

Starting School or  
Transferring to  
Junior School

# Admission to Windsor and Maidenhead's Primary Schools

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For September 2023 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 entering Year Reception into a primary, first or infant school, and pupils transferring to a junior school at the end of Year 2.

When the guide refers to 'primary' school, this will mean primary, first, infant, or junior 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 primary school and a determination is made by the authority on the national offer date.

The information was correct in September 2022 and is subject to change and correction during the academic year 2022-23.

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

When providing supporting documentation, please provide copies 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)

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

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**Closing date for on time applications is 15 January 2023**

# Table of Contents

Introduction.....	1
<b>SECTION 1:Types of school in the Royal Borough of Windsor &amp; Maidenhead and key dates ....</b>	<b>5</b>
The Structure of Education in The Royal Borough of Windsor and Maidenhead .....	6
Key Dates for Admission in September 2023.....	7
Process .....	7
Date.....	7
<b>SECTION 2: Summer Born Children and General Information About Entry into School Outside of Normal Age Group .....</b>	<b>8</b>
Admission of Children Outside of their Normal Age Group .....	8
Implications for pupils who are place outside their chronological age group.....	8
Deferring entry into Reception Class After a Place has Been Accepted.....	8
Summer Born Children.....	9
Making a Request to Delay Entry into Reception .....	9
The Application Process.....	10
Important Things to Remember.....	10
Starting school in Year 1 and not attending Reception .....	11
<b>SECTION 3: Seven steps in applying for a primary school place.....</b>	<b>12</b>
Step 1: Understanding the admission process .....	12
Important Things to Remember.....	12
Equal preference allocation process .....	14
Changing Your Preferences After the Closing Date .....	14
Step 2: Collecting Information About Schools.....	15
Step 3: Deciding which school(s) to include as a preference .....	15
The Admission Criteria.....	15
Designated Area (also known as catchment area).....	16
How Places Were Offered in Previous Years .....	16
Commonly Used Over-Subscription Criteria .....	16
Looked After Children or Previously Looked After Children.....	16
Exceptional Social or Medical Need .....	17
Sibling priority.....	21
Proximity to school.....	21
Step 4: Completing your application.....	21
Confirmation Email.....	22
Support is Available .....	22
Making Changes to Your Application .....	22

## Admission into Primary School September 2023

Application Submission Reminders .....	22
Supplementary information form .....	22
National Offer Day.....	23
Paper Application Forms .....	23
Child's Home Address.....	23
Late Applications.....	27
Applying From Abroad or Elsewhere in the UK .....	27
Children with an Education, Health & Care Plan (EHCP) .....	28
Children of UK Armed Service Personnel and Other Crown Servants (including Diplomats)	28
Children of Multiple Births .....	29
Step 5: Submitting your application.....	29
Step 6: Being offered a place .....	30
National Offer Day (17 April 2023).....	30
Late change of preference .....	31
Withdrawing offers .....	31
Step 7: Waiting lists for Royal Borough of Windsor & Maidenhead schools .....	31
RBWM Schools' Waiting Lists.....	31
RBWM Own Admission Authority Schools & Schools in Other Council Areas Waiting Lists.	32
<b>SECTION 4: School Appeals .....</b>	<b>33</b>
<b>SECTION 5: School Information.....</b>	<b>35</b>
Allocation Information for September 2022 Entry.....	36
Community and Voluntary Controlled Schools Oversubscription Criteria .....	37
Academy, Voluntary Aided and Free Schools Oversubscription Criteria.....	39
Bisham CE Academy .....	40
Braywick Court Free School.....	41
Burchetts Green CE Infant School .....	42
Cheapside CE (Voluntary Aided) Primary School.....	43
Clewer Green CE First School.....	44
Cookham Dean CE (Aided) Primary School .....	45
Datchet St Mary's C of E Primary Academy.....	46
Dedworth Green First School.....	47
Eton Porny CofE First School.....	48
Holy Trinity CE Primary School, Sunningdale .....	49
Holyport CE Primary Academy .....	50
Knowl Hill Primary Academy.....	51
Lowbrook Academy.....	52

<b>Admission into Primary School September 2023</b>	
Oakfield First School.....	53
St Edmund Campion Catholic Primary Academy .....	54
St Edward’s Catholic First School .....	55
St Francis Catholic Primary Academy .....	56
St Luke’s CE Primary School.....	57
St Mary’s Catholic Primary School .....	58
St Michael’s CE (Aided) Primary School, Sunninghill .....	59
The Royal School (Crown Aided).....	60
Trinity St Stephen CE (Aided) First School .....	61
White Waltham CE Academy .....	62
<b>SECTION 6: Financial assistance.....</b>	<b>63</b>
Free school meals.....	63
Home to school transport support .....	63
<b>SECTION 7: Useful contact details .....</b>	<b>64</b>
The Royal Borough of Windsor & Maidenhead .....	64
Neighbouring Local Education Authorities Admissions Teams .....	64
Other useful telephone numbers.....	64

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

There are 46 state-funded primary schools in the Royal Borough of Windsor & Maidenhead, some of which are their own admission authorities<sup>1</sup> which fall into the following categories. Some own admission authorities buy back into the local authority's buy back validation service<sup>2</sup>.

**Community and voluntary controlled schools:** Maintained by the local authority. The local authority is also responsible for setting the admissions policy.

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

\*Academy conversion due to take place in early 2023

**Voluntary aided schools:** Supported by the Church Diocesan Boards and the local authority. The governors are responsible for setting the admissions policy.

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

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

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

### Free Schools:

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.

Braywick Court School\*\*

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

<sup>1</sup> Own admission authority schools are independent of the local authority.

<sup>2</sup> Buy back validation service – A service which own admission authority schools buy back into whereby the local authority grades applications and maintains their waiting lists in accordance with the school's oversubscription criteria and admission arrangements on behalf of the school.

## The Structure of Education in The Royal Borough of Windsor and Maidenhead

Children enter primary, first or infant school in the September following their fourth birthday. Children transfer into junior school in the September following their seventh birthday school at the beginning of Year 3.

The type of school your child will attend will depend on which area of the borough you live in.

For clarity, when applying for a school place in the normal round of admissions:

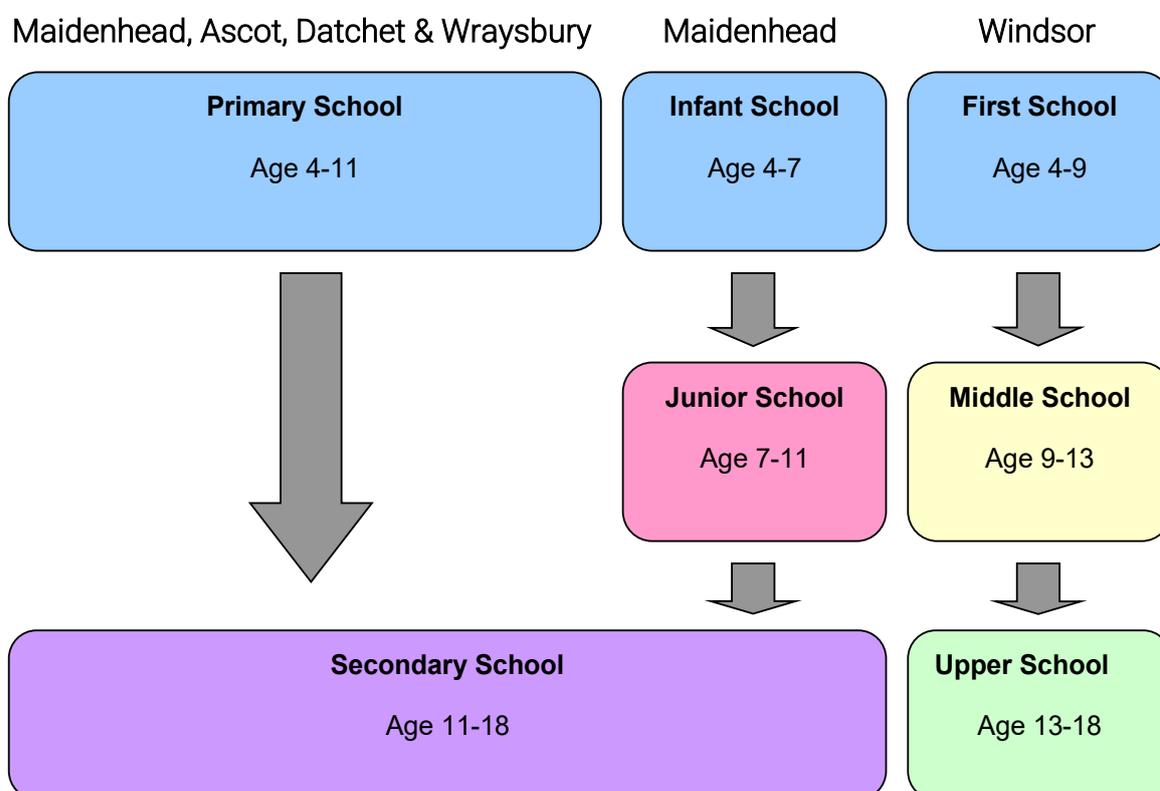
- **First schools, infant schools and primary schools** (where the first point of entry is year Reception) can be named on an application for entry into year Reception in September 2023.
- **Junior schools** (where the first point of entry is year 3) can be named on an application for entry into year 3 in September 2023.

### Infant and Junior Schools

If your child currently attends an infant school, they will not automatically move to a junior school. Even though infant and junior schools may be on the same site, you must apply afresh for a place in Year 3 at a junior school by 15 January 2023.

If your child is currently in Year 2 at a primary school and you want to transfer to a junior school, you also need to make an application in the same way.

RBWM Junior schools give priority to applications from pupils already attending their linked infant school, but attendance at a linked infant school does not guarantee admission to the junior school.



Closing date for on time applications is 15 January 2023

## Key Dates for Admission in September 2023

The co-ordinated admissions scheme operates from 11 November 2022 to 31 August 2023. The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority.

This is a brief outline of the admissions process and full information on the process and the responsibilities of the applicant 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>	11 November 2022
<b>Deadline to submit on time applications</b> Including Supplementary Information Forms (SIFs) and social and medical applications	15 January 2023
<b>Extended deadline for exceptional circumstances</b> For applications that could not be submitted on time due to exceptional circumstances (proof must be provided) and changes of addresses to be considered in the first round of allocations	31 January 2023
<b>National Offer Day</b> Online applicants will be sent an email informing them of the outcome. Paper form applicants will be sent a letter via 1st class post if no email address was provided.	17 April 2023
<b>Deadline to Respond to School Place Offer</b>	3 May 2023
<b>Deadline to submit late application</b> To be considered in the second round of allocations commencing 04 April 2023. Applications received after this date will be processed after the second round of applications is complete.	3 May 2023
<b>Deadline to Submit Appeals to be Heard in First Round</b> These dates are for appeals heard by RBWM Services. Own admitting authority schools' dates may vary.	To be confirmed
<b>Second Round of Allocations</b> Further offers will be made from the waiting list as places become available for all applicants.	23 May 2023
<b>Main Round of Appeals are Heard</b>	July/August 2023
<b>Start of Autumn Term</b> Exact date and times to be advised by schools.	September 2023

## SECTION 2: Summer Born Children and General Information About Entry into School Outside of Normal Age Group

### Admission of Children Outside of their Normal Age Group

It is the Royal Borough's policy that children should move with their chronological age children, including children with special educational needs and those with English as an additional language.

Exceptionally a child may be educated with a peer group one year younger or one year older than their chronological age. This needs careful thought. Once placed in a younger age group it is very difficult for a child to return to their chronological age group successfully. Equally, once accelerated it is very difficult for a child to return to their age group without feeling demoralised.

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

Additional guidance about how the process works and your responsibilities can be found on the [School Admissions Policies](#) Website – [Out of Year Group Admissions for Windsor and Maidenhead Schools](#).

### Implications for pupils who are placed outside their chronological age group

- Where placement in a younger year group is maintained, phase transfers, SATs, GCSEs and school leaving are reached a year or more late. Young people cease to be classed as being 'of statutory school age' the last Friday of June in the school year in which they turn 16 years of age. Therefore, if they are being educated in a younger year group the school must make provision for them until the date, they are due to leave school.
- Where placement in an older year group is maintained, the consequence is that the child will reach the next phase transfer, SATs or GCSEs, and school leaving point a year or more early. Young people do not cease to be of statutory school age until the last Friday of June in the school year they turn 16 years of age and as such would have to negotiate transfer early to a school sixth form or Further Education college, which would not be guaranteed.
- As there is an obligation to be in education or training until the age of 18, a pupil who spends an additional year in school may reduce the time they spend in post-16 education or training which may limit their capacity to achieve qualifications.

### Deferring entry into Reception Class After a Place has Been Accepted

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

If you have accepted a place in Reception at a school for September 2023:

- You can choose to defer entry until later in the academic year, but not beyond the start of the term following your child's fifth birthday nor beyond the start of the final term of the academic year for which the offer has been made.
- You can choose to send your child on a part-time basis up until the term following their fifth birthday.
- You can continue with, or take up, a free place in an Early Learning or Nursery setting up until the term following their fifth birthday but not beyond the end of the academic year. If you need any additional information about Early Years Education, please contact the Customer Contact Centre on 01628 683800.

**Please note:** The information in this booklet relates to applications for a school place to start school during the academic year 2023-24. Therefore, any place accepted that was based on an application for the 2023-24 academic year is valid for that academic year only. Your place must be taken up at the beginning of the term after your child's fifth birthday, or if they were born between April and August, it must be taken up by the start of the Summer Term in 2024 at the latest. If your child fails to start school on this basis the offer will be withdrawn.

### Summer Born Children

For children born between 1 April 2019 and 31 August 2019

Generally, children start school in the September following their fourth birthday. If you are the parent of a summer born child, you may choose not to send your child to school until the September after their fifth birthday and you may request that they are admitted out of their normal age group into Reception rather than Year 1.

**In the case of summer born children the decision maker must make an assessment on whether it is in the child's best interest to join Reception or Year 1 at the age of five.**

The Department for Education have produced a factsheet on the admission of Summer Born children which is available to download -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/921255/Guidance\\_for\\_parents\\_September\\_2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/921255/Guidance_for_parents_September_2020.pdf)

The Department for Education advice linked above states that it is reasonable for admitting authorities to expect parents to provide them with information in support of their case in order for them to be able to make a decision on the basis of the circumstances of the case.

### Making a Request to Delay Entry into Reception

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

#### Voluntary Aided, Academies or Free Schools

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

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

#### Community or Voluntary Controlled Schools

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

To make an assessment we ask you to:

1. Visit the school(s) you are interested in and discuss your request with them.
2. Provide a written statement explaining why you think it would be in your child's best interests to enter Reception rather than Year 1 in the term after their fifth birthday. This should include the names of the schools you have approached to discuss your

## Admission into Primary School September 2023 request.

3. Where relevant, provide any additional information from professionals involved with your child which you choose to provide. **Please note there is no requirement for you to provide additional information or evidence to support your application should you choose not to provide it.**

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

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

The decision will be communicated to you in writing before primary National Offer Day (17 April 2023) if your request is made by 13 March 2023, otherwise it may be communicated to you after offers are made.

## The Application Process

If you wish to request that your summer born child joins a Reception class in the term after their fifth birthday rather than with their normal age group, we recommend that you still apply in the usual way by 15 January 2023.

**If your request is agreed:** We will withdraw your normal application for entry in September 2023 before the offers are made on National Offer Day. You will be invited to apply again when applications for entry in September 2024 open between 11 November 2023 and 15 January 2024.

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

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

## Important Things to Remember

1. An agreement from a school to accept an application for entry into Reception in the term after your child's fifth birthday **does not guarantee** you a place at that school in the following year's admissions round.
2. Your application will be processed in the same way as all other applications for the following year using the school's published oversubscription criteria. **Your child will not receive higher priority because the request has been agreed.**
3. If we are unable to offer you a place in Reception at any of the preferred schools named on your application, we will support you to make a request to name one or more alternative community or voluntary controlled schools as a late change of preference for the second round of allocations in May 2023. We must take into

### Admission into Primary School September 2023

account the views of the head teacher at the school(s) concerned before agreeing to this request.

4. You are responsible for making any requests to name one or more alternative academy, voluntary aided or free school as a late change of preference for the second round.
5. In common with all other applications, you will be limited to naming a maximum of six preferences on your application, including any preferences you keep from your original application.

### Starting school in Year 1 and not attending Reception

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

Instead, you should make an in-year application in the June preceding the start of Year 1 and your child will be admitted in their normal age group. Please be aware that oversubscribed schools are likely to have already been filled by children who took up their places in the Reception class and who will automatically transfer into Year 1.

## SECTION 3: Seven steps in applying for a primary school place

Children born between the following dates are eligible to transfer to either primary or junior school in September 2023 as part of the normal admissions round:

- Primary school – 1 September 2018 and 31 August 2019
- Junior school – 1 September 2015 and 31 August 2016

### Step 1: Understanding the admission process

**You apply for a school place through your home council even if the school you are applying for is outside of your home local authority. This is the council where you live and pay your council tax.**

We will notify the relevant local authority of your interest in the school(s) you are applying for and inform you of the outcome of your application on National Offer Day. Questions relating to schools located outside of the Royal Borough of Windsor and Maidenhead should be directed to the relevant local authority where the school is located.

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

**Sunday 15 January 2023** – All parents must make their application by the national deadline of Sunday 15 January 2023 for the application to be considered in the first round of allocations on Monday 17 April 2023.

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 Tuesday 31 January 2023. 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.

**Tuesday 31 January 2023** – Deadline for late applications for exceptional reasons, change of preferences and for verified changes of address to be considered in the first round.

### Important Things to Remember

**Applying for Junior School (Entry into year 3):** You can apply for up to six junior schools on one form (including junior schools outside of the Royal Borough of Windsor and Maidenhead). **You can only list junior schools where the first point of entry is year 3.** If you wish to transfer into year 3 at a primary school (where the first point of entry is year Reception), this is considered as an application outside of the normal admissions round and will require a separate in-year transfer application.

**You must list the schools in the order that you prefer them, including any out of borough schools. Please make full use of your opportunity to list more than one school on your application to avoid disappointment. You are NOT guaranteed a place at a school if you only list one option.**

**Supplementary Information Forms\*:** You should check whether you need to complete a supplementary form for any of the schools you are applying for. If the school is outside of the Royal Borough, please refer to the relevant local authority or contact the school.

*\*Voluntary Controlled schools in The Royal Borough of Windsor and Maidenhead do not require a SIF.*

## Admission into Primary School September 2023

**National Offer Day:** If you apply online, you will find out which school you have been offered on 17 April 2023 via email. You can also log into your online account to find out the outcome of your application on national offer day. If you apply on a paper form and you have not provided an email address, you will receive a letter which will be sent out by first class post on 17 April 2023 (Please allow two to three days for the letter to be delivered; the earliest we can reissue letters is 24 April 2023).

**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.

**You must list the schools in the order that you prefer them, including any out of borough schools. Please make full use of your opportunity to list more than one school on your application to avoid disappointment. You are NOT guaranteed a place at a school if you only list one option.**

Putting only one preference does not mean you will be allocated a place at that school. If you do not meet the admissions criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. 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. This means that all applications are considered equally no matter which preference the school is ranked. If you rank a school as your first preference you will not get priority over another applicant who has ranked it lower.

**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	Riverside Primary School	No	No Current Offer (waiting list)
2	Braywood CE First School	Yes	Offer
3	Oldfield Primary School	No	Withdrawn – Higher pref met
4	Holyport CE Primary School	Yes	Withdrawn – Higher pref met
5	St. Luke’s CE Primary School	Yes	Withdrawn – Higher pref met
6	Wessex Primary School	Yes	Withdrawn – Higher pref met

## 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.

Action	Top Tips
1. Apply to the local authority to which you pay your council tax.	Make sure you apply to your home local authority by 15 January 2023.
2. Applications should be made by completing the Common application form <a href="#">online</a> . <i>*If you need to, you can request a paper copy of the form by emailing <a href="mailto:rbwm.admissions@achievingforchildren.org.uk">rbwm.admissions@achievingforchildren.org.uk</a> or by visiting the Town Hall in Maidenhead</i>	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 each school 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 has 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. <b>This is the point when order of preference is considered.</b>	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 <u>with a vacancy</u> where your child meets the oversubscription criteria, where possible.

## Changing Your Preferences After the Closing Date

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

**Any change of preference requests received after Sunday 15 January 2023 will not be processed until the second round of allocations on Tuesday 23 May 2023.**

**There will be no exceptions to this deadline.**

**Do not** use the Citizens Portal to request any change after Saturday 31 October 2022. The system will be open for primary applications only after this date. The Admissions team will not be notified of any change to a secondary application and your request will not be processed.

## Admission into Primary School September 2023

**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. 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.

**Do** 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.

**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 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).

### Step 2: Collecting Information About Schools

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

- Read about the schools on their individual school websites and contact them to obtain a prospectus.
- Arrange to visit the school during a normal school day to see how it operates.
- Find out what other activities the school offers, for example breakfast club, after-school clubs, and sporting activities.
- Look at the school's admission procedures on their websites. A summary of the admission rules for each Royal Borough school has been included in Section 5.
- Information about the individual school and links to their school inspection reports and school performance tables are available on the school's website.
- Consider your child's particular interests and abilities, and their views on the schools visited.
- Check that daily travel to and from the school is possible within a reasonable time. **It is your responsibility as a parent or carer to get your child to school.** The home to school transport support policy is available on the borough website [www.rbwm.gov.uk](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, at a school within your designated area 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

## Admission into Primary School September 2023

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 5. Make sure you understand the admission criteria and address any questions directly to the school.

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

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

Your home address may not be in the designated area of the school nearest to your house. It is important that you check which catchment areas include your home address before submitting your application, using the [Know Your Neighbourhood](#) facility on the council website. Electronic copies of the designated areas are available on the [School Designated Areas](#) website.

Although you are not limited to designated area schools when listing your preferences, admissions priority is usually given to those pupils who apply for their designated area school. **However, living in the designated area does not guarantee you a place at the school if the school is oversubscribed.**

### How Places Were Offered in Previous Years

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

If proximity to school is used as a criterion or tiebreaker, your chances of obtaining a place at a school a long way from where you live 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 national offer day date of 16 April (or next working day) for each offer year.

### Commonly Used Over-Subscription Criteria

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

#### Looked After Children or Previously Looked After Children

Children who are in the care of a local authority<sup>3</sup> or being provided with accommodation by a local authority, children who were previously looked after but ceased to be so because they were adopted<sup>4</sup> or became subject to a child arrangement order or special guardianship order

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<sup>3</sup> In accordance with section 22 of the Children Act 1989

<sup>4</sup> Under the Adoption Act 1976 or Adoption and Children Act 2002

## Admission into Primary School September 2023

and 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.

### **Evidence required for a child who is currently in the care of a local authority or being provided with accommodation by a local authority:**

You must enclose a letter from the child's social worker which confirms that the child is currently subject to a section 20 Children Act 1989 agreement (signed by parent(s) and the local authority) or a current interim care order or a current final care order.

### **Evidence required for a previously looked after child:**

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

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

### **Evidence required for a Children who have been in state care outside of England**

Documentary evidence of adoption such as:

- An adoption order from a UK court.
- An adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland.
- An Article 23 Certificate – this applies to Hague convention adoptions, and will have been issued by a Central Authority; 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

### **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.

## Admission into Primary School September 2023

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.

**Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at a particular school above any other.**

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

Awarding this criterion does not guarantee that a school place will automatically be allocated at the school. If the school is full in the relevant year group, your child will be added to the waiting list with the appropriate social and medical criterion, giving them priority on the waiting list over other children who fulfil lower criteria.

The local authority only assesses social and medical needs applications for Community and Voluntary Controlled schools as well as the following own admission authority schools that buy back into the local authority's admissions service:

Dedworth Green First School

Eton Porny CE First School

Specific details of the requirements for academies, voluntary aided and free schools where this criterion applies is available on the individual school's website. If you would like to apply for an own admission authority school which is not listed above under the social and medical criterion is not listed above, please contact the school directly for information about how to apply under this criterion.

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.

Parents or carers whose cases are heard before the main allocation will be notified of their outcome in writing on national offer day (17 April 2023), at the same time as they find out which school their child has been offered. Parents who submit a late application under this rule after the main allocation round will be notified of the outcome in writing once the decision has been made.

It is very important to provide this evidence by the closing date, **15 January 2023** as the Admissions team will only consider the application once during the process 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. 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.

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. 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

## Admission into Primary School September 2023

particular school and can include the evidence you provided to support your social/medical application as part of your appeal submission.

**We will only consider a social and medical application for the first preference school named on the application where it forms part of the oversubscription criteria.**

Where the local authority assesses the application on the school's behalf, all applications are considered individually must be submitted by the closing date and **must** include:

- A completed social/medical application form (please email [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk) to request a form) or a letter explaining the reasons for applying under this criterion.
- Your application form or letter must provide **all** of the following:
  - 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.

Please note that hospital appointment letters or prescriptions are not considered relevant documentary evidence.

It is not appropriate for the headteacher of the school you are applying for to provide supporting evidence as this will be considered conflict of interest in the decision-making process. Where we feel it is appropriate, we may liaise with the school during our assessment process, to request their views, however, as the admitting authority for community and voluntary controlled schools, the final decision will be made by the local authority.

Please scan the supporting documents and send them to [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk). All information provided is treated in the strictest confidence.

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

## Admission into Primary School September 2023

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

- **Special Educational Needs:** All Royal Borough schools can provide support for a child's educational needs. If your child may need additional support in school, but they do not have an education, health and care plan, we will not consider their application for a

higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions:

Autism spectrum disorder	ADHD
Dyslexia	ADD
Dyscalculia	Speech and language difficulties.
Dyspraxia	

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 ([cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk)).

- **Medical Needs:** 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 the following non-exhaustive list of conditions:

Asthma	Where the dispensing of medication
Eczema	may require further training of school
Allergies	staff for its administration
Diabetes	

- **Emotional Needs:** All schools are expected to appropriately support their pupils' social and emotional needs, including anxiety and stress-related conditions, and applications on this basis will not be considered under this criterion.
- **Bullying:** All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils, and applications on this basis not be considered under this criterion.
- **Domestic arrangements/Family Connections:** 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.
- **Personal Preferences:** A preference to keep your child with their current friendship group, the fact that your child attended a nursery associated with the particular school, a preference to attend or not attend a particular faith school, a preference for a single gender school, or a preference for a particular subject to be included on the curriculum, will not be considered under this criterion.

The Admissions team will consider whether there is other support available to support the child or family member accessing another school, for example the duty for all schools to make reasonable adjustments for a child or family member under The Equality Act 2010. It is unlawful for any school to discriminate against a pupil or prospective pupil by treating them less favourably because of a protected characteristic.

### Sibling priority

**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 primary 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.

Qualification for sibling status is made on the basis that the pupil already at the school will remain on roll at the school at the time of application and at the time your child is due to start school.

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

### 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

Only one application can be submitted for each child. 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 between 11 November 2022 and 15 January 2023 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

**RBWM Residents:** Apply online by going to [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

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. **Please ensure you click the 'submit' button** at the end of your application otherwise we will not receive your application.

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

### **The online system will close at 11.59pm on 15 January 2023**

If you do not have internet access at home it is free to apply online at your local library, or your child's current school may be willing to help you make an online application.

### **Confirmation Email**

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.

### **Support is Available**

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 upon request.

### **Making Changes to Your Application**

Your online application is available to make changes until 11.59pm on 15 January 2023. It is very important to press the 'submit' button at the end of your application each time you amend your application (even if you have previously done so) for it to be considered as an on-time application.

### **Application Submission Reminders**

You will be prompted by the system to submit your application if you have not done so. If you fail to do this before the closing date, your application will be treated as a late application.

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.

### **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

## Admission into Primary School September 2023

information on the application, and this may reduce your chances of being offered a place at the school.

### National Offer Day

On 17 April 2023 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.

### Paper Application Forms

You should apply online if possible. In exceptional cases where an online application cannot be made following support from the Admissions team, we will issue a paper copy of 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 17 April 2023.

**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.**

### 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.**

**Fraudulent Applications:** 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.

To ensure that school place offers are made fairly the Council is committed to following strict address verification procedures. We will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made.

We will decide whether to accept an address for admission purposes in accordance with the guidance set out below. **This guidance should be read in its entirety.**

The address you give us on your application must be your child's **permanent address** or where they spend **most of the week** at (in the case of joint custody arrangements) 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*.

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

## Admission into Primary School September 2023

As part of the admissions process, we will check council records to confirm that the address you have given on your application is your child's permanent home address. We may also seek evidence from schools or any other source we consider appropriate, and we may also conduct home visits to confirm residency.

We may request further information from you about your home address if:

- There are any doubts about your address details
- 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.*

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

### 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

## Admission into Primary School September 2023

school place based on false 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.
- If you are applying from abroad and you own a property that you will be returning to, which has previously been used as the family home and for which you can prove will be available for you to live in when you return, we will apply the address for admissions purposes. If you intend on renting a property or you cannot provide evidence that a property that you own will be available to you and your family upon your return, we will not apply the address for admissions purposes until you have arrived, and you can prove that you and your family are habitually resident in the property. If we do not receive sufficient proof of address before your arrival, your application will still be processed, however, we will not apply distance or criterion priority until we have received evidence. We will not accept a temporary address or an address of friends or relatives. **It is your responsibility to let us know when you have arrived and provide evidence that you are habitually resident in the property.**

### 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.

## Admission into Primary School September 2023

Any change of address will only be considered in the first round of allocations if you provide sufficient proof that the move is legally binding and that you and your child are habitually resident in the new property **by 31 January 2023**. 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 2023.
- If you move after the closing date for applications you must inform the Admissions team in writing of your new address and the date of the move as soon as possible and no later than two weeks after your move, so that your application is considered using the correct address for admissions purposes.
- Address changes accepted after the 31 January 2023 will be processed in the second round of allocations from May 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 31 January 2023, 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 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

## Admission into Primary School September 2023

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 **15 January 2023** will only be considered after all applications received by the closing date. This is unless you are able to 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 **31 January 2023**.

**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.

All applications received after 31 January 2023 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, and we will offer an alternative school at the next nearest school with vacancies.

### 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](#).

## Admission into Primary School September 2023

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 without distance or criterion priority, unless you are returning to a home that you own, and which has been previously used as the family home and you can provide evidence that the property will be available for you to 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 Plan (EHCP)

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)

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 ahead of your arrival by the closing date of **15 January 2022**.

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 2023.

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 applying for the same mainstream school, we will admit both twins (and all the siblings in the case of multiple births) even if this exceeds the admission number for that school.

If one of your multiples has an EHCP which guarantees admission to a particular school, you must let the Local Authority (LA) School Admissions Team know this, as the Children and Young People Disability Service (CYPDS) will deal with the application of the child with the EHCP while the admissions service will deal with the application(s) for the other multiple(s).

It can happen that twins or triplets in this situation will be allocated to different schools. If you wish to avoid this, you might consider making an application for just one school for all your multiples using social and medical grounds to argue that this is the only suitable school.

## Step 5: Submitting your application

The closing date for receipt of your application and any supplementary form or supporting evidence, is **15 January 2023**. 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.
- Understand how the home address will be assessed for admissions purposes.
- Have read and understood the declaration on the bottom of the form before submitting your application. This means you are agreeing to the terms and conditions in full and understand your responsibilities as an applicant.
- Have considered using all six preferences (or all three preferences when applying for a Maidenhead Junior 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 15 January 2023. 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 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 (17 April 2023)

**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 **17 April 2023**. You will also be able to log 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 17 April 2023; this will provide information on how to respond to your offer. If the letter is not delivered, a copy will be sent out by post no sooner than 24 April 2023.

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.

**You must accept or decline your offer by 3 May 2023, either through the Admissions portal if you applied online or by following the instructions in your letter/email if you applied on paper. The offer for your allocated school is only guaranteed if you select the option to 'Accept' on**

the online system. If you select any other option, the place 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 23 May 2023 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 2023, 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 (15 January 2023).

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 3 May 2023 if you wish them to be considered when the first round of waiting list offers are made in May.

### 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, which has resulted in another child being disadvantaged and it has not been able to resolve the error without withdrawing the offer. The offer will be withdrawn as soon as possible after the error has been discovered.
- Where the application is considered fraudulent or intentionally misleading.
- Where a parent/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

### RBWM Schools' Waiting Lists

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.

## Admission into Primary School September 2023

- 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 received by the 3 May 2023, 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 are not valid and will not be processed. You must submit a late change of preference request form on our [website](#) or write to the Admissions team requesting a late change of preference to be considered for lower preferred schools.
- Waiting lists are maintained in accordance with the individual school's admission criteria and not by date order of applications received or names added to waiting lists.
- 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 23 May 2023.
- During the co-ordination period, the Admissions team will provide waiting list positions for community and voluntary controlled schools, and any own admitting authority schools which have bought into our admissions service. 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.

### RBWM Own Admission Authority Schools and Schools in Other Council Areas Waiting Lists

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

## SECTION 4: 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.

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

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 admissions authority can only allocate places in accordance with the published oversubscription criteria, and it is unable to allocate places above the published admission number (PAN) when a school is full. An independent appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school's admission authority for refusing a place. To ensure their independence and impartiality, there are strict rules covering the appointment of panel members. You have the right to attend the hearing to explain your case to the independent appeal panel. The appeal panel's decision is binding on the school's admission authority, the parent, and the local authority.

Further information on how to appeal for a 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) to appeal for the following schools:

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

The deadline for appeals for Royal Borough schools to be heard in the first round will be in the last week of May 2023; the exact date is still to be confirmed by Democratic Services. Please contact [Democratic.Services@rbwm.gov.uk](mailto:Democratic.Services@rbwm.gov.uk) for more information.

If you would like to appeal for a school not listed above, please contact the school directly for information about how to appeal.

## Admission into Primary School September 2023

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 5: 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).

### Removal of Denominational Criterion for all Voluntary Controlled Schools

The local authority, in consultation with the Head Teachers and Governors of The Royal Borough Voluntary Controlled Schools, consulted on removing rule 8 of the admissions arrangements which gives priority to parents who choose a voluntary controlled school on denominational grounds. During the pandemic, interpreting this rule has become more difficult. The Local Authority caught up with the Oxford Diocese who informed us that it is their policy that no Church of England School should have a denominational criterion, therefore, they are in agreement that this change should be made.

We received some feedback from residents in favour of this change and we did not receive any objections, therefore, this change has been agreed for September 2023 admissions.

### Reduction of Published Admission Number (PAN) at Kings Court First School for all Year Groups

All schools have a PAN that is used to decide how many children can be admitted into a year group. We consulted on a proposed change to the PAN for Kings Court First School. The Local Authority, in consultation with the Head Teacher and Governors of Kings Court First School is proposing to reduce the PAN for the school from 45 to 30 from 2023 intake year.

This school is currently under-subscribed in all year groups. The reduction in PAN would enable the school to organise its classes and resources more effectively.

We did not receive any feedback or objections to this change, and it has been agreed.

### Change to the Cookham Rise Designated Area

We consulted on the removal of a small area around the Cookham Dean Cricket Club, which is currently in the designated area of both Cookham Rise Primary School and Cookham Dean CE Primary School; only one residential address will be affected by the proposed change. A map of the proposed change to the Cookham Rise designated area can be found here - [Change to the Cookham Rise Designated Area](#).

We did not receive any feedback or objections to this change, and it has been agreed.

### Allocation information for previous years

A summary of the allocation information for September 2022 entry and previous years can be found on [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

### Allocation Information for September 2022 Entry

Allocation information for September 2022 can be found on the School Admissions [website](#) (please scroll to the bottom of the page).

Please note all allocation information on the website and in this guide is at 16 April (National Offer Day), or the first working day after this date. Distance is measured as miles in a straight line. Please refer to the admission rules for information on the criteria.

A summary of the admissions criteria for the Royal Borough of Windsor and Maidenhead primary 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.**

## Community and Voluntary Controlled Schools Oversubscription Criteria

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

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

The Council strives to ensure fair allocations of school places according to criteria that have been set in advance. Where a school receives more applications than there are places, the following are the criteria that will be applied to determine which children should be offered places.

A child who is the subject of an Education, Health and Care Plan will be admitted to the school named in his or her plan. Remaining places will be allocated in line with the published oversubscription criteria. The criteria for community schools are, in descending order:

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

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<sup>5</sup> Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

<sup>6</sup> All children adopted from local authority care.

<sup>7</sup> Under the terms of the Children Act 1989.

<sup>8</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

### **Admission into Primary School September 2023**

Parents of children who are admitted for nursery provision at a nursery attached to a school or a co-located nursery must apply separately for a place at the school if they require a place at that school. **Attendance at such a nursery does not confer any priority for or guarantee of a place at that school.**

### **Tiebreaker**

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school.

Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available than random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

### **Note 1: Designated Areas**

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

### **Note 2: Sibling Criterion**

A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are described note 3.

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

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

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

Priority will be given where the member of staff has

- a) 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 skill shortage.

A Supplementary Information Form (SIF) must be completed and returned to the Local authority at the time of application.

Please refer to the individual school's policy available on their website for full admission policy information.

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

*\*Woodlands Park Primary School recently converted to academy status on 1 November 2022. The same oversubscription criteria for voluntary controlled and community schools which has previously been used remains in place until such a time a formal consultation takes place for any proposed changes. The local authority will continue to validate applications for entry into reception in September 2023, after which point, validation will be carried out by the school unless they buy back into the borough's validation service.*

The admission criteria for voluntary aided schools, free schools and academies are set by the governing body of each establishment. Some schools may require an additional supplementary information form (SIF) to be completed. If you name a school on your application requiring a SIF, you must contact the establishment directly to obtain the SIF and return it to them by their specified closing date. Your application will not be complete until both forms are returned.

Applications for these schools will be passed to the governing body of the individual school. The governors will decide to whom they can offer places and inform the Admissions staff of the names of those children. The LA will send the offer letter on behalf of the governing body.

Some schools may choose to buy back into the Admissions validation service. For these schools the Admissions team will apply the individual school's admission rules on their behalf.

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

A summary of the admission arrangements for each of the voluntary aided schools, free schools and academies follows. Full details of these arrangements are published on the individual school's website. Please ensure that you read the full policy before making your application.

## Bisham CE Academy

### School Details

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

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

A child who is the subject of an Education, Health and Care Plan will be admitted to the school named in his or her plan. If the school is oversubscribed each preference will be considered against the academy's over-subscription criteria published below:

1. Looked after Children' (any child looked after by a local authority in accordance with section 22 of the Children Act 1989). This includes a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Bisham CE Academy rather than any other school.
3. Children with a normal home address in the Designated Area of the school (map available from the school)
4. Children with a normal home address outside the Designated Area of the school and with a sibling on roll at the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children where a parent is an active member of a Christian Church.
6. Children whose parent is employed by the Academy Trust.
7. Children with a normal home address within the former ecclesiastical parish of Bisham.
8. Other children

**A SIF must be completed if applying under criteria 2, 5 or 6 and returned directly to the school by 15 January 2022.**

## Braywick Court Free School

### School Details

Type of school:	Free School
Address:	Hibbert Road, Maidenhead, SL6 1UU
DfE Code:	868/2000
Admission Number:	30
Headteacher:	Mrs M Robertson
Age range:	4 - 11
SIF required:	Yes
Email:	<a href="mailto:office@braywickcourtschool.org.uk">office@braywickcourtschool.org.uk</a>
Website:	<a href="https://www.braywickcourtschool.co.uk/">https://www.braywickcourtschool.co.uk/</a>
Tel:	01628 782562

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

In accordance with the law, children with an Education Health and Care Plan (EHCP) will be admitted to the school where the Local Authority has specifically named Braywick Court School as the most appropriate placement.

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

1. Children in care i.e. children in the care of the Local Authority as defined in the Children Act 1989. This category includes 'looked after children' and children who have previously been looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with a sibling at the school at the time of admission.
3. Children of staff at the school:
  - a. where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
  - b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children eligible for the Pupil Premium (including the Service premium) such that up to 10% of children admitted within the year group for which admission is requested are in receipt of the pupil premium or service premium, including children eligible for the premium through the first four priority criteria above. Proximity to school will be used when the number of pupils in the year group for which admission is requested who are eligible for the pupil premium or service premium exceeds 10%.
5. Proximity to the school.

## Burchetts Green CE Infant School

### School Details

Type of school:	Academy
Address:	Burchetts Green Road, Burchetts Green, Maidenhead, SL6 6QZ
DFE Code:	868/3027
Admission Number:	22
Headteacher:	Mr R Harris
Age range:	4-7
SIF required:	No
Email:	<a href="mailto:office@bgis.org.uk">office@bgis.org.uk</a>
Website:	<a href="https://www.bgis.org.uk/">https://www.bgis.org.uk/</a>
Tel:	01628 822926

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Should there be more applications than places available, the Governing Body will admit children in the following category order:

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Burchetts Green CE Infant School rather than any other.
3. Children with a normal home address in the catchment area, and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected to still be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area.
5. Children with a normal home address outside the catchment area, and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Children where a parent is employed by ODST as a member of staff at Burchetts Green CE Infant School. A SIF must be completed and returned directly to the school.
7. Children with a sibling who previously attended the school in the last six years. A SIF must be completed and returned directly to the school.
8. Other children.

## Cheapside CE (Voluntary Aided) Primary School

### School Details

Type of school:	Voluntary Aided
Address:	Watersplash Lane, Cheapside, Ascot, SL5 9QJ
DFE Code:	868/3324
Admission Number:	30
Headteacher:	Mrs K Searle
Assistant Headteacher:	Mrs C Roberts
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:school.office@cheapside.org.uk">school.office@cheapside.org.uk</a>
Website:	<a href="https://www.cheapsideschool.org.uk/">https://www.cheapsideschool.org.uk/</a>
Tel:	01344 621112

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with an Education, Health and Care Plan naming Cheapside C E Primary School will always be admitted. In the event of there being a greater demand for admission than there are places available, once places have been offered to these children, the following over-subscription criteria will be applied in the order set out below:

- i. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted, or a special guardianship order
- ii. A child with a normal home address in the catchment area of Cheapside School and who has wholly exceptional medical or social needs, which are unlikely to be common, that make it essential that he/she attends Cheapside School rather than any other. (A catchment map is available to look at in the school office).
- iii. A child with a normal home address in the catchment area of Cheapside School and with a sibling on the roll of Cheapside School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school. (A catchment map is available to look at in the school office).
- iv. A child with a normal home address in the catchment area of Cheapside School.
- v. A child with a normal home address outside the catchment area of Cheapside School and with a sibling on the roll of Cheapside School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- vi. Denominational preference for a Church of England School, supported by evidence that a parent has been, for the year preceding the date of the application, a regular attendee (at least twice per month) at St. Michael's and All Angels Church, Sunninghill.
- vii. A child whose parents express a denominational preference for a Church of England School, supported by evidence that a parent has been, for the last year preceding the date of the application, a regular attendee (at least twice per month) at any Christian church that is a full member of Churches Together in Britain and Ireland.
- viii. Other children

**You are required to complete a SIF if applying under denominational grounds. This should be returned to the school by 15 January 2023.**

**Closing date for on time applications is 15 January 2023**

## Clewer Green CE First School

### School Details

Type of school:	Academy
Address:	Hatch Lane, Windsor, SL4 3RL
DFE Code:	868/3326
Admission Number:	60
Headteacher:	Mr M Tinsley
Age range:	4-9
SIF required:	No
Email:	<a href="mailto:office@clewergreen.org.uk">office@clewergreen.org.uk</a>
Website:	<a href="https://www.clewergreen.org.uk/">https://www.clewergreen.org.uk/</a>
Tel:	01753 864544

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

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

Children with an Education, Health and Care Plan naming Clewer Green CE Aided First School as their preferred choice will always be admitted even if it means that our PAN is exceeded.

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

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

## Cookham Dean CE (Aided) Primary School

### School Details

Type of school:	Voluntary Aided
Address:	Bigfrith Lane, Cookham Dean, Maidenhead, SL6 9PA
DFE Code:	868/3021
Admission Number:	28
Headteacher:	Ms F Reekie
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@cookhamdean.org">office@cookhamdean.org</a>
Website:	<a href="https://www.cookhamdean.org/">https://www.cookhamdean.org/</a>
Tel:	01628 482734

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

All children with an Education, Health and Care Plan naming Cookham Dean CE Aided Primary School will be admitted regardless of whether places are available or not.

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

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

## Datchet St Mary's C of E Primary Academy

### School Details

Type of school:	Academy
Address:	The Green, Datchet, Slough, SL3 9EJ
DFE Code:	868/3350
Admission Number:	30
Headteacher:	Ms N Green
Age range:	4-11
SIF required:	No
Email:	<a href="mailto:office@datchetstmarysacademy.co.uk">office@datchetstmarysacademy.co.uk</a>
Website:	<a href="https://www.datchetstmarysacademy.co.uk/">https://www.datchetstmarysacademy.co.uk/</a>
Tel:	01753 542982

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with an Education, Health and Care (EHC) plan naming Datchet St Mary's C of E Primary Academy School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Datchet St Mary's School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in the catchment area description (see map on school's website) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area description (see map on school's website).
5. Children with a normal home address outside the catchment area description (see map on school's website) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children

## Dedworth Green First School

### School Details

Type of school:	Academy
Address:	Smith's Lane, Windsor, SL4 5PE
DFE Code:	868/3326
Admission Number:	30
Executive Headteacher:	Mrs N Chandler
Age range:	4-9
SIF required:	No
Email:	<a href="mailto:office@dedworthgreenfirst.com">office@dedworthgreenfirst.com</a>
Website:	<a href="https://www.dedworthgreenfirst.com/">https://www.dedworthgreenfirst.com/</a>
Tel:	01753 861668

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

A child who is the subject of an Education, Health and Care Plan will be admitted to the school named in his or her plan. Remaining places will be allocated in line with the published oversubscription criteria. The criteria for community schools are, in descending order:

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional medical or social reasons for requiring the school
3. Children who live in the 'designated appropriate area' of the school and who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated appropriate area' of the school.
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought.
6. Children whose parents have any other reason for their preference.

Admission into Primary School September 2023  
Eton Porny CofE First School

**School Details**

Type of school:	Academy
Address:	High Street, Eton, SL4 6AS
DFE Code:	868/2001
Admission Number:	30
Headteacher:	Mrs E Stanford-Smith
Assistant Headteacher:	Mrs M Bergin and Mrs H Wiltshire
Age range:	4-9
SIF required:	Yes
Email:	<a href="mailto:office@etonporny.com">office@etonporny.com</a>
Website:	<a href="https://www.etonporny.org.uk/">https://www.etonporny.org.uk/</a>
Tel:	01753 861995

**Admissions Criteria for Year Reception September 2023 entry**

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children who have an Education Health and Care Plan (formerly a statement of Special Educational Needs) which names the school must be considered by Eton Porny. Where the school feels it can meet the needs of the child a place will be offered.

Places will then be allocated in line with the following objective over-subscription criteria in this order:

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

Admission into Primary School September 2023  
Holy Trinity CE Primary School, Sunningdale

**School Details**

Type of school:	Voluntary Aided
Address:	Church Road, Sunningdale, Ascot, SL5 0NJ
DFE Code:	868/3322
Admission Number:	30
Headteacher:	Ms J Griffiths
Age range:	4-11
SIF required:	No
Email:	<a href="mailto:holytrinitysunn@holytrinityprimary.org">holytrinitysunn@holytrinityprimary.org</a>
Website:	<a href="https://www.holytrinityschsunningdale.co.uk/">https://www.holytrinityschsunningdale.co.uk/</a>
Tel:	01344 620716

**Admissions Criteria for Year Reception September 2023 entry**

Please refer to our [website](#) for the full admissions policy. *It is your responsibility to read the full policy on the school's website before making your application*

Children with an Education, Health and Care Plan naming Holy Trinity CE Primary School, Sunningdale in the Plan will always be admitted to the school.

In the event of there being a greater number of applications for places than there are available, then the Governing Body, through its admissions Committee, will admit children in the following category order:

1. Looked after children and children who were previously looked after, including those who appear to have been in state care outside England, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends Holy Trinity CE Primary School, Sunningdale rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children resident in the ecclesiastical parish of Sunningdale (map available in School and on the school website) with a sibling on the roll of Holy Trinity School at the time of application or whose parent has accepted an offer of a place at the school and who is expected to still be in attendance at the time of entry to the school.
4. Children resident in ecclesiastical parish of Sunningdale.
5. Children resident outside the ecclesiastical parish of Sunningdale, who have a brother or sister on the roll of Holy Trinity School at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children.

## Holyport CE Primary Academy

### School Details

Type of school:	Academy
Address:	Stroud Farm Road, Holyport, Maidenhead, SL6 2LP
DFE Code:	868/3012
Admission Number:	30
Headteacher:	Mrs A Featherstone
Age range:	4-11
SIF required:	No
Email:	<a href="mailto:parents@holyporthprimaryschool.co.uk">parents@holyporthprimaryschool.co.uk</a>
Website:	<a href="https://www.holyporthprimaryschool.co.uk/">https://www.holyporthprimaryschool.co.uk/</a>
Tel:	01628 627743

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

If there are fewer applications than places available, all children will be offered places.

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Holyport CE Primary School will always be prioritised for placement. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Holyport CE Primary School rather than any other
3. Children with a normal home address in the catchment area (see map on school's website) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area (see map on school's website).
5. Children with a normal home address outside the catchment area (see map on school's website) and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children.

## Knowl Hill Primary Academy

### School Details

Type of school:	Academy
Address:	Bath Road, Knowl Hill, RG10 9UX
DFE Code:	868/3028
Admission Number:	30
Headteacher:	Mrs N Bourner
Executive Principal	Mrs I Cooke
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@knowlhill.org">office@knowlhill.org</a>
Website:	<a href="https://www.knowlhillschool.co.uk/">https://www.knowlhillschool.co.uk/</a>
Tel:	01628 822584

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Knowl Hill C. of E. Academy will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after Children. This includes a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends Knowl Hill C. of E. Academy rather than any other school.
3. Children with a normal home address in the Designated Area of the school defined by the map available on the school's website.
4. Children with a normal home address outside the Designated Area defined by the map available on the school's website on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children where a parent is an active member of a Christian church.
6. Children where a parent is employed by the Academy Trust.
7. Children with a normal home address within the former Ecclesiastical Parish of Knowl Hill (see on school's website).
8. Other children.

## Lowbrook Academy

### School Details

Type of school:	Academy
Address:	The Fairway, Cox Green, Maidenhead, SL6 3AR
DFE Code:	868/2186
Admission Number:	30
Headteacher:	Mr D Rooney
Age range:	4-11
SIF required:	No
Email:	<a href="mailto:lowbrook@lowbrookacademy.co.uk">lowbrook@lowbrookacademy.co.uk</a>
Website:	<a href="https://www.lowbrookacademy.co.uk/">https://www.lowbrookacademy.co.uk/</a>
Tel:	01628 671355

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Once children with Education, Health and Care (EHC) Plans or Statements of SEN naming Lowbrook Academy have been admitted then places are allocated in the order of the following oversubscription rules:

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

## Oakfield First School

### School Details

Type of school:	Academy
Address:	Imperial Road, Windsor, SL4 3RU
DFE Code:	868/2176
Admission Number:	60
Headteacher:	Mrs S Hull
Age range:	4-9
SIF required:	No
Email:	<a href="mailto:office@oakfieldfirstschool.org.uk">office@oakfieldfirstschool.org.uk</a>
Website:	<a href="https://www.oakfieldfirstschool.org.uk/">https://www.oakfieldfirstschool.org.uk/</a>
Tel:	01753 861347

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

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

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

## St Edmund Campion Catholic Primary Academy

### School Details

Type of school:	Academy
Address:	Altwood Road, Maidenhead, SL6 4PX
DFE Code:	868/3337
Admission Number:	60
Headteacher:	Mrs J Camp-Overy
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:school@st-edmund.org.uk">school@st-edmund.org.uk</a>
Website:	<a href="https://www.st-edmund.org.uk/">https://www.st-edmund.org.uk/</a>
Tel:	01628 620203

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Once children with EHC plans have been allocated, remaining places will be allocated in the following descending order of priority:

1. Baptised Catholic children who are registered as being in the care of a local authority or provided with accommodation by a local authority at the time an application for a school is made; and Baptised Catholic children who have previously been in the care of a local authority or provided with accommodation by a local and who have left that care through adoption, child arrangements order or special guardianship.
2. Baptised Catholic siblings of children who will still be attending St. Edmund Campion School at the time of admission.
3. Baptised Catholic children.
4. Baptised Catholic siblings of children who will still be attending St. Edmund Campion School at the time of admission. Parents of these children must have a Supplementary Information Form signed by a parish priest confirming the parent(s)' attendance at Sunday (or Saturday evening) Mass at least monthly, for the calendar year 2022.
5. Baptised Catholic children.
6. Baptised Catholic siblings of children who will still be attending St. Edmund Campion School at the time of admission.
7. All other Baptised Catholic children.
8. Children who are registered as being in the care of a local authority or provided with accommodation by a local authority at the time an application for a school is made; and children who have previously been in the care of a local authority or provided with accommodation by a local authority and who have left that care through adoption, child arrangements order or special guardianship order.
9. Non-Catholic siblings of children who will still be attending St. Edmund Campion School at the time of admission.
10. Children of families who are members of other Christian denominations
11. Other children.

## St Edward's Catholic First School

### School Details

Type of school:	Voluntary Aided
Address:	Parsonage Lane, Windsor, SL4 5EN
DFE Code:	868/3338
Admission Number:	60
Headteacher:	Mrs S Matthews
Age range:	4-9
SIF required:	Yes
Email:	<a href="mailto:office@secfs.org.uk">office@secfs.org.uk</a>
Website:	<a href="https://www.stedwardscatholicfirstschool.co.uk/">https://www.stedwardscatholicfirstschool.co.uk/</a>
Tel:	01753 860607

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with an Education, Health and Care Plan in which the school is named are by law given priority and count towards our published admissions number. Remaining places will be allocated to applications in the order set out below:

1. Baptised Catholic looked-after children and Baptised Catholic children who were looked-after but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Baptised Catholic children who, on date of entry, have a sibling attending the school.
3. Baptised Catholic children living in the parish of St Edward's.
4. Baptised Catholic children living outside the parish of St Edward's.
5. Non-Catholic looked-after children and other children who were looked-after but ceased to be so because they were adopted or became subject to a child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
6. Non-Catholic children who on date of entry have a sibling attending the school.
7. Members of other Christian churches
8. Members of other faith or traditions.
9. Other applicants.

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

## St Francis Catholic Primary Academy

### School Details

Type of school:	Academy
Address:	Coronation Road, Ascot, SL5 9HG
DFE Code:	868/3335
Admission Number:	30
Headteacher:	Mrs Miccoli
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@stfrancisprimary.org">office@stfrancisprimary.org</a>
Website:	<a href="https://www.stfrancisprimary.org/">https://www.stfrancisprimary.org/</a>
Tel:	01344 622840

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with an Education, Health and Care Plan naming St Francis Catholic Primary Academy will always be offered places. Should there be more applications than places available, the Governing Body will admit children in the following category order:

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

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

## St Luke's CE Primary School

### School Details

Type of school:	Academy
Address:	Cookham Road, Maidenhead, SL6 7EG
DFE Code:	868/3033
Admission Number:	45
Headteacher:	Mrs A Butler
Age range:	4-11
SIF required:	No
Email:	<a href="mailto:office@st-lukesprimary.com">office@st-lukesprimary.com</a>
Website:	<a href="https://www.st-lukesprimary.com/">https://www.st-lukesprimary.com/</a>
Tel:	01628 621600

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with a Statement of Special Educational Need or with an Education Health Care plan (EHCP) naming St. Luke's CE School will always be offered places when the school has the capacity to offer effective provision. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Children in care and children who were previously in care, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends St. Luke's CE School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area.
5. Children of key workers who are employees at the school.
6. Children with a normal home address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
7. Other children.

## St Mary's Catholic Primary School

### School Details

Type of school:	Academy
Address:	Cookham Road, Maidenhead, SL6 7EG
DFE Code:	868/3334
Admission Number:	45
Headteacher:	Mrs R Akehurst
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@stmarys-maidenhead.org.uk">office@stmarys-maidenhead.org.uk</a>
Website:	<a href="https://www.stmarys-maidenhead.org.uk/">https://www.stmarys-maidenhead.org.uk/</a>
Tel:	01628 622570

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

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

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

## St Michael's CE (Aided) Primary School, Sunninghill

### School Details

Type of school:	Voluntary Aided
Address:	School Road, Sunninghill, Ascot, SL5 7AD
DFE Code:	868/3323
Admission Number:	30
Headteacher:	Mr M Thompson
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@stmichaelsce.co.uk">office@stmichaelsce.co.uk</a>
Website:	<a href="https://www.st-michaelsprimary.co.uk/web">https://www.st-michaelsprimary.co.uk/web</a>
Tel:	01344 622962

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

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

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

## The Royal School (Crown Aided)

### School Details

Type of school:	Voluntary Aided
Address:	The Great Park, Windsor, SL4 2HP
DFE Code:	868/3318
Admission Number:	20
Headteacher:	Mrs B Coombridge
Age range:	4-9
SIF required:	Yes
Email:	<a href="mailto:office@theroyalschool.org.uk">office@theroyalschool.org.uk</a>
Website:	<a href="https://www.theroyalschool.org.uk/website">https://www.theroyalschool.org.uk/website</a>
Tel:	01784 434274

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with an Education, Health and Care Plan naming The Royal School will always be offered places. In the event of there being a greater demand for admission than there are places available, The Royal School will offer places, in the following order of precedence:

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

## Trinity St Stephen CE (Aided) First School

### School Details

Type of school:	Voluntary Aided
Address:	Vansittart Road, Windsor, SL4 5DF
DFE Code:	868/3327
Admission Number:	30
Headteacher:	Mrs L Lovegrove
Age range:	4-9
SIF required:	No
Email:	<a href="mailto:office@TSSFirst.co.uk">office@TSSFirst.co.uk</a>
Website:	<a href="https://www.tssfist.co.uk/">https://www.tssfist.co.uk/</a>
Tel:	01753 862540

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming Trinity St Stephen Church of England First School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Also, children who appear to have been in state care outside England and ceased to be in state care as a result of adoption (internationally adopted).
2. Families who have exceptional medical or social needs that make it essential that their child attends Trinity St Stephen Church of England First School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address within the school's catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the school's catchment area
5. Children with a normal home address outside the school's catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
6. Other children.

## White Waltham CE Academy

### School Details

Type of school:	Academy
Address:	Waltham Road, White Waltham, Maidenhead, SL6 3SG
DFE Code:	868/3050
Admission Number:	30
Headteacher:	Mrs Denham
Age range:	4-11
SIF required:	Yes
Email:	<a href="mailto:office@whitewaltham.org">office@whitewaltham.org</a>
Website:	<a href="https://www.whitewalthamschool.co.uk/">https://www.whitewalthamschool.co.uk/</a>
Tel:	01628 822533

### Admissions Criteria for Year Reception September 2023 entry

Please refer to our [website](#) for the full admissions policy. ***It is your responsibility to read the full policy on the school's website before making your application***

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) plan naming White Waltham C. of E. Academy will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after Children. This includes a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Families who have exceptional medical or social needs that make it essential that their child attends White Waltham C. of E. Academy rather than any other school.
3. Children with a normal home address in the Designated Area of the school defined by the map available on the school's website.
4. Children with a normal home address outside the Designated Area defined by the map in the map available on the school's website with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children where a parent is an active member of a Christian church.
6. Children where a parent is employed by the Academy Trust.
7. Children with a normal home address within the former Ecclesiastical Parishes of White Waltham and Shottesbrooke (see map on school's website).
8. Other children.

## SECTION 6: 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 (exceptions apply)

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 7: 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 2001004
Reading Borough Council	0118 9373777
Wokingham District Council	0118 974 6000

### Other useful telephone numbers

Department for Education (DfE)	0808 1008000
Independent Schools Council information service	020 77667070
Local Government Ombudsman	0845 6021983
Diocese of Oxford – Board of Education	01865 208237
Catholic Diocese of Portsmouth	01329 835363