application could not be made on time, and then no later than Monday 15 November 2021. A late application will only be accepted where you are able to provide proof that there are exceptional reasons why you made a late application

Parents of children who are sitting the transfer test must not wait for the test results before making their application. This will not be considered an exceptional reason for delaying your application and your child's preferences will only be processed in the second round of allocations on Tuesday 5 April 2022.

**Monday 15 November 2021** - Deadline for late applications for exceptional reasons and for verified changes of address to be considered in the first round.

## The Process for Changes of Preferences After the Closing Date

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

**Closing date for on-time applications is 31 October 2021**

**Do not** use the Citizens Portal to request any change after Saturday 31 October 2021. The system will be open for primary applications only. The Admissions team will not be notified of any change to a secondary application and your request will not be processed.

**Do not** request the change by replying to the email you received confirming that you have submitted your application. This is a no-reply email address and is not monitored by the Admissions team. Any changes sent to this address will not be processed.

Your request must include any preferences you wish to keep from your original application. If you name more than six preferences, any additional preferences will be disregarded without further notice.

The auto reply email will be your confirmation that your request has been received. We will not contact you further unless we require further information.

Your change of preference(s) will not be reflected on your application on the Citizens Portal. This facility is used to download information provided by the parent only.

The change will be made in the back-office application. We do not have the resources to provide proof that the change has been made.

**Any change of preference requests received after Monday 15 November 2021 will not be processed until the second round of allocations on Tuesday 5 April 2021. There will be no exceptions to this deadline.**

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

Questions relating to the transfer testing process itself should be directed to the local authority where the child intends to sit the test.

## **Step 2: Collecting Information About Schools**

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

- Read about the schools on their individual school websites and contact them to obtain a prospectus. A summary for each Royal Borough of Windsor & Maidenhead school has been included in this brochure (section 4). Arrange to visit the schools. Open event information will be on the RBWM website from September.
- Look at the school's admission policy on their websites.
- Consider your child's particular interests and abilities, and their views on the schools visited.

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

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

The regulations allow for a parent to express a preference for a school; this is not the same as being able to choose which school your child attends. You should not make any assumptions that your child is entitled to a place at a preferred school, or at the school nearest to your home address.

You are not guaranteed a place at a preferred school and it is important to be realistic when considering which schools you name as preferences. Distances of proximity vary every year and you should consider using all the available preferences, including local schools which have consistently reached your address in past allocations.

#### The admission criteria

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

The oversubscription criteria for each Windsor and Maidenhead school are summarised on the individual school pages in section 4. Make sure you understand the admission criteria and address any questions directly with the school.

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

All the secondary schools within the Royal Borough have designated areas, Maidenhead residents are in the designated area for all Maidenhead secondary schools, except Holyport College which has its own designated area for Year 7-day place applications. Residents living in the designated area for Holyport College are also in the designated area for the other Maidenhead secondary schools.

Your home address may not be in the designated area of the school nearest to your house. Before submitting your application, it is important that you check which catchment areas include your home address using the Know Your Neighbourhood facility on the council website [www.rbwm.gov.uk](http://www.rbwm.gov.uk). Electronic 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.**

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

Please look carefully at the admission criteria and how places were offered in previous years for each school. This information does not guarantee you a school place but will help you to consider whether you are likely to more be successful in gaining a place.

If proximity to school is used as a criterion or tiebreaker, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer to your home. You should consider naming your designated area school as one of your preferences and to use all your preferences. This will maximise your chances of being offered a preferred school.

You will find details of how places were offered in previous years on the council website [www.rbwm.gov.uk](http://www.rbwm.gov.uk). You may have to contact some academies and voluntary aided schools directly for this information.

Please note that the criterion and furthest distance offered shown in this data is at the initial allocation date of 1 March (National Offer Day), or the next working day after this date.

### **Explanation of terms commonly used in the over-subscription criteria**

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

#### **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.
- Children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

#### **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.

### **Required evidence for a Children who have been in state care outside of England**

- Documentary evidence of adoption such as:
  - An adoption order from a UK court;
  - An adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland;
  - An Article 23 Certificate – this applies to Hague convention adoptions, and will have been issued by a Central Authority; or
  - Official documentation from the relevant court or state authorities in the country of adoption, confirming that the child was adopted. In this case further information may be required including:
    - A certified document obtained from the embassy of the country of origin;
    - A letter from the adoption agency; or
    - A letter from another agency or organisation that has been involved with the child
- Documentary evidence that a child was previously looked after. The child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted. Examples may include:
  - An Article 16 Report – this applies to Hague convention adoptions and will have been issued by the Central Authority;
  - Information provided by an adoption agency, either in the UK or overseas;
  - Information provided by an organisation that provided care for the child;
  - A report or letter from another agency or organisation that has been involved with the child

## 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 at all.

The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

Some schools will consider an application under this category only where the parent or carer can demonstrate a **wholly exceptional** medical or social requirement why the preferred school is the only suitable school for their child, and the difficulties likely to be caused by not attending that school. Specific details of the requirements for the individual schools where this criterion applies are available on their website and summarised in section 4 of this guide.

The social or medical need can apply to the child or another member of the family.

The local authority only assesses social and medical needs applications for secondary academies, voluntary aided or free schools that buy back into the local authority's admissions service. This information will be on the individual school's website, telling you where to send the required evidence.

Where the local authority assesses the application on the school's behalf, the following rules apply.

All applications are considered individually and must include:

- a completed social/medical application form or letter explaining the reasons for applying under this criterion, why the preferred school is the only suitable 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.
- supporting evidence specifically in relation to your current school application, that gives reasons and provides information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed writing paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist, or a senior social worker. Evidence from members of the family, friends or a childminder will not normally be acceptable. It is the applicant's responsibility to provide the supporting documentation.
- hospital appointment letters or prescriptions are **not** considered relevant documentary evidence.

**Closing date for on-time applications is 31 October 2021**

All information provided is treated with the strictest confidence.

It is very important to provide this evidence by the closing date, 31 October 2020 as the Admissions team will only consider the application once during the process. Requests or additional evidence received after the closing date for application will only be considered where the reasons for the late submission are exceptional, and it can be reasonably assumed that it could not be made on time.

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

Parents or carers whose cases are heard before the main allocation will be notified of their outcome in writing at the same time as they find out which school their child has been offered. Parents who apply under this rule after the main allocation round will be notified of the outcome in writing once the decision has been made.

**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 of 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:

- A social and medical application will only be considered for the first preference school named on the application where it forms part of the oversubscription criteria.
- All Royal Borough schools are able and have a duty to provide for children with special educational needs and we will not consider an 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, and speech and language difficulties. If you are a resident of the Royal Borough and consider that your child's special educational needs can only be met by attendance at a specific school, please contact the Children and Young People Disability Service to discuss the assessment process for an Education, Health and Care Plan (formerly known as a Statement of SEN) ([cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk)).
- All Royal Borough schools are expected to manage medical needs. An application with medical evidence may be agreed where a child has an exceptional illness or disability (for example, limited mobility) which means that a child can only reasonably attend one school. We will not consider common ailments as exceptional medical needs, such as asthma, eczema, allergies, diabetes, or where the dispensing of medication may require further training of school staff.

**Closing date for on-time applications is 31 October 2021**

- All schools are expected to appropriately support their pupils' emotional and social needs and will not be considered under the social/medical criterion.
- All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils and will not be considered under the social/medical criterion.
- Domestic arrangements, such as joint care arrangements childcare arrangements, transport 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, a preference for a single gender school, or a preference for a particular subject to be included on the curriculum, will not be considered under the social/medical criterion.
- The Admissions team will consider whether there is other support available to support the child or family member accessing another school (for example, provision under the Home to School Transport support policy, the duty to make reasonable adjustments for disabilities)

The strength of your application will be considered by two or more officers who will make an evidence-based decision individually and then together, referring to another officer where disagreement exists. Those officers assessing the application will have knowledge of the local authority's admissions process and the School Admissions Code 2021. The officers 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. Your social and medical application will be assessed once only and if further documentation arises after the initial assessment has taken place, a decision will be made, at the officers' discretion, as to whether another assessment will be made. If your child has not been offered a place at your preferred school, you will have a legal right of appeal to an independent appeal panel. During the appeal you will be able to explain why you would like your child to attend a particular school and can include the evidence you provided to support your social/medical application as part of your appeal submission.

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

**There is no guarantee that we will be able to offer a sibling a place at your preferred school even if you meet the criterion.**

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

In the Royal Borough children are defined as siblings if:

- they are full/half/step/foster brother or sister; and
- they live at the same address; and
- they are already in attendance at the school; and
- they will still be in attendance in September 2022 in Years 8 - 11.

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

### **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. To be fair to all applicants, the council has a standard method of measuring home to school distance. This is measured in a straight line from the 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 places are allocated if 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.

## Step 4: Completing your application

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 with parents or carers. You should attempt to resolve the matter of school preference between yourselves and inform us in writing which application should be processed, or through the Family Court by way of a Specific Issue Order.

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.

### Apply online from 9 September 2021

**YOU MUST APPLY THROUGH THE COUNCIL WHERE YOU PAY YOUR COUNCIL TAX EVEN IF YOU ARE NAMING A SCHOOL WHICH IS NOT IN YOUR LOCAL AUTHORITY ON YOUR APPLICATION.**

If you are resident in The Royal Borough of Windsor and Maidenhead, you should apply online by going to [www.rbwm.gov.uk](http://www.rbwm.gov.uk). The link is on the School Admissions page under Applying for a Secondary, Middle or Upper School.

If the school(s) you are applying for require a supplementary information form, you will also need to complete this and send it to the address stated on the form. If you do not have internet access at home it is free to apply online at any library in Windsor and Maidenhead, or your child's primary school may be willing to help you make an online application. There is a parent guide on the council website to help you make your application [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

You must have an email address to register on the Admissions portal before you make an application.

The online application system is quick, easy, and reliable, and can be accessed using a PC, laptop, or mobile/tablet devices. The application process will guide you through each step and there are clear prompts to ensure you complete all the required sections. Your details are safe and secure, and you can view your application at any time.

You will receive an email to confirm that your application has been received. If you do not receive this email and it is not in your spam or junk folders, log back into the online system to make sure you submitted your application correctly. You will no longer have an option to request your offer letter by post when making an online application. If you change this option on the system, the notification of your offer may be delayed.

If you need support with your online application, please contact the Admissions team using the contact information listed on the inside cover of this guide. A user guide is also available on the website.

**Closing date for on-time applications is 31 October 2021**

Your online application is available to make changes until 11.59pm on 31 October 2021. It is very important to press the 'submit' button at the end of your application each time you amend your application for it to be considered as an on-time application. You will be prompted by the system to submit your application if you have not done so. If you fail to do this before the closing date, your application will be treated as a late application.

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

### **The online system will close at 11.59pm on 31 October 2021**

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

**On 1 March 2022 you will be sent an email advising you of the result of your application. After you receive this email you will be able to log on and view your application result to accept or decline your school place offer.**

### **Completing a paper application form**

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

If you apply on paper and do not provide an email address, you will receive a letter giving you the outcome of your application. This will be sent by first class post on 1 March 2022.

Only make one application either online or on paper, not both. If we receive more than one application for the same child the online application will always take precedence, regardless of the date of submission.

### **Supplementary information form**

A supplementary information form (SIF) is required when a school needs additional information to apply its admission criteria. It is your responsibility to check whether any of the schools you are applying for require a SIF. If you do not complete and return the 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 verify application addresses to ensure that only entitled pupils are offered places. We consider any school place obtained by deception to be unfair as another child is being deliberately denied their lawful claim to that place.

Council tax spot checks will be undertaken at any point in the process and places may be withdrawn if address details do not match the information given on the application.

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](mailto:rbwm.admissions@achievingforchildren.org.uk). Any information received will be treated in strict confidence.

Any allegations of people providing false information or using an address of convenience when applying for a school place are fully investigated, and if found to be true allocated places will be withdrawn in accordance with the School Admissions Code 2021, even if your child has started at the school.

We will decide whether to accept an address for admission purposes in accordance with the guidance set out below.

### **This guidance should be read in its entirety.**

The address you give us on your application must be your child's permanent address as at the date of application and where they will be living when they join the school. If you intend to move before September, please follow the process set out in *ii. Moving home*.

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

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.



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

If we find that your true address is in another local authority, your application will be forwarded to that local authority's school admission service.

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 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 rent a property, we will consider any break clauses included in the tenancy agreement when assessing the permanency of your address. If your tenancy agreement expires prior to the start of term we will require further verification of continued occupancy following the date of expiration, even if this is after the school place has been offered.
- If you use an incorrect address or you do not inform the Admissions team of other properties which you are connected to, this will be treated as an attempt to obtain a school place based on false

**Closing date for on-time applications is 31 October 2021**

information, and your application will be withdrawn in accordance with the School Admissions Code 2021.

- If the Admissions team does not receive the evidence required to verify your home address the application will be considered under the lowest category on the oversubscription criteria, with no distance priority applied.
- We will not request proof of council tax payment or tenancy where the address is service family or Crown Servant accommodation. However, we reserve the right to request proof of occupancy for you and your child to verify habitual residency at the address which has been declared on the application.
- For admission criterion purposes, the address used for Occupational Bargees/boat dwellers, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.
- Children of, or who are, Gypsies, Roma, Travellers: Proof of address for Voluntary Controlled, Community schools and any academy or free schools which buy back into our admissions services will not be required for traveller families where the address is confirmed by the Traveller Education Service.

For admissions purposes, these are defined by RBWM as children who have lived in a mobile home, traveller housing or caravan for the last 2 years and whose families are planning to continue to do so for at least a further 12 months from the point of application. Groups considered under this element of the protocol are Irish travellers, Scottish or Welsh travellers, Roma people (including British Romany Gypsies), New Age travellers, Travelling show people.

## **ii. Moving home**

**If you fail to notify the Admissions team of a change of address during the application process or before your child is admitted into school, this will be treated as an attempt to obtain a school place based on false information. Your application and any offer we have made will be withdrawn in accordance with the School Admissions Code 2021.**

If you plan on moving to a new house, you must still apply on time using the address where your family is living at the time of application and provide us with details of the new address on your application form if it is known. It is your responsibility to tell us when you have moved and provide the evidence as set out below before the address will be verified and changed on the system.

- The rules about being connected to more than one property detailed above will apply to all changes of address during the application process.
- Any change of address will only be considered in the first round of allocations if you provide sufficient proof that the move is legally

**Closing date for on-time applications is 31 October 2021**

binding and that you and your child are habitually resident in the new property **by 15 November 2021**. The non-exhaustive list of evidence includes:

- a solicitor's letter stating that the sale is complete, or a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted.

**AND**

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

**AND**

- 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 this. This includes, but is not limited to, evidence of ownership and proof that the property will be available for the family to live in by the end of August 2022.
- If you move after the closing date for applications you must inform the Admissions team in writing of your new address and the date of the move as soon as possible and no later than two weeks after your move, so that your application is considered using the correct address for admissions purposes.
- Address changes accepted after the 15 November 2021 will be processed in the second round of allocations from April onwards.
- If you move after a school place offer has been made based on the address on your application, we will reassess your application using the new address. The assessment will consider whether your child would have been eligible for the place at your allocated school had the current address been used at the time of application, and whether another child with a higher priority for your allocated school will be disadvantaged if we do not withdraw the offer. The school place may be withdrawn even if your child has started school.
- If you move after 15 November 2021, and once address verification procedures have been satisfied, your new address will be used to determine your child's position on any waiting lists following the main round of allocations so that you receive the correct outcome.
- If you intend to move to another local authority it is your responsibility to contact the relevant Admissions team for information on the supporting documents required to prove habitual residency in that borough. The

**Closing date for on-time applications is 31 October 2021**

Royal Borough of Windsor and Maidenhead admissions team do not verify addresses which lie outside of this borough.

### 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 i.e., where the child spends most of the school week. In the absence of a formalised legal care arrangement, we will consider all available evidence that you provide to support your application.
- Where there is an equal split, or there is any doubt about residence, we will make a judgement about which address to use for admission purposes. In making this judgement, we will consider the following:
  - Any legal documentation confirming residence
  - The pattern of residence
  - The period over which the current arrangement has been in place
  - Confirmation from the previous/current school of the contact details and home address provided to them by parents
  - Which parent is in receipt of Child Benefit/Tax Credit/Universal Credit (Unless parents have decided between themselves who receives child benefit, HMRC will give it to the parent who the child lives with **most of the time** and in accordance with the Child Tax Credit Regulations 2002 and The Universal Credit Regulations 2013, you must have parental responsibility for the child you wish to claim for, **and** you must also be the **primary caregiver/parent with main responsibility** of the child).
  - Where the child is registered with a GP
  - Any other evidence the parents may supply to confirm the situation

### **Late applications**

If your application is late it will affect your chance of getting a place at one of your preferred schools. No places are held in reserve for late applications or certain categories of student.

Applications received after the closing date of **31 October 2021** will only be considered after all applications received by the closing date. This is unless you can provide proof that there were exceptional reasons why you made a late application and it can be reasonably assumed that your application could not be made on time, and then only up to **15 November 2021**. The authority's decision on whether an application will be considered late is final. You will have a right of appeal to an independent panel once the allocated places have been published.

**Closing date for on-time applications is 31 October 2021**

All applications received after 15 November 2021 will only be considered after those received by the closing date. This includes applications received from residents moving into the borough before the allocation process.

### **Applying for a school place after the allocation process**

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

### **Applying from abroad or elsewhere in the UK**

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

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

You can apply for a school place ahead of your arrival, however, your application will be considered from your current overseas address with the lowest criterion and distance, unless you are returning to a home that you own, and which has been previously used as the family home and you can provide evidence that the property will be available for you to return to.

If you are not returning to a property that you own, and which has previously been used as your family home, we will only update your address, criteria, and distance when you are habitually resident in the UK at a permanent address. We will not accept a temporary address or an address of friends or relatives.

We will ask for evidence before the school year or term begins to confirm that your child now lives in the area. If your child does not attend school on the first day of term, we will remove the offer and allocate the place to a child on the waiting list. We will contact you first, before this action is taken to give you the opportunity to explain why there has been a delay in taking up the place and to find out when your child might begin attending.

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

Please discuss your child's application with the Children and Young Persons Disability Service (CYPDS) [cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk). Your child will be included within the published admission number on national offer day.

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

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

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

**Closing date for on-time applications is 31 October 2021**

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

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 by the closing date of **31 October 2021**. 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. The date you take up post must be before the beginning of term in September 2022.

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](http://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.

## Step 5: Submitting your application

The closing date for receipt of your application and any supplementary form or supporting evidence, is **31 October 2021**. The online system will close at **11.59pm**. If applying on a paper form you should allow enough time for the form to arrive on time.

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;
- have considered using all six preferences (or all four preferences when applying for a Windsor middle school) as this will increase your chance of obtaining a place for your child at one of your preferred schools.

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

If you apply online your application is available to make changes right up until 11.59pm on 31 October 2021. It is very important to press the submit button at the end of your application each time you amend it. The system will send you an email each day for the seven days prior to the closing date reminding you to submit your application if you have not done so. If you fail to submit your application before the closing date, your application will be treated as late.

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

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

## Step 6: Being offered a place

We will make a single offer of a place to parents or carers living within the Royal Borough of Windsor and Maidenhead. This will include any offer for a place at a school located in another borough or county. Applicants living outside our area applying for one of our schools will be notified of the outcome of the application by their home authority.

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 school to your home address with places remaining where possible. This will not be done automatically if your child is currently at a school where they can remain.

We strongly recommend you accept any offer you hold until another school is allocated via the waiting list or the appeal process. If you refuse the offer your child may be left without a school place. It will be your responsibility to consider your options, including making a late change of preference request to us for one or more alternative schools.

### National Offer Day (1 March 2022)

**For safeguarding reasons, information about your allocation will not be given over the phone by the Admissions team under any circumstances.**

If you applied online, you will be sent an email with the outcome of your application on **1 March 2022**. You will also be able to logon on to the system to view the outcome and respond to the offer. Emails are automatically sent out in batches throughout the day so if you have already responded to your offer online before your email has been sent, you will still receive the standard email prompting you to respond to your offer.

If you applied on paper, you will not be able to access your application electronically. If you have not provided an email address on your paper form, you will be sent an outcome letter by first class post on 1 March 2022. This will provide information on how to respond to your offer. If your letter is not delivered, a copy will be sent out by post no sooner than 9 March 2022.

Your child will automatically be added to the waiting list for any higher preferred schools. If you are happy with your offer, it is important that you let us know as soon as possible so that we can remove your child from waiting lists for higher preferred schools. If your child remains on a waiting list for a higher preferred school and we can offer a place when further offers are made, the existing offer will automatically be withdrawn and possibly allocated to another child without further notice.

**Closing date for on-time applications is 31 October 2021**



**You must accept or decline your offer by 15 March 2022, either through the Admissions portal if you applied online or by following the instructions in your letter if you applied on paper. The offer for your allocated school is only guaranteed if you select the option to 'Accept' on the online system. If you select any other option, the place will be withdrawn without further contact from the Admissions team.**

**You cannot use the response email to inform the Admissions team of any changes to your application, including changes to your preferences or home address, as these will not be seen. You must notify the Admissions team directly in writing, using the contact information on the inside cover of this guide.**

From 5 April 2022 onwards, we will re-offer any places that may have become vacant since original offers were made to applicants from the relevant waiting list, in accordance with the individual school's admission criteria.

We will continue to coordinate offer places on behalf of academies, voluntary aided and free schools until 31 August 2022, to ensure each child only ever holds one offer.

### **Late change of preference**

A late change of preference is a request to change the preference order of the schools named on your application, or to change the schools named on your application, received after the closing date for the normal round of admissions (31 October 2021).

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

Requests should be made before the 15 March 2022 if you wish them to be considered when the first round of waiting list offers are made in April.

### **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.

## Step 7: Waiting lists for Royal Borough of Windsor & Maidenhead schools

If we can offer a place from the waiting list, we will automatically take away the current place we have already offered at the lower ranked preference, and that place may be offered to another child.

If you decide that you want to send your child to the school we have allocated, it is your responsibility to let us know immediately that you do not wish to remain on the waiting list for a higher preferred school. If you fail to do this and we can allocate a place at a higher preferred school, you risk losing the original school offered.

- Your child will automatically be added to the waiting list for any higher preferred schools than the one allocated.
- Applications, change of address notifications and change of preference requests made outside the normal admissions round and before 15 March 2022, will be added to the waiting lists in criteria order before the initial lists are finalised, regardless of the date the application was received or where the school is ranked in terms of preference (if it is a higher preferred school than the one offered). Any applications change of address notifications and change of preference requests received after this date will be processed after the initial offers from the waiting list, in the date order they are received.
- Any requests to be added to the waiting list of a school which was a lower preference than the school offered will not be processed. You must write to the Admissions team requesting a late change of preference to be considered for lower preferred schools.
- Waiting lists are maintained in accordance with the individual school's admission criteria.
- Waiting list positions are subject to change. You should be aware that if an application is received for a child who has a higher priority under the school's admission criteria, it can affect your child's position on the waiting list. They can move down as well as up on the list.
- Waiting list positions will be available from 5 April 2022.
- During the co-ordination period, the Admissions team will provide waiting list positions for any schools which have commissioned us to manage the lists of their behalf. All other schools should be contacted directly. Full information on who to contact for waiting list positions will be on [www.rbwm.gov.uk](http://www.rbwm.gov.uk) when the waiting lists are available.
- Late applications are automatically added to the waiting lists for their preferred schools if they are full.

**Closing date for on-time applications is 31 October 2021**

**Waiting lists for academies and schools in other council areas**

Academies who do not buy into our service and schools in other areas may operate their waiting lists in a different way to this council. It is your responsibility to confirm the arrangements they will follow if you are applying for a school in another area.

## SECTION 3: 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.

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](http://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](mailto:Democratic.Services@rbwm.gov.uk).

The deadline for appeals for Royal Borough schools to be heard in the first round is **25 March 2022**.

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.

## SECTION 4: School Information

### Performance Tables

Schools provide information about their own examination results in their individual prospectuses. In addition, the Department for Education publishes performance tables for all schools and these are available to view at [www.education.gov.uk](http://www.education.gov.uk).

### Ofsted Inspection Reports

If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and at [www.ofsted.gov.uk](http://www.ofsted.gov.uk).

### School Place Expansion

To meet the growing demand for secondary school places in the Royal Borough, the following schools are expected to expand in September 2022

|                 |                       |
|-----------------|-----------------------|
| School:         | Windsor Girls' School |
| Location:       | Windsor               |
| Current PAN:    | 208                   |
| Planned Places: | 230                   |

\*Subject to final approvals of the permanent expansion. If this is not forthcoming, the number admitted will revert to 208.

## Allocation Information for September 2021 Entry

(based on the position at offer day, 1 March 2021)

\*All distances are measured in a straight line

### YEAR 5 ENTRY – FIRST TO MIDDLE APPLICATIONS

**Dedworth Middle School:** All preferences were met

Total preferences received: 202

Vacancies at national offer day: 65

**St Edward's RF Middle School:** Details available from the school

**St Peter's CE Middle School:** Details available from the school

**Trevelyan Middle School:** Details available from the school

### YEAR 7 ENTRY – PRIMARY TO SECONDARY APPLICATIONS

**Altwood CE Secondary School:** Details available from the school

**Charters School:**

Lowest criterion allocated: 06 (Sibling attending school)

Furthest distance met: 3.755 miles

Total preferences received: 615

**Churchmead VA Secondary School:** Details available from the school

**Cox Green School:** Details available from the school

**Desborough College:** All preferences were met

Total preferences received: 372

Vacancies at national offer day: 52

**Furze Platt Senior School:** Details available from the school

**Holyport College (Day):**

Lowest criterion allocated: 07 (Designated area)

Furthest distance met: 1.39 miles

Total preferences received: 351

**Holyport College (Boarding):**

Lowest criterion allocated: 10 (Proximity to school)

Furthest distance met: Abroad

Total preferences received: 56

**Newlands Girls School:**

Lowest criterion allocated: 04 (Designated area)

Furthest distance met: 1.74 miles

Total preferences received: 495

### YEAR 9 ENTRY – MIDDLE TO UPPER APPLICATIONS

**Holyport College (Day):**

Lowest criterion allocated: 08 (Proximity to school)

Furthest distance met: 1.226 miles

Total preferences received: 157

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**Holyport College (Boarding):** Details available from the school

**The Windsor Boys' School:** All preferences were met

Total preferences received: 248

Vacancies at national offer day: 24

**Windsor Girls' School:** All preferences were met

Total preferences received: 223

Vacancies at national offer day: 16

**A summary of the admissions criteria for the Royal Borough of Windsor and Maidenhead secondary schools are included in the following pages. It is your responsibility to read the full policy on the school's website before making your application.**



## **Altwood CE Secondary School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School Details**

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

### **About Altwood School**

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

Altwood Church of England School values highly its Christian ethos and close links with local churches and the Diocese of Oxford.

### **Admissions Criteria (Year 7-11)**

Please refer to our website for the full admissions policy.

If your child has a Statement of Special Educational Needs/EHC Plan naming a particular school, they are required to be admitted to that named school.

- A) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they were adopted or became subject to a child arrangement order or special guardianship order,
- B) Children (or a parent) who have exceptional medical needs that make it essential that they attend Altwood Church of England School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- C) Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- D) Children with a normal home address in the catchment area which is the whole of Maidenhead.
- E) Children with a normal home address outside the area and with a sibling on the roll of the school at the time of application or whose parent has

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accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

- F) Children with a parent who has attended a church which is a member of Churches Together in Britain & Ireland, at least once a month for at least 8 of the 12 months preceding the date of application.

Parents not able to qualify under criteria A to E above and wishing to apply under this criterion should complete the school's Supplementary Information Form and return it direct to the school by the closing date).

- G) Children who attend one of our named feeder primary schools:

All Saints Church of England Junior School  
Bisham Church of England Primary School  
Cookham Dean Church of England Primary School  
Holyport Church of England Primary School  
Knowl Hill Church of England Primary School  
Larchfield Primary School  
St Nicolas' Church of England Primary School

- H) Other children.

### **Admissions Criteria (Year 12-13)**

Information on admission into Sixth Form can be found on the school website.

## Charters School

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Co-educational Academy   |
| Address:          | Charters Road, Sunningdale, Ascot, SL5 9QY   |
| DFE Code:         | 868/4029   |
| Admission Number: | 270  |
| Headteacher:      | Mr John Fletcher   |
| Age range:        | 11-18  |
| SIF required:     | No   |
| Email:            | <a href="mailto:charters@chartersschool.org.uk">charters@chartersschool.org.uk</a> |
| Website:          | <a href="http://www.chartersschool.org.uk">www.chartersschool.org.uk</a>           |
| Tel:              | 01344 624826   |

### **Aims and Expectations**

Charters School, an academy, is an 11-18 mixed comprehensive school of 1700 pupils with over 350 students in the Sixth Form. The school provides a complete range of opportunities for successful personal development through structured programmes within a supportive environment. Educational achievement is valued for all individuals and appropriate attention is given to the needs of all students, from those with learning difficulties to those with Oxbridge potential.

Students from all ability levels consistently perform better than similar students nationally at GCSE. 64% of our examination entries at A level were granted A\*-B grades and the pass rate was 99%. Over the last five years, 27 students have gained a place at Oxbridge, a superb outcome for a state school with a truly comprehensive intake.

Years 7-11 must wear the set uniform. Years 12-13 dress code is smart casual.

### **Attendance, Discipline and Pastoral Arrangements**

Attendance is good with an average attendance for Years 7-11 of 95%+. Discipline is firm but fair with a range of sanctions in place. Behaviour is excellent. Continuity of support is achieved as a personal Tutor remains with the students in his or her group as they move up the school. The school has a dedicated student pastoral support facility on the periphery of the site.

### **Facilities / Extra-Curricular Activities**

Specialist accommodation exists for all subjects and the school has excellent ICT facilities. The school site comprises some thirty acres in delightful surroundings, with three astro-turf pitches, and a well equipped Leisure Centre including a Fitness Suite. Charters School has a Learning Support Centre for students with physical disabilities where their specialist needs are met. However, Charters operates an inclusive curriculum for all students including those in the Learning Support Centre.

A wide variety of sports are played and many extra-curricular activities are offered including the Arts, Duke of Edinburgh Award Scheme and World Challenge expeditions.

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## **Your Child's Progress**

Each academic year, three progress reports are issued for each student, with the timing of Parents' Consultation Evenings scheduled as close as possible to the issuing of progress reports.

## **Curriculum and Homework**

The curriculum is delivered through twelve Faculties. Considerable care is taken in placing students in the mixed-ability Tutor Groups, which initially form some teaching groups. Setting is introduced in Year 7 and increased in Years 8 and 9. There are various curriculum routes that students are able to follow from Year 9. Traditional option subjects are available, as well as more vocational pathways.

All students are given a homework timetable and homework assignments are set using a dedicated online application to which both students and parents have access.

A significant focus is placed on the development of employability skills through PiXL Edge Scheme, which was conceived at Charters and is now in place in 700 schools nationwide.

## **Learning and Teaching**

Learning and teaching has been the focus of all our work for many years. In the vast majority of lessons, teaching is good with many examples of outstanding teaching.

## **Education Post-16 / Sixth Form Curriculum**

Students wishing to continue their education beyond the age of 16 may apply to join the Sixth Form. We offer many types of courses which appeal to students with a wide range of academic profiles.

## **Admissions Criteria – Years 7 to 11**

Please refer to the Charters School website – [www.charterschool.org.uk](http://www.charterschool.org.uk) – for the full Admissions Policy for entry in September 2022.

## **Children with Statements of Special Educational Need or Education, Health and Care Plans**

The law requires the school to admit students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) where a Local Authority has specifically named Charters School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. In the event of a late application, the school can be required to admit even if the admission number has been reached.

## **Other Children**

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

- 1 Looked after Children. This category includes a 'looked after child' or a child who was previously looked after but, immediately after being

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looked after, became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

- 2 Children with exceptional medical or social reasons for requiring the school (as explained in Note 1 on page 5).
- 3 The children of staff in either or both of the following circumstances:
  - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
  - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage\*.
- 4 Children who live in the 'designated area' of the school and who would have a sibling\*\* at the school at the time of admission of the child for whom a place is sought.
- 5 Children who live in the 'designated area' of the school.
- 6 Children who would have a sibling\*\* at the school at the time of admission of the child for whom a place is sought.
- 7 All other applicants.

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

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

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

\*\* The term 'sibling' includes a half or 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. Qualification for sibling status is made on the basis that the student who is the older sibling will be on roll at the school on the date of admission of the child for whom a place is being sought.

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

## **Churchmead School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Voluntary Aided, Co-Educational School                           |
| Address:          | Priory Way, Datchet, Slough, SL3 9JQ                             |
| DFE Code:         | 868/4084   |
| Admission Number: | 110  |
| Headteacher:      | Mr Chris Tomes   |
| Age range:        | 11-18  |
| SIF required:     | Yes  |
| Email:            | <a href="mailto:office@churchmead.org">office@churchmead.org</a> |
| Website:          | <a href="http://www.churchmead.org">www.churchmead.org</a>       |
| Tel:              | 01753 211330   |

### **Admissions Criteria (Years 7-11)**

Please refer to the school website for the full admissions policy

Children with a Statement of Special Educational Need/EHC Plan naming Churchmead School will always be offered places.

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked After Children (Children in Public Care), including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Churchmead School rather than any other. These needs must be fully supported by written from the appropriate professional person involved with the family. (See full admissions policy available on the school website)
3. Children who have siblings (see Section H) who will still be on roll at the school, when the applicant would enter the school.
4. Children who attend a Primary School that is formally linked with Churchmead or a Church affiliated Middle School (see section I)
5. Children who live in the "designated appropriate" area of the school.
6. All other applicants.

Deciding Factor: If the school does not have places for all the children in a particular criterion, places will be awarded on the basis of the proximity of the pupil's home to school measured by the shortest distance.

Feeder Schools:

**Buckinghamshire**

Iver Heath Junior School  
Iver Village Junior School

**Slough**

Marish Primary School  
Colnbrook CE Primary School  
Foxborough Primary School  
Pippins Primary School  
Holy Family Catholic School  
Ryvers School  
Parlaunt Park Primary Academy  
Langley Hall Primary Academy

**Windsor & Maidenhead**

Datchet St Mary's CE Primary School  
Wraysbury Primary School  
St Peters Middle School  
St. Edwards Royal Free Ecumenical Middle School



## **Cox Green School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Co-educational Academy   |
| Address:          | Highfield Lane, Maidenhead, SL6 3AX                                |
| DFE Code:         | 868/4056   |
| Admission number: | 210  |
| Headteacher:      | Ms Cathrin Thomas (interim)  |
| Age range:        | 11-18  |
| Specialisms:      | Mathematics and Performing Arts                                    |
| Email:            | <a href="mailto:enquiries@coxgreen.com">enquiries@coxgreen.com</a> |
| Website:          | <a href="http://www.coxgreen.com">www.coxgreen.com</a>             |
| Tel:              | 01628 629415   |

### **Aims and expectations**

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

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

We aim for the highest standards of educational achievement and value every student.

### **Uniform**

Cox Green has a uniform, details of which are found on the school website.

### **Attendance and discipline**

Students at Cox Green enjoy coming to school and feel proud and safe. Cox Green is 'an aspirational school... students are courteous and polite and they respect one another'.

We expect students to attend every day as we know this will support them both socially and academically.

### **Facilities**

We have a wide range of facilities including a theatre, drama and dance studio, community sports centre and library.

### **Your child's progress**

Each half term parents receive information about their child's progress.

### **Curriculum and homework**

Our core curriculum in Key Stage 3 consists of English, Maths, Science, Geography, History, RS, Languages, Drama, Music, ICT, PE, Art, Technology and PSHE. We believe in a highly personalised learning programme at KS4 and KS5 and that is why we offer a range of academic and vocational courses.

### **Teaching and learning**

Ofsted identified that 'teaching and learning thrives at the school'. The

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school is strongly committed to delivering high quality lessons, day in and day out, every lesson really does count! We provide an individualised and personalised curriculum for your son/daughter, subjects are set by mixed ability or by ability.

### **Admissions Criteria (Year 7-11)**

If your child has a Statement of Special Educational Needs or EHC Plan, naming a particular school, they are required to be admitted to that named school.

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

1. Children in care and previously in care, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional medical or social reasons for requiring the school.
3. Children who live in the 'designated area' of the school.
4. Children who would have a sibling of compulsory school age who would be at the school at the time of admission of the child for whom a place is sought. The term 'brothers or sisters' 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. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age
5. Children who attend a feeder school; Holyport Primary School, Larchfield Primary School, Lowbrook Academy, Knowl Hill Primary School, Waltham St Lawrence Primary School, Wessex Primary School, White Waltham CE Primary School, Woodlands Park Primary School.
6. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
7. All other applicants

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

#### **Tiebreaker 1**

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

#### **Tiebreaker 2**

Children living in the designated area who attend White Waltham CE

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Academy or Waltham St Lawrence Primary School.

#### Tiebreaker 3

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

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

#### **Admissions Criteria (Year 12-13)**

Please refer to the school website for information on admission into Sixth Form.

## **Dedworth Middle School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of School:   | Academy Middle, Co-Educational   |
| Address:          | Smiths Lane, Windsor, SL4 5PE  |
| DFE Code:         | 868/4063   |
| Admission Number: | 150  |
| Headteacher:      | Mrs Nicola Chandler  |
| Age range:        | 9-13   |
| SIF required:     | No   |
| Specialism:       | Specialist Arts  |
| Email:            | <a href="mailto:office@dedworthmiddle.co.uk">office@dedworthmiddle.co.uk</a> |
| Website:          | <a href="http://www.dedworthmiddle.co.uk">www.dedworthmiddle.co.uk</a>       |

### **Aims and expectations**

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

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

### **Admissions Criteria**

Please refer to the school website for the full admissions policy.

Children with a Statement of Special Educational Need/EHC Plan naming Dedworth Middle School will always be offered places.

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional medical or social needs for requiring the school.
3. Children living in the 'designated appropriate area' and who have a sibling at the school at the time of application and who is expected still to be on roll at the school at the time of admission.
4. Children living in the 'designated appropriate area'.

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5. Not applicable to Dedworth Middle School.
6. Children who have a sibling at the school at the time of application and who is expected still to be on roll at the school at the time of admission.
7. Children who attend a feeder school - all Windsor First schools, Wraysbury Primary School or Datchet St. Marys Primary School.
8. Children whose parents have selected the school for co-educational reasons when the local alternative is a single sex school.
9. All other applicants.

## **Desborough College**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Secondary Boys' Comprehensive Academy,<br>Co-Ed Sixth Form                   |
| Address:          | Shoppenhangers Road, Maidenhead, SL6 2QB                                     |
| DFE Code:         | 868/4000   |
| Admission number: | 189  |
| Headteacher:      | Ms Maggie Callaghan  |
| Age range:        | 11-18  |
| Specialism:       | Maths and Science  |
| Email:            | <a href="mailto:info@desborough-college.net">info@desborough-college.net</a> |
| Website:          | <a href="http://www.desborough.org.uk">www.desborough.org.uk</a>             |
| Tel:              | 01628 634505   |

### **About Desborough College**

#### **Ofsted judgment September 2014**

Leadership and Management, Behaviour and Safety of Pupils, Quality of Teaching, Achievement of Pupils and Sixth Form Provision – all judged Good.

### **Aims and expectations**

There is a clear focus on academic and sporting excellence. We retain the best elements of our grammar school past: high expectations, lessons that engage and stretch, firm discipline and zero tolerance towards bullying. It is our expectation that every boy attending Desborough will achieve his potential.

### **Uniform**

The uniform consists of grey or black trousers, white shirt, house tie, blazer with college crest and black shoes.

### **Attendance, discipline and pastoral arrangements**

Attendance at Desborough is closely monitored and our attendance figures are currently above national averages. We have a very robust Behaviour Policy that ensures that all boys enjoy their lessons in a calm environment. Each boy is allocated to a house on entry to the school and will be encouraged to participate in a wide range of sporting, academic, cultural and performing arts-related activities.

### **Facilities / Extra Curricular activities**

Extensive facilities include:

- Specialist suites of rooms in all major subject areas with the ratio of PCs to pupils well above the national average.
- An exclusive Year 7 Base, designed to ease the transition to Secondary School.
- A wide range of extra-curricular opportunities, including trips abroad, to meet the needs of all boys.

### **Your child's progress**

Ambitious targets are set for every pupil on entry to the college. Progress towards those targets is measured formally on a six weekly basis and reported

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back to parents.

### **Curriculum and Homework**

We have a 2-year KS3 and a 3-year KS4 because we believe that more time should be spent studying GCSE subjects. We believe that boys showing the potential to be entered early for public examinations should be encouraged to do so. The curriculum at KS4 offers a variety of courses and offers progression routes into our Sixth Form.

Homework is set in all subject areas and is accessible to parents through our new online learning platform.

### **Teaching and Learning**

Boys are set according to ability in all core subjects on entry to the college.

### **Education after 16 / Sixth form curriculum**

There is clear expectation that boys who are enrolled at the college in Year 7 will continue their education at Desborough post 16 and we offer courses that accommodate the requirements of all pupils.

### **Admissions Criteria (Year 7-11)**

Please refer to our website for the full admissions policy.

If your child has a Statement of Special Educational Needs//EHC Plan, naming a particular school, they are required to be admitted to that named school. For all other applicants the following criteria, shown in order of importance, will then be applied.

1. Children in care and children previously in care, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional medical or social reasons for requiring the college.
3. Children of staff at the college where the member of staff has been employed at the college for two or more years at the time at which the application for admission to the college is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live in the 'designated area' of the college.
5. Children who would have a sibling of compulsory school age who would be at the college at the time of admission of the child for whom a place is sought.
6. All other applicants. If the academy does not have places for all the children in a particular category, tiebreakers will be applied to prioritise places.

**Tiebreaker 1** (applies to criteria 1,2 & 4) Children who have brother(s) or sister(s) of compulsory school age at the college at the time the applicant

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would enter the college.

**Tiebreaker 2** Proximity to the college. This will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the college.

**Admissions Criteria (Year 12-13)**

Please refer to the school website for information on admission into the Sixth Form.



## **Furze Platt Senior School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School Details**

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

### **About Furze Platt School:**

#### **Aims and expectations**

Our successful school is a happy, safe and caring learning community where achievement is promoted, potential realised and young people flourish. We are an ambitious school and expect students and staff to have high expectations of what they can achieve.

#### **School ethos - ACHIEVE**

At Furze Platt, we wish for all our students to be Ambitious in all they do, to Collaborate with those around them, to be Happy in themselves and the journey they are on, to show Endurance when things don't go their way, to be Versatile in always trying new and different ways of doing things – and to push for Excellence in all they do.

#### **Uniform**

We think it is important for all students to keep up a high standard of appearance so that the school's excellent reputation is maintained. Students must wear school uniform at all times while on school premises and travelling to and from school. For all students the school blazer, house tie, and white shirt are compulsory; students have a choice of plain black tailored trousers, the official school skirt, or tailored shorts.

#### **Attendance, discipline and pastoral arrangements**

Furze Platt Senior School promotes the importance of good attendance to all students, as there is a very clear link between attendance rates and high achievement. Excellent attendance is celebrated in the end of term assemblies. Rewarding positive behaviour is a key part of the ethos of our school, and achievement, progress and outstanding effort will be regularly recognised. On joining Furze Platt Senior School all students are allocated to one of eight houses with each house arranged into vertical tutor groups. There are an additional two 6<sup>th</sup> Form tutor groups in each house. Our pastoral model ensures that every student has access to pastoral support and guidance when needed.

#### **Facilities / Extra-Curricular activities**

Furze Platt Senior School benefits from extensive grounds and large open spaces. The school site has received significant investment in recent years. Our fantastic Theatre was completed in November 2020 and we opened a state of the art new English and Science teaching block in late 2019. Our Leisure Centre opened in September 2015. Other recent building projects include the refurbishment and extension of the Sixth Form Centre, two new Drama studios, Music rooms and Maths block. A wide range of extra-

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curricular activities are offered with over 60 different clubs available to students. We provide study support in a wide range of subjects, as well as Gifted and Talented and homework clubs. Many school trips take place throughout the year, including residential trips both at home and abroad.

### **Your child's progress**

The work and progress of students at Furze Platt Senior School is regularly monitored and assessed throughout their school career. Parents receive three reports a year. In Year 7, there are three parent's evenings – 'Supporting Learning in Year 7 – A Parents' Information evening', a 'Meet the Head of House' evening, and an opportunity to meet individual subject teachers.

### **Curriculum and Homework**

All year 7 students follow a two week, 50 lesson timetable. They follow a full range of academic subjects, complemented by the arts, PSHE and PE. New students sit a range of cognitive ability tests which enables us to identify and tailor provision to the needs of individual students. All students are set home learning on a daily basis. This is recorded on the school website.

### **Teaching and Learning**

In order to ensure that students always get specialist teachers, the year group is split into three bands, each of which contain a full range of abilities. For most subjects there are nine classes, giving a good student-teacher ratio from the outset. In Year 7, students are in mixed-ability classes.

### **Admissions Criteria (Year 7-11)**

Please refer to the school website for the full admissions policy.

If your child has a Statement of Special Educational Needs/EHC Plan, naming a particular school, they are required to be admitted to that named school.

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, or special guardianship order. This category also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted;
2. Children with exceptional medical or social reasons for requiring the school;
3. Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
4. Children who have a sibling in Years 7 to 12 who are on the school roll at the time allocations are made and who will be on roll at the time of the proposed admission. Attendance of a sibling in Year 13 at the time of application does not confer sibling status. The term 'sibling' includes brothers, sisters and half or stepbrothers/sisters permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child;
5. Children who live in the 'designated area' of the school; If the academy does not have places for all the children in this category, tiebreakers will be applied to prioritise places.

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*Tiebreaker 1 (applies to criterion 5 only)*

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

*Tiebreaker 2 (applies to criterion 5 only)*

*Proximity to the school. The distance tool (GIS mapping) used by the LA is embedded into the admissions portal. For In-Year Transfers the distance tool used is Google Maps. 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).*

6. Children who attend Cookham Dean CE Primary School, Cookham Rise Primary School, Holy Trinity CE Primary School or Furze Platt Junior School, who do not live in the designated area.
7. All other applicants.

*Tiebreaker 3 (applies to 6 and 7)*

*Proximity to the school. The distance tool (GIS mapping) used by the LA is embedded into the admissions portal. For In-Year Transfers the distance tool used is Google Maps. 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).*

### **Admissions Criteria (Year 12-13)**

Please refer to the school website for information on admission into the Sixth Form.

## Holyport College

***It is your responsibility to read the full policy on the school's website before making your application***

### School details

Type of school: Free School, Co-Educational  
DFE Code: 868/4001  
Admission No.: 70 in Year 7 (52-day, 18 boarding)  
18 in Year 9 (0-day, 18 boarding)  
Headteacher: Mr Benedict McCarey  
Age range: 11-19  
SIF required: For pupils applying for a boarding place or who are eligible for the Pupil Premium  
Specialism: Day and Boarding School  
Email: [admissions@holyporthcollege.org.uk](mailto:admissions@holyporthcollege.org.uk)  
Website: [www.holyporthcollege.org.uk](http://www.holyporthcollege.org.uk)  
Tel: 01628 640150

### Aims and expectations

Holyport College is an all-ability, co-educational day and boarding school for pupils aged 11 – 19 years. It aims to provide an outstanding, all-round education where every pupil excels academically and develops personally, physically and socially, fully prepared for the challenges and opportunities of adult and working life. Eton College is our sole educational sponsor and brings its educational and pastoral expertise to Holyport College.

### Uniform

Holyport College believes that a uniform reflects the values and high standards to which all pupils should aspire. Details of our uniform and sports kit can be found at [www.schoolblazer.com](http://www.schoolblazer.com) and [www.etonssport.co.uk](http://www.etonssport.co.uk)

### Attendance, discipline and pastoral arrangements

Holyport College promotes positive behaviour and is a place where pupils are expected to uphold the highest standards of self-discipline and regard for the well-being of others.

### Facilities / Extra-Curricular activities

Holyport College is a purpose-built school with state-of-the-art facilities and the latest technology, including 3G Astroturf, indoor sports hall, drama suite, purpose built bedrooms, study areas, social and leisure spaces. Pupils also have access to some of Eton College's facilities.

### Your child's progress

Using prior attainment data as well as our own internal data and the professional judgement of staff, pupils will be set challenging but achievable targets which will motivate them to work hard and fulfil their potential.

### Curriculum and Homework

Pupils will follow a traditional academic curriculum preparing them for GCSEs in Year 11 and entry to higher education and university in Year 13. They will be expected to engage in independent learning activities outside the taught day. The school day starts at 8.40am and ends at 5.00pm for all pupils, Monday to Thursday with an early finish at 3.45pm on Friday.

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## **Teaching and Learning**

Teachers will prepare lessons which are engaging and academically robust, motivating their pupils and helping them to learn more than they ever thought possible.

## **Education after 16 / Sixth form curriculum**

Holyport College will provide Sixth Form education. This is academically selective, and applicants should read the Sixth Form admissions policy before making an application. All students, internal and external, must apply via the College's website between 1<sup>st</sup> September and 1<sup>st</sup> December the year before entry.

## **Holyport College Admissions Policy**

Our full admissions policy can be found on our website

[www.holyportcollege.org.uk](http://www.holyportcollege.org.uk)

Holyport College offers day places without reference to the gender of the applicant, and this is also the case, as far as is possible, for boarding places. However, the school is not obliged to admit any pupil as a boarder if accommodation appropriate to his/her gender is not available. Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Holyport College will not admit any child as a boarder unless he/she has satisfied the school that he/she is suitable to board. Pupils entering the school at Year 7 or Year 9 will comprise day and boarding pupils and admission will be entirely separate for each type of place. Separate applications can be made for a boarding and a day place in the same admissions round, but this will involve two separate simultaneous applications and preference for a day or boarding place must be stated. Parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for a boarding place if offered.

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

1. Looked after or previously looked after children.
2. Children with exceptional medical or social needs, where a letter from a qualified medical practitioner or social worker supports the case in terms of a relevant medical condition supported by medical evidence or equivalent written evidence from a social worker. This category shall be determined by reference to the RBWM Guidance on how exceptional medical or social needs are to be identified. This guidance is available on the RBWM website.
3. Children of staff at the school in either of the following circumstances:  
a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff, however any children admitted in these circumstances would not be prioritised over any children on the waiting list who are eligible for a higher admissions priority criterion.
4. Children eligible for the Pupil Premium such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium<sup>2</sup> (including children eligible for the Pupil Premium through the first three priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium<sup>2</sup> exceeds 20%.

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5. Children who live in the 'designated area' of the school with a sibling who is also a day pupil at the school at the time of admission. The designated area follows the boundary of Bray Parish and the map is shown on the RBWM website: <https://www.rbwm.gov.uk/home/schools-and-education/school-admissions/school-designated-areas>. There is no transfer from boarding pupil to day pupil. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority as a day pupil. The sibling must be a pupil in the main school at the time of admission – sibling priority does not apply to siblings of children in the Sixth Form.
6. Children who live in the 'designated area' of the school. The designated area follows the boundary of Bray Parish and the map is shown on the RBWM website: <https://www.rbwm.gov.uk/home/schools-and-education/school-admissions/school-designated-areas>.
7. Children with a sibling who is also a day pupil at the school at the time of admission. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority as a day pupil. There is no transfer from boarding pupil to day pupil. The sibling must be a pupil in the main school at the time of admission – sibling priority does not apply to siblings of children in the Sixth Form.
8. Proximity to the school for those applicants whose permanent residence is in the UK. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.

## **ALLOCATION OF BOARDING PLACES IN YEAR 7 AND YEAR 9**

The supplementary information form for boarding applications is available on our website. All students applying for a boarding place will be invited for an interview with the school solely to assess their suitability for a boarding school education. Candidates for boarding places will be assessed to determine their suitability for boarding prior to application of the oversubscription criteria. References from the candidate's current school will be taken up to help us to determine whether the candidate would be able to cope with and benefit from a boarding place. References also help the College to determine if the admission of any candidate would be detrimental to the wellbeing of other boarders. The College may also seek supporting documentation from other agencies, such as the Local Authority, where appropriate. This assessment will include scrutiny of reports as above together with the outcomes from an interview which will only consider suitability for boarding and which will include an opportunity for discussion with the child in the absence of their parents or carers.

Holyport College will inform parents and the Royal Borough of Windsor and Maidenhead (RBWM) whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been completed. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria. In the event of there being greater demand than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Looked after or previously looked after children.
2. Children of members in the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees
3. Children with a 'boarding need'. This includes children with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; children of other key workers and Crown Servants

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whose work dictates that they spend much of the year overseas. Determination of 'boarding need' is at the discretion of the Governing Body, which may require corroborating evidence to be provided by a person appropriately qualified to supply such evidence. In each case, it is the responsibility of the parents/carers to provide the information required to enable the Governing Body to make a determination.

4. Children who are at risk of being taken into care as determined by virtue of this description being applied by and communicated in writing by a social worker with the Royal Borough of Windsor and Maidenhead (RBWM).
5. Children transferring from a day place to a boarding place at Holyport College.
6. Children who meet the criteria for and have been offered a Holyport College bursary.
7. Children with a sibling<sup>3</sup> at the school who also boards and who will still be a pupil of Holyport College when the candidate takes up his/her place.
8. Children who are eligible for the Pupil Premium<sup>2</sup> and who have full funding for boarding fees secured by an external charitable foundation. This must be in place by 20 January in the proposed year of entry.
9. Proximity to the school for those applicants whose permanent residence is in the UK. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school
10. If any places are remaining, boarding places will be allocated to eligible international applicants (British Citizens or with right-to-reside in the UK) who do not qualify under criteria 1-8. These places will be allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

#### **TIE BREAK FOR DAY AND BOARDING STUDENTS**

In the event of students meeting identical criteria in the selection process, the students to be admitted will be determined by the drawing of lots.

#### **HOLYPORT COLLEGE BURSARIES**

Holyport College will consider applicants for a bursary boarding place, if there is funding available. Each application will be considered on its own merit by our Bursary Committee. The application form is available on our website. Please refer to the Holyport College Bursary Policy, available on our website, for full details of our bursaries. The final decision on the allocation of places will be made by the Headmaster and Governing Board of Holyport College.

## **Newlands Girls' School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Girls, Academy   |
| Address:          | Farm Road, Maidenhead, SL6 5JB   |
| DFE Code:         | 868/4036   |
| Admission Number: | 192  |
| Co-Headteachers:  | Miss J. Capon and Mr M. Henshaw  |
| Age range:        | 11-19  |
| Email:            | <a href="mailto:office@newlandsgirls.co.uk">office@newlandsgirls.co.uk</a>       |
| Website:          | <a href="http://www.newlandsgirlsschool.co.uk">www.newlandsgirlsschool.co.uk</a> |
| Tel:              | 01628 625068   |

### **About Newlands Girls' School**

#### **Aims and expectations**

At Newlands, we create confident and responsible young women equipped with the skills they need for the 21st century. We empower all students to realise their potential as part of a sustainable community committed to lifelong learning.

#### **Uniform**

Uniform is compulsory in Years 7-11 and consists of the Newlands kilt (or grey trousers), white blouse, blue jumper and grey jacket. A summer dress is also available.

Make up and jewellery are not permitted. Hair longer than jaw length must be tied back at all times.

Regulation sports kit is also compulsory.

#### **Attendance, discipline and pastoral arrangements**

All girls are expected to attend every day and absence other than for medical reasons can only be authorised for exceptional reasons such as music or ballet examinations.

All girls are expected to follow our Golden Rules.

1. Follow instructions from all staff
2. Be polite and respectful to all members of the community
3. Wear the school uniform correctly
4. Be on time
5. Bring the correct equipment and work to school
6. Respect all property and your environment
7. Try your best.

Girls are cared for by a team of Form Tutors, Year Heads and Mentors. We work in partnership with parents to ensure girls are happy, safe and fully involved in school life.

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### **Facilities/Extra-Curricular activities**

We have a campus-style site with playing fields, Sports Hall, modern cafeteria, Drama Studio and newly refurbished swimming pool. We have excellent facilities for Music and Technology in addition to a purpose-built Sixth Form Block. We believe that all girls should take part in at least one extra-curricular activity. There is a vast range of lunchtime and after school clubs available including extensive opportunities for the development of leadership skills.

### **Your daughter's progress**

Girls receive up to six reports a year and parents are expected to attend the Parents' Evenings and the relevant Information Evenings. Targets are set for all girls at Key Stages 3, 4 and 5 using the Fischer Family Trust data at the level commensurate with the performance of pupils in the top 25% of schools nationwide.

### **Curriculum and Homework**

We follow the National Curriculum in addition to offering three Modern Foreign Languages and, for some pupils, three separate Sciences. Latin may be taken as an extra-curricular option. We have a programme for girls deemed "Most Able" including support for those wishing to apply for Oxford or Cambridge. We do not, however, recommend early entry for public examinations as this rarely enables girls to achieve to their full potential. Homework is an integral part of our success and all girls are expected to meet the deadlines that are set and complete all tasks to the very best of their ability.

### **Teaching and Learning**

Teaching at Newlands is inspirational and exciting. New technologies are embraced at the same time as traditional standards being upheld. Girls are encouraged to be resilient and independent as well as being very well supported by highly qualified subject specialists. Outstanding academic standards are achieved as a result of the dedication of staff, the commitment of the girls and the support of their parents. In English, Mathematics and Science girls are taught in classes arranged by ability.

### **Admissions Criteria (Year 7-11)**

Please refer to the school website for the full admissions policy.

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

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

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became adopted or were subject to a residence order or special guardianship order. This category also includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being

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adopted.

2. Children with exceptional social or medical reasons for requiring the school.
3. Children who live in the 'designated area' of the school and who have a sibling who attends this school.
4. Children who live in the 'designated area' of the school.
5. Children who have a sibling who attends the school.
6. Children who attend a Primary School that is formally linked with the preferred Secondary school. These are Courthouse Junior, Holyport Primary, Oldfield Primary, Riverside Primary and St. Luke's Primary.
7. Individual preference for a single-sex educational school where only the alternative is available in the local area.
8. Children whose parents have any other reason for their preference.

### **Admissions Criteria (Year 12-13)**

Please refer to school website for information on admission into the Sixth Form.

## **St Edward's RFE Middle School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details:**

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

### **Aims and expectations**

St Edward's Royal Free is a distinctively Christian school in which we as individuals achieve and thrive with dignity, knowing we are loved by God. In our supportive and exciting environment we are given opportunities to grow and learn; to aim for excellence in all we do and develop enquiring minds.

Pupil achievement is high and the school's SATs results remain well above the National average for reading, writing and maths.

### **Uniform**

The school expects pupils to conform to a smart, formal appearance and uniform is worn by all pupils. Details are available on the school's website.

### **Attendance, discipline and pastoral arrangements**

Pupils register morning and afternoon and are expected to attend punctually. Attendance is high (nearly 97%) and monitored closely. The school's behaviour, safeguarding and other policies are available for parents and the school has been commended for the "exemplary" behaviour of pupils.

### **Facilities / Extra Curricular activities**

The school buildings offer a light and attractive environment for study and include purpose-built science laboratories, a Learning Resource Centre and library, a modern Sports Hall and extensive playing fields, ICT centre, Music Suite as well as other specialist teaching areas. There is an extensive enrichment programme in Sports, Arts, music and many other curriculum areas.

### **Your child's progress**

Each child is set targets each year based on their prior attainment and these are regularly reported to parents through a series of interim attainment and progress updates, written reports and meetings with your child's form tutor and subject teachers.

### **Curriculum and Homework**

Pupils follow the National Curriculum and homework is set throughout the school. There is an emphasis on English, maths and science in Key Stage 2 and this continues in Years 7 and 8 but with increased time for some Foundation subjects such as French and RE. Year 8 have an options lesson

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each week which includes a second MFL. There is a strong performing and expressive arts programme and all pupils enjoy at least two hours of physical education and activity each week.

### **Teaching and Learning**

Classes are taught by specialist subject teachers throughout the school although in Year 5 pupils spend additional lesson time with their form tutor with a focus on their literacy. As a result, they are well-supported emotionally, pastorally and academically. Pupils are taught sometimes in mixed-ability groups and sometimes grouped according to ability, especially in English and maths. Wherever possible, additional classes are created to enable smaller class sizes.

### **Admissions Criteria**

**Please refer to the school website and prospectus for the full admissions policy and details of the notes referred to in the summary below.**

The Governing Body of St Edward's Royal Free Ecumenical Middle School, being the Admissions Authority, will offer places up to one hundred and twenty children who have attained the age of nine years by 31<sup>st</sup> August 2020.

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan naming St Edward's Royal Free Ecumenical Middle School - will be offered a place.

In the event of there being a greater demand for admission than there are places available, places will be allocated in the following category order: -

**A1. Looked after Children** and children who were previously looked after, but ceased to be so immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. [See Note 1]

Governors will next consider all applications from children attending First Schools in the Windsor system [see Note 2] or normally resident [see note 3] in Windsor, Old Windsor, Eton, Eton Wick, Datchet, Wraysbury and Horton as defined by the RBWM Designated area (The map of the designated area is available for inspection in the school office and on the school's website)

**A2. Siblings of children, who are on the school roll at the closing date of the Local Authority application.** By sibling, we mean brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. [See Note 4]

**A3. Children who have either strong medical or social grounds for admission** (e.g. serious social problems in the family, or any chronic medical condition affecting the pupil that only this school can accommodate). If this is the case your application must be fully supported at the time of application by written confirmation from the professional person(s), (such as a doctor or social worker) involved in the case. The documentation should set out the reasons

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why this school is the most suitable one and the difficulties that would be caused if the child had to attend another school. The Governing Body may seek additional information or clarification from the professionals involved. The application will be assessed objectively. [Attached to this policy is the standard by which these criteria can be met.]

**A4. Children of staff at the school,** subject to either or both of the following:

- a) where the member of staff has been employed at the school for two or more years at the time the application for admission is made, and/or
- b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

**A5. Children who have been baptised in either an Anglican Church or Catholic Church, or whose parent(s) [see Note 5] are baptised members of either the Anglican or Catholic Churches.**

By Anglican Church we mean, The Church of England, The Church of Wales, The Scottish Episcopal Church and The Church of Ireland. By Catholic we mean a person baptized in a church which is in communion with the See of Rome or a person received into the Catholic Church (The List is available at <http://www.portsmouthdiocese.org.uk/schools/uploads/201611-Diocesan-admissions-guidance-2020-21.pdf> see pages 35-36)

**A6. Children, or Children whose parent(s), are members of any other Christian Faiths and all other Faiths.**

**A7. All other applicants normally resident within the RBWM designated area (defined above)**

Should there be more applications than places available in any of the categories above, then priority will be given according to **proximity of the child's home, as measured by the straight-line distance between the home and the school** with those living nearer being accorded the higher priority; this will serve to differentiate between children in criteria A1 to A7 should the need arise. This data is supplied to us by the Royal Borough of Windsor & Maidenhead and is determined from the address point of the pupil's house measured in a straight line as determined by Ordnance Survey to the address point of the school using the local authority's GIS system.

**Tie Breaker**

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. This process will be conducted in the presence of a person independent of the school.

**B** If places remain, consideration will be given to children living outside the area defined in A above not covered by A above using the categories A3 – A7 in the order listed in A above. The same tiebreakers will apply as in Category A

The Governing body will assign each application a category based on the information and documentation received.

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**Evidence required for each category is: -**

Category A5 any of the following: -

Certificate of baptism for the child/parent (or letter/certificate of reception for those received into the Catholic Church)

Copy of Baptismal Register signed by present incumbent

Confirmation Certificate

In very rare circumstances where none of the above can be obtained the Governing Body will consider an application supported by alternative evidence which explains why such evidence is unavailable and supports beyond reasonable doubt that a parent/guardian or child has been baptised.

Category 6 For members of other Christian and non-Christian faiths, a letter confirming induction, acceptance or birth into that faith from the leader of the congregation is required, or the equivalent documentation to that required for category A5

The Governing Body reserves the right to verify any supporting evidence.

**PLEASE INCLUDE YOUR EVIDENCE WITH THE SUPPLEMENTARY INFORMATION FORM. (SEE ADMISSION ARRANGEMENTS)**

## **St Peter's CE Middle School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details:**

|                   |                                   |
|-------------------|-----------------------------------|
| Type of school:   | Academy, Co-Educational           |
| DFE Code:         | 868/4003                          |
| Admission Number: | 90 (60 in Year 8 2021/22)         |
| Headteacher:      | Mr. Andy Snipp                    |
| Age range:        | 9-13                              |
| Specialism:       | No                                |
| Email:            | office@st-petersoldwindsor.org.uk |
| Website:          | www.stpetersceschool.org          |
| Tel:              | 01753 866253                      |

## **About St Peters School**

### **Aims and expectations**

*You yourselves like living stones are being built up– Aspire, Believe, Grow, Achieve*

(Quote taken from: 1 Peter, 2:5) You yourselves like living stones are being built up- valued by God- and a unique member of our school community. You will continue to build firm foundations for life in all its fullness– spiritually, academically, socially, and emotionally, as this is at the heart of everything we do. We want you to become a wise, compassionate, and responsible citizen in today's multi-faith modern Britain

### **Uniform**

Our students played a key role in the design of our uniform, the colours of which are based on those of our Multi-Academy Trust. The uniform is a blue blazer with purple piping and St Peter's logo, a purple with gold stripe tie, grey trousers, or tartan skirt. To the delight of many parents, we have also introduced a compulsory school bag.

### **Attendance, discipline, and pastoral arrangements**

Our rate of attendance is good, and students are expected to be punctual. Unexplained absence is rigorously followed up and we expect parents to support the school attendance and discipline policies. Our pastoral arrangements are firm but fair and not only understood but shared by our students.

### **Facilities / Extra Curricular activities**

We have specialist rooms for all practical subjects including Science lab, Art room, Music suite, Food Technology suite and large Gymnasium. All teaching rooms are furnished with Interactive Whiteboards. We have extensive school fields and floodlit courts. We believe our facilities offer exceptional opportunities.

We have a wide range of enrichment programmes varying from homework clubs, chess and reading clubs and sports clubs.

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## **Your child's progress**

The progress students make is closely monitored throughout their time at St Peter's. They are set challenging targets based on previous attainment and parents are kept informed through interim and annual reports. Any concerns about a student's progress are discussed in year with parents and parents are encouraged to contact the school with any concerns they may have.

## **Curriculum and Homework**

At key stage 2 students follow the 'Inspire Curriculum' which is set around different themes e.g. 'To the stars'. Students are taught in a primary classroom for the majority of their lessons. Specialist rooms are used for science, music, computing, art, DT and PE. At key stage 3 we move to a secondary model. Homework is posted on the school website

## **Teaching and Learning**

Students are taught by specialist teachers in mixed ability groups and we offer a range of programmes to ensure students are supported and challenged in ways.

## **Admissions Criteria (Year 5-8)**

Please refer to our website for the full admissions policy.

Applicants with a Statement of Special Educational Needs, with St Peter's Church of England Middle School as their named school, have an automatic right to a place. Once these children have been placed, the following criteria will be applied in the order given below.

For definitions see following paragraph.

1. Looked After Children, (LAC), Internationally adopted previously looked after children (IAPLAC) and children who were previously Looked After, but ceased to be so because, immediately after being Looked After, they became subject to an adoption, child arrangements or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends St Peter's Church of England Middle School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. A child ordinarily living in the Parish of Old Windsor.
4. A child with a sibling on the roll of St Peter's at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. A child of a member of staff at the school will be admitted, subject to qualification in either or both of the following:
  - a) where the member of staff has been employed at the school

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for two or more years at the time the application for admission is made,  
and/or

- b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 
- 6. A child attending King's Court First School, The Royal School, Eton Porny C.E. Combined First School or Eton Wick C.E. Controlled Combined First School at the time of application.
  - 7. A child attending one of the following Windsor First/Primary Schools: Alexander First; Braywood CE Controlled First; Clewer Green CE Aided First; Datchet St Mary's CE Primary, Dedworth Green First; Hilltop First; Homer First; Oakfield First; The Queen Anne Controlled First; St. Edward's RC Aided First, Trinity St. Stephen CE Aided First; or Wraysbury Primary, at the time of application.
  - 8. A child living outside the Ecclesiastical Parish of Old Windsor and who does not attend one of the schools named in criteria 6 or 7 at the time of application.

## **Trevelyan Middle School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Academy, Upton Court Educational Trust<br>Co-Educational             |
| DFE Code:         | 868/4083   |
| Admission Number: | 150  |
| Headteacher:      | Mr Mark Pritchard  |
| Age range         | 9-13   |
| SIF:              | No   |
| Email:            | <a href="mailto:office@trevelyan.org.uk">office@trevelyan.org.uk</a> |
| Website:          | <a href="http://www.trevelyan.org.uk">www.trevelyan.org.uk</a>       |
| Tel:              | 01753 864371   |

### **Aims and expectations**

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

### **Uniform**

Full school uniform to be worn at all times; to include black jumper with school crest.

### **Attendance, discipline, and pastoral arrangements**

Attendance and punctuality is monitored twice daily via SIMS and automatically updates a child's record. The school does not accept excuses for poor behaviour and attitude, and we have very clear rules. Each child has a pastoral tutor who is responsible for the non-curriculum elements of their form group's schooling. On entry to Year 5 children are placed in mixed ability tutor groups. This encourages social integration and a group identity. The criteria for grouping are friendship, gender, and ability.

### **Facilities / Extra-Curricular activities**

At Trevelyan, we enjoy access to a D&T workshop, food technology room, 3 tennis/netball courts, sports hall with 4 badminton courts, extensive fields, 400m track in summer months and a multi-use hall. We also have a full programme of extra-curricular activities both at lunch times and after school.

### **Your child's progress**

Parents/carers will receive progress reports at the end of the autumn, spring and summer terms.

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## **Curriculum and Homework**

In general, we anticipate around 5 hours of homework per week in KS2, and considerably more in KS3. This will increase when P2i projects are undertaken. P2i is part of our home learning scheme. It encourages pupils to work more independently and take greater responsibility for their own success. Our pupils are encouraged to present their work in a variety of media they enjoy working in.

## **Teaching and Learning**

All curriculum subjects are taught by specialist teachers. Our aim is that all children are taught at an appropriate level using suitable methods and materials.

Pupils in Years 5 and 6 are taught most subjects in their tutor groups except in Maths where pupils are set across the year group according to their prior attainment. The school regularly reviews grouping arrangements to ensure that all pupils are able to maximise their progress and enjoy the provision being made.

## **Admissions Criteria (Year 5-8)**

### **Trevelyan Middle School Admission Arrangements for September 2021**

1. The school's planned admission number (PAN) for Year 5 Entry in September 2021 is 150.
2. Pupils with Special Educational Needs, supported by written evidence supplied by a recognised authority, and who have named Trevelyan Middle School specifically on the statement, will be admitted automatically.
3. Pupils with an Education Health and Care Plan under the Children and Families Act 2014, and where the school has been named by the recognised issuing authority on the EHC plan, will be admitted automatically.

Section 39(2) of the Children and Families' Act 2014 says that the local authority must consult the school before naming a school on the EHC plan and section 39(4) gives the only reasons why a school should not be named. These are "a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Pursuant to this act, Trevelyan Middle School will work with recognised authorities to ensure that admission of a child with a statement of SEN or EHC plan is compatible with the school.

4. To apply for a place in year 5 in September 2022, applicants must state Trevelyan Middle School on the Common Application Form (CAF), to be submitted to the Local Authority in which the applicant lives by 31 October 2021. If the number of applicants exceeds the number of places available, the following over-subscription criteria will be applied:

**Closing date for on-time applications is 31 October 2021**

(i) Looked after Children who are being accommodated, or who have been taken into care by a local authority under section 20, 31 or 38 of the Children Act 1989. The first priority will go to children who are legally defined as looked after by the local authority at the time an application to the school is made, and young people previously looked after, who are children defined as those who were looked after, but ceased to be so because they were adopted (in accordance with Section 46 of the Adoption and Children Act 2002), or subject to a residence order (in accordance with Section 8 of the Children Act 1989) or a special guardianship order (in accordance with Section 14A of the Children Act 1989). (see notes a and b below). This includes those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

(ii) Children with exceptional medical or social reasons for requiring the school. When applying under this criterion, parents must complete a Supplementary Information Form (SIF) with specific information that should be considered. This should be supported by written evidence from a professional, such as a doctor or social worker. The admissions authority will not consider common ailments as exceptional medical needs, such as asthma, eczema, allergies, diabetes, or dispensing of medication that may require further training to school staff for its administration. Hospital appointment letters or prescriptions are also not considered relevant documentary evidence.

(iii) Children of members of staff who have been employed at Trevelyan Middle School for 2 years or more prior to submission of the Common Application Form (CAF) on 0.5 of full time or above or filling a vacant post where there is a skills shortage. The term "staff" refers to any employee who is permanently employed by Trevelyan Middle School and excludes those contracted through external agencies.

(iv) Children attending a First (Reception to Year 4) School within the Royal Borough of Windsor and Maidenhead. These are Feeder Schools, and include Alexander First School, Braywood CE First School, Clewer Green First School, Dedworth Green First, Eton Porny School, Eton Wick School, Hilltop First School, Homer First School, Kings Court, Oakfield First School, Queen Anne First, St Edward's RC First, The Royal School, and Trinity St Stephens CE School. Trevelyan Middle School does not give priority to which school applicants currently attend (see tie-breaker procedures below).

(v) Children living within the catchment area of the school. This includes applicants whose home address is within the Wards and Parishes of the Royal Borough of Windsor & Maidenhead. (see note c below for a full list). The 'home address' is defined as the address where the child is normally resident. Where there is shared custody of the child or the child lives at more than one address in any given week, it is the address of the parent or carer who receives child benefit for that child, or in the absence of child benefit it is the address of the parent or carer with whom the child resides for the greater duration.

(vi) Children with siblings at the school. Sibling is defined as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

(vii) Any other applicants.

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

6. Once all offers of places have been made according to sections 3, 4, 5 & 6 above, any remaining applicants that were not offered a place initially due to over-subscription, will be placed on a waiting list. The position of each applicant on the waiting list is determined through the application of the over-subscription criteria above. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-drawn.

The waiting list will operate until 31 December 2021.

## NOTES

a) A 'looked after' child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see Section 22(1) of the Children Act 1989).

b) A previously 'looked after' child is one who immediately after being 'looked after' became subject to an adoption, residence, or special guardianship order. An 'adoption order' is an order under section 46 of the Adoption and Children Act 2002. A 'residence order' is an order settling the arrangements to be made as to the person with whom the child is to live under section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

c) For purposes of catchment area for the school, applicants must reside within the following Wards or Parishes of the Royal Borough of Windsor and Maidenhead :

Wards : Ascot and Cheapside, Belmont, Bisham and Cookham, Boyn Hill, Bray, Castle Without, Clewer East, Clewer North, Clewer South, Cox Green,

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Datchet, Eton and Castle, Eton Wick, Furze Platt, Horton and Wraysbury, Hurley and Walthams, Maidenhead Riverside, Old Windsor, Oldfield, Park, Pinkneys Green, Sunningdale, Sunninghill and South Ascot.

Parishes : Bisham, Bray, Cookham, Cox Green, Datchet, Eton, Horton, Hurley, Old Windsor, Shottesbrooke, Sunningdale, Sunninghill and Ascot, Waltham St. Lawrence, White Waltham, Wraysbury.

## **The Windsor Boys' School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School details**

|                   |  |
|-------------------|--|
| Type of school:   | Academy, Boys only                                   |
| DFE Code :        | 868/4044   |
| Admission Number: | 260  |
| Headteacher:      | Mr G C Henderson                                     |
| Age range:        | 13-18  |
| SIF required:     | Yes, if applying under Arts Criteria                 |
| Specialism:       | Arts   |
| Email:            | <a href="mailto:mail@twbs.co.uk">mail@twbs.co.uk</a> |
| Website:          | <a href="http://www.twbs.co.uk">www.twbs.co.uk</a>   |
| Tel:              | 01753 716060   |

### **About The Windsor Boys' School**

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

This is achieved through the blend of three well-refined elements:

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

### **Aims and expectations**

We place a great deal of emphasis on promoting the right values and behaviours that prepare young men to flourish in a rapidly changing world. We promote an enthusiasm for learning, an encouragement of effort and celebration of success. We encourage participation, teamwork, and leadership through a range of activities. Students are taught how to be supportive of each other and thoughtful towards others, displaying manners, social skills and loyalty to the school and community. Each individual is fully prepared for the future and leaves us as a confident and resilient young man who is well-equipped for a happy life in a diverse and ever-changing society.

### **Uniform**

The School uniform has been devised to encourage smartness. All boys are required to dress in accordance with school regulations whilst at school and

travelling to and from school. Hair must be kept clean, tidy, and no longer than the collar in length.

### **Attendance, discipline, and pastoral arrangements**

Students are expected to attend school every day unless prevented by illness. Any other absence other than for medical reasons can only be authorised for exceptional reasons such as music or sporting events.

The Headteacher, Deputy Headteachers and the Directors of Pupil Progress are responsible for the discipline of the School. In practice boys are expected to develop powers of self-discipline.

All boys are first placed into one of the eight Houses and then into a tutor group with boys in the same year group (about 25-30 boys in each tutor group). Tutors will usually stay with their tutor groups throughout their time at the school. The tutoring system is overseen by the Directors of Pupil Progress who are a crucial part of the pastoral team.

### **Facilities / Extra-Curricular activities**

The School has extensive facilities: Rowing boathouse, dance and drama studios, main hall, music rooms, tennis courts, art rooms with a dark room, media suite, sports hall, gym, an AstroTurf, and extensive playing fields. The school provides a wide range of extra-curricular activities which are of vital importance if a boy is to receive a rounded education. Many school clubs meet before school, at lunchtime and after school and school teams regularly play on Saturday mornings. A boy should not allow outside interests to interfere with these School activities.

### **Your child's progress**

Maintaining regular contact with boys' parents/guardians is an integral part of our ethos. We feedback on your son's/ward's progress by holding Parents Evenings, providing full and detailed reports and giving online progress updates 4 times a year. Communication through the virtual learning environment and email is encouraged.

### **Curriculum and homework**

The school follows the usual statutory requirements and the requirements of the National Curriculum therefore all students in Years 9, 10 and 11 are taught English, Mathematics, Science, PSHE, RE and PE.

In Year 9 all boys are also taught a number of other subjects, Art, Drama, Technology, Geography, History, MFL and Music.

In Years 10 and 11 as well as a core of English and English literature, maths, science, RE and PE, boys choose four optional subjects that they wish to continue to study. Some setting will take place to ensure that students are following an appropriate programme of work. Assessment is an on-going process which may if appropriate result in movement between teaching groups.

Homework is set on each day (Monday to Friday) of term. Normally three subjects are set for each evening and the approximate times to be taken are:



Years 9 & 10 receive a minimum of one hour each evening. This will rise as they go through the school with most boys receiving 1½ hours.

Parents/guardians' co-operation is essential in ensuring that boys spend sufficient time on homework and complete it at home. The school uses a virtual learning environment to set and mark homework which is accessible to parents. Homework is not an option, but an integral part of the Curriculum.

### **Education after 16 / Sixth form curriculum**

The post-16 curriculum is designed to ensure progression from Year 11 and on to university, further education, training, or employment. We currently offer a two-year programme at level 3 which leads to a wide range of academic and vocational qualifications. Students are able to access courses and additional qualification at Windsor Girls School. The sixth form prospectus provides information about the entry requirements and pathways, and the support available to students to help them progress through the sixth form and on to their chosen destination.

### **Admissions Criteria (Year 9-11)**

Please see the website for full information on the admissions criteria for TWBS Academy.

Children with a Statement of Special Educational Need/EHC Plan naming TWBS Academy will always be offered places.

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked After Children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional medical or social needs for requiring the school.
3. Children who live in the 'designated appropriate area' of the school and who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the child for whom a place is sought.
4. Children living in the 'designated appropriate area'.
5. Children selected according to their aptitude for performing arts (to a maximum of 10% of their new intake).
6. Children who don't live in the 'designated appropriate area' of the school and who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the child for whom a place is sought.
7. Children who attend a feeder Middle school.

8. Children whose parents have selected the school because of a preference for a single-sex school when the local alternative is a co-educational school.
9. All other applicants.

**Admissions Criteria (Year 12-13)**

Admissions to Year 12 and 13 are dealt with by the school. Full details can be obtained by contacting the Sixth Form Office at the school:  
[admissions@twbs.co.uk](mailto:admissions@twbs.co.uk)

## **Windsor Girls' School**

***It is your responsibility to read the full policy on the school's website before making your application***

### **School Details**

|                   |  |
|-------------------|--|
| Type of school:   | Academy, Girls only  |
| DFE Code:         | 868/4046   |
| Admission Number: | 208  |
| Headteacher:      | Eimear O'Carroll/Peter Griffiths (co heads)                    |
| Age range:        | 13-18  |
| SIF required:     | No   |
| Specialism:       | Teaching school  |
| Email:            | office@windsorgirls.net  |
| Website:          | <a href="http://www.windsorgirls.net">www.windsorgirls.net</a> |
| Tel:              | 01753 795155   |

### **About Windsor Girls' School**

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

### **Uniform**

Windsor Girls' School dark green pleated skirt or dark green tailored trousers.  
White blouse: fitted with an open reverse collar.  
Dark green jacket: single breasted, with school logo.  
Dark green V-neck jumper with school logo.  
If a hijab is worn, it should be green, black, or white.

### **Footwear**

Shoes: Black, non-leisure shoe with low heel. Boots, backless shoes, sandals, and high heels may not be worn in school. Trainers are not to be worn to and from school.  
Ankle socks: White. Sports socks or trainer socks are not acceptable, nor are those with patterns or added decorations.  
Tights: Black opaque tights can be worn with a skirt. Leggings are not acceptable.

### **Outdoor Wear**

Dark coat or shower-proof jacket. Leather and denim garments are not acceptable, nor are those with patterns or added decorations.  
A green, black, or white scarf is optional.  
In extreme weather conditions students will be informed of appropriate footwear and outdoor.

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## Attendance, Behaviour for Learning and Pastoral System

At Windsor Girls' School all members of the school community are encouraged to **Aspire, Advance, and Achieve**. Expectations about behaviour are clear and systems to reward good behaviour and to sanction poor behaviour are in place.

The school rules are as follows:

1. Be on time, bring your equipment
2. Wear correct uniform
3. Respect and listen to others and follow instructions
4. Complete all tasks set
5. Be positive about your learning

Each student is assigned a tutor group which is assigned to one of three houses. Our robust pastoral system ensures a consistent yet individual approach. All students have access to appropriate support, guidance, and care.

## Tracking Progress and Recording and Reporting

Windsor Girls' School is committed to supporting students in achieving their full potential. In order to progress in their learning, assessment data for individuals and for groups of students will be used in the following ways:

| <b>Aspire</b>   | <b>Advance</b>  | <b>Achieve</b>  |
|---|---|---|
| To predict future performance through <b>target setting</b> | To monitor student progress through <b>tracking, intervention, and academic mentoring</b> | To measure outcome and value added through <b>data analysis</b> |

- There are three data collection points across the academic year for each Year Group. All Year Groups receive one formal Written Report and two interim Progress Summaries.
- Within the Academic Year there is a Subject Evening for each Year Group. This provides parents/carers with the opportunity to discuss progress within the subject area.
- Student progress is tracked through the analysis of current level/grade progression from one data input to another.
- Students receive grades on milestone pieces of work as set out in the marking policy. (Achievement data is recorded in confidence levels and as such allow for progress to be measured effectively).
- Subject teachers have progress data available and use it to identify underachievement within the classroom. This will inform the support strategies in place within the classroom.
- Subject Leaders have an overview of progress within the subject area. This is used to identify patterns of underachievement and to adopt appropriate intervention strategies across the subject area.
- Students carry out Cognitive Ability Tests prior to starting Year 9. There are three tests - Verbal Reasoning, Non-Verbal Reasoning and Quantitative Reasoning. We use the results of tests to identify large discrepancies between the different tests so that students can receive the appropriate support and be placed in the appropriate sets.

## **Extra-Curricular**

A wide range of extracurricular activities are available to all year groups. All students will follow The Edge programme designed to enhance LORIC skills (Leadership, Organisation, Resilience, Initiative, Communication). This enables students to look at key character attributes that will facilitate and broaden their skills.

We have excellent facilities for sport and have a number of successful teams including netball, cheerleading, football and swimming teams. There are various other clubs running across the year ranging from tennis to dance groups.

The Drama and Music departments offer many opportunities for students to showcase their talents. These include the Windsor Girls' School Choir and Ensemble. We also have joint musical and dramatic groups with Windsor Boys' School.

Year 9 students can apply to be Year Ambassadors and as such represent the school at various events both on site and at other venues. There is also the opportunity to represent students as part of the Year Council and Whole School Council.

There are many enrichment trips and events which happen across the year to enhance academic study. We also have specific opportunities designed to stretch and enrich the most able such as The Edge, Aspire and the Aiming Higher group.

## **Learning and teaching**

Students are banded as follows:

- There are 2 bands, an upper band and a lower band
- Students in each band are determined from transfer and Key Stage 2 data across English, Mathematics, Science and Modern Foreign Languages.
- Within each band students are in set groups independently for English, Mathematics, Science, Modern Foreign Languages and Design Technology
- The remaining subjects are blocked with one of these subjects and setting is therefore determined by that subject.

## **Admissions Criteria (Year 9)**

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

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

1. Girls who are looked after or were previously looked after - A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements order, or special guardianship order. This includes

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those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted;

2. Girls with exceptional medical or social reasons for requiring the school – Where the girl, or her parent or carer, can demonstrate a wholly exceptional medical or social requirement for attendance at the school and that attendance at no other school will suffice.
3. Girls who live in the 'designated appropriate area' of the school and who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the child for whom a place is sought.
4. Girls who live in the 'designated appropriate area' of the school.
5. Girls who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the child for whom a place is sought.
6. Girls who attend a feeder middle school
7. All other applicants

### **Admissions Criteria (Year 10-13)**

Admissions to other year groups are dealt with by the school. Full details can be obtained by contacting the school.

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

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

**Closing date for on-time applications is 31 October 2021**

**Girls of multiple births:** In cases where there is only one place available at the school and the next girl on the waiting list is one of a twin, triplet or other multiple birth group, both twins (or all the siblings in the case of other multiple births) would be admitted, even if this meant that the school would admit in excess of the admission number.

## **SECTION 5: Transfer to a university technical college or studio school at the end of Year 9**

These schools offer an alternative education to a typical 11-18 secondary school, and usually admit pupils in either Year 9 or Year 10. If you decide that you would like to apply for a place at any of these schools, please refer to their website for information on how to apply directly to the school.

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

### **University technical colleges**

University technical colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Mathematics, as well as their specialist subject(s).

For further information on UTCs visit <http://www.utcolleges.org/utcs>

### **Studio schools**

Studio schools are designed for 14–19-year-olds of all abilities. They are small schools for 300 students; and with year-round opening and a 9-5 working day, they feel more like a workplace than a school.

Studio schools offer a range of academic and vocational qualifications including GCSEs in English, Math's and Science, as well as paid work placements linked directly to employment opportunities in the local area. They focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary school.

For further information on available Studio schools visit [www.studioschoolstrust.org](http://www.studioschoolstrust.org)

There are no UTCs or studio schools within the borough. The following UTCs and studio schools are within a commutable distance.

### **UTC Reading**

Headteacher: Joanne Harper  
Computer science | Engineering  
Age: 14-19 PAN:100  
Crescent Road, East Reading, RG1 5RQ  
0118 938 1020  
[enquiries@utcreading.org.uk](mailto:enquiries@utcreading.org.uk)  
Website: [www.utcreading.co.uk](http://www.utcreading.co.uk)



**Global Academy UTC**

Specialism: Creative, technical and broadcast and digital media

Location: Hayes, Middlesex

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

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

**Sir Simon Milton Westminster UTC**

Specialism: Transport engineering | Construction

Location: Westminster

Address: Sutherland Street, London, SW1V 4LH

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

**Heathrow Aviation Engineering UTC**

Specialism: Aviation engineering | Engineering

Location: Northwood

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

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

**Watford UTC**

Specialism: Computer science | Travel and tourism | Hospitality | Event management

Location: Watford

Address: Colonial Way, Watford, WD24 4PT

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

**UTC Oxfordshire**

Specialism: Science (Life sciences and physical sciences) | Engineering

Location: Didcot

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

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

**Bucks University Technical College**

Headteacher: Tony Withell

Specialism: IT and computing | Construction

Age: 14-19 PAN: 120

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

01296 388688

[info@buckinghamshireutc.co.uk](mailto:info@buckinghamshireutc.co.uk)

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

**Elstree UTC**

Specialism: Multimedia | Production arts | Digital technology and communication for entertainment industries

Location: Borehamwood

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

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

**South Bank Engineering UTC**

Specialism: Engineering for building and health sectors

Location: Brixton

Address: 56 Brixton Hill, Brixton, London, SW2 1QS

Website: [www.southbank-utc.co.uk](http://www.southbank-utc.co.uk)

**Parkside Studio College, Middlesex**

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

Location: Hayes, Middlesex

Address: Wood End Green Road, Hayes UB3 2SE

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

**Space Studio West London**

Specialism: Space | Aerospace | Science | Maths

Location: Feltham, Middlesex

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

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

## SECTION 6: Sixth form and post-16 education

### Meeting the duty to participate

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

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

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

### School sixth forms

All secondary and upper schools in the Royal Borough of Windsor and Maidenhead offer post-16 courses in the sixth form (Years 12 & 13). You should contact the school directly to ask for course information and entry requirements, and when applications should be submitted.

Admission into the sixth form at each school is dealt with directly by the school.

### Other post-16 learning options

#### East Berkshire College

East Berkshire College offers a wide range of courses for young people from entry level up to Level 3.

More information can be found on their website [www.eastberks.ac.uk](http://www.eastberks.ac.uk)

#### Berkshire College of Agriculture (BCA)

BCA offers a comprehensive programme of vocational courses, apprenticeships and foundation learning programmes.

More information can be found on their website [www.bca.ac.uk](http://www.bca.ac.uk)

## **SECTION 7: Financial assistance**

### **Free school meals**

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

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

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

## **SECTION 8: Useful contact details**

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

|   |              |
|---|--------------|
| Admissions staff (call back service only) | 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](mailto:rbwm.admissions@achievingforchildren.org.uk)

### **Neighbouring Local Education Authorities Admissions Teams**

|                                  |               |
|----------------------------------|---------------|
| Buckinghamshire County Council   | 01296 395000  |
| Bracknell Forest Borough Council | 01344 354023  |
| Slough Borough Council           | 01753 875700  |
| Surrey County Council            | 0300 200 1004 |
| 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  |