

School Admission Arrangements

Determined on
27 October 2022

Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled Schools

For September 2024 Entry

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Introduction

The Royal Borough of Windsor and Maidenhead is the admitting authority for community and voluntary controlled schools within the borough.

The Royal Borough of Windsor & Maidenhead deliver its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston and the London Borough of Richmond.

This document sets out the local authority's admission arrangements for entry to schools in September 2024.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2021 and the School Admissions Appeals Code 2022.

Own Admitting Authority Schools Within RBWM

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools within RBWM are as follows:

Academies

All Saints CE Junior School	Knowl Hill CE Primary School
Altwood CE Secondary School	Lowbrook Academy
Bisham CE Primary School	Newlands Girls' School
Burchetts Green CE Infants School	Oakfield First School
Charters School	St. Edmund Campion Catholic Primary School
Clewer Green CE First School	St. Francis Primary School
Cox Green School	St. Luke's CE Primary School
Datchet St. Mary's CE Primary School	St. Mar's Catholic Primary School
Dedworth Green First School	St. Peter's CE Middle School
Dedworth Middle School	The Windsor Boys' School
Desborough College	Trevelyan Middle School
Eton Porny CE First School	White Waltham CE Academy
Furze Platt Senior School	Windsor Girls' School
Holyport CE Primary School	Woodlands Park Primary School

Free Schools

Braywick Court School	Holyport College
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Voluntary Aided Schools

Cheapside CE Primary School	St. Edwards Royal Free Middle School
Churchmead CE Secondary School	St. Michaels CE Primary School
Cookham Dean CE Primary School	The Royal Free First School
Holy Trinity CE Primary School (Sunningdale)	Trinity St. Stephen CE First School
St. Edwards Catholic First School	

Schools that become academies after 3 January 2023 must process applications in line with the arrangements published in this paper for admissions in September 2024. They will then be expected to determine their own arrangements for entry in September 2025.

Section 1: Admission policy for primary age schools from 1 September 2024 (primary, first, infant and junior Schools)

1.1 These arrangements relate to the following community (C) or voluntary controlled (VC) within the local authority.

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

**All Saints CE Junior school is due to convert to academy status in early 2023.*

- 1.2 The authority strives to allocate school places in a fair and transparent way. Every school has a published admission number (PAN), which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 6 of this document.
- 1.3 Where a school receives more applications than there are places available, applicants will be prioritised, and places allocated according to the published oversubscription criteria set out at 1.19 and 1.20 below.

Children with an Education, Health and Care (EHC) Plan

- 1.4 A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code however, these children will count as part of the school's PAN.

Tiebreaker

- 1.5 If a school does not have places for all the children in a particular criterion, the borough prioritises those applicants who live closest to the school. The distance 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 then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

Multiple births or children with birth dates in the same academic year

- 1.6 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN the authority will admit above the PAN in order to allocate all siblings to the same school.

Primary school entry point

- 1.7 Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full time education until the term following their 5th birthday.
- 1.8 Parents who feel their children are not ready to begin school full time in the September following their 4th birthday have the option for their child to either:
- i. Start school later in the academic year, so long as the place allocated is taken up during the Reception academic year (unless section 1.38 - 1.42 applies) and no later than the start of the final term and / or the start of the term following the child's 5th birthday; or
 - ii. Start school part time at any stage during the Reception academic year, so long as the child then attends the school full time from the start of term following their 5th birthday;
 - iii. Start school directly in Year 1 (skip reception) if a child was born between 1 April and 31 August. Please note that an application for a Year 1 place can only be made from the start of the term prior to September entry, in line with the in-year process as detailed in section 6. For the avoidance of doubt, places for entry directly into Year 1 cannot be reserved from the preceding year, nor from an application for a reception place
- 1.9 It will be expected that parents will opt for their child to commence school at the start of one of three traditional terms (autumn, spring, summer). It is also expected that part time schooling offered will be either five mornings or five afternoons a week; a decision which will normally be made by the school.

Children educated outside of their chronological academic year group

- 1.10 It is expected that children will be educated in the appropriate academic year group for their chronological age. In certain exceptional circumstances, children will be educated outside this year group. If this is the case, then applications should be made in the academic year prior to the required school transfer. Applications must be made on a paper CAF and cannot be made online.
- 1.11 The Admissions Code enables a parent to request that their child is admitted outside of their normal age group. For example, a parent may request that a summer-born child – born between 1 April and 31 August - is admitted into a reception class in the September following their fifth birthday instead of entering year 1.
- 1.12 Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. There is no statutory barrier to children being admitted outside their normal year group. An admitting authority will usually take the following factors into account when considering a parental request for a summer born child to be admitted into a reception class in the September following their fifth birthday:
- The needs of the child and the possible impact on the child of entering Year 1 without having first attended the reception class;
 - In the case of children born prematurely, the fact that the child may have naturally fallen into the lower age group if born on the expected date;
 - The social, emotional or physical development of the child;
 - Relevant research into the outcomes of summer-born and premature children.

- 1.13 For all requests for delayed entry into Reception, parents should make their application at the same time as those applying for normal Reception entry stating that they wish to enter reception a year later than normal for their child's age. Parents should discuss this as soon as possible with their preferred schools and the authority.
- 1.14 Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority or to the school.

Appeals

- 1.15 Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date for the on-time submission of appeals. This date will be published in the authority's composite prospectus and in the relevant offer letter.
- 1.16 Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors. Appeal deadline dates may differ for own admission authority schools.
- 1.17 Other admitting authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

Oversubscription criteria for admission into a primary, first, infant and junior school

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

1. Looked after children¹ 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 adopted² or subject to a child arrangement order³ or special guardianship order⁴
2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. For junior schools only - Children attending a priority 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 this school (note 2)
5. Children who live in the 'designated 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 3)
8. Children whose parents have any other reason for their preference

Notes relating to oversubscription criteria for community and voluntary controlled primary age schools

1.20 Note 1 – Designated Areas. Maps of the current designated areas may be viewed on the RBWM website, www.rbwm.gov.uk. Alternatively, applicants can use the Neighbourhood View facility on the website for information on schools based on their address.

1.21 Note 2 – Sibling Criterion. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. In the case of Infant and Junior schools, attendance of a sibling at either the Infant or Junior school qualifies as a sibling for the linked school. Linked schools are described in criterion 6 of the oversubscription criteria

1.22 Note 3 - 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 SIF must be completed and returned to the Local authority at the time of application.

¹ 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.

² All children adopted from local authority care.

³ Under the terms of the Children Act 1989.

⁴ 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).

Section 2: Admission Policy for Secondary Age Schools from 1 September 2024 (Secondary, Middle and Upper Schools)

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and responsible for their own admission policies. Please refer to the individual school for details of their admission arrangements.

Section 3: Admission policy for in-year entry for 2024/25 (Year Reception to Year 11)

- 3.1 This policy refers to all applications made for children of statutory school age seeking entry to school outside of the normal admissions round.
- 3.2 Parents must apply directly to the admission authority for the school or schools of their preference. This is the local authority for community and voluntary controlled schools, and the schools themselves for voluntary aided schools, free schools and academies (own admission authority schools).
- 3.3 The relevant admission authority will make available a suitable form upon which an application may be made. The local authority will also make available a suitable form for own admission authority schools. Own admission authority schools may also require a supplementary information form (SIF) to be completed at the time of application.
- 3.4 Own admission authority schools are required to notify the authority of applications received and their outcome. This is to enable the authority to keep up to date figures of available school places in the area, and support applications where necessary. Admission authorities must inform parents of their right to appeal against refusal of a place.
- 3.5 Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

The application process for RBWM community and voluntary Controlled schools

- 3.6 Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to six preferences.
- 3.7 Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement. Further documents may be requested. Additional information will be required for applicants applying from abroad (e.g., entry visa and passport details) to verify right of abode.
- 3.8 Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.
- 3.9 Entry will be deferred until the start of the next term, unless a child is without a school place or it is considered impractical to delay, in order to minimise the disruption to both the child's education and that of other children.
- 3.10 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents will be informed of their right of appeal. The child will automatically be placed on the preferred school(s) waiting list which will be prioritised in line with the over-subscription criteria as published in section 1.5 of the admission arrangements.
- 3.11 Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools and how they may apply. Where possible, the authority will offer a school alternative school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol, available on the RBWM website.

- 3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year. Community and voluntary controlled schools must not do so save by specific request or direction of the authority. Voluntary aided schools, free schools and academies are expected to notify the local authority if they do so.

Section 4: Admission policy for sixth form entry in September 2024

- 4.1 All RBWM schools with sixth forms are academies, voluntary aided or free schools, and are responsible for sixth form admissions. The Local Authority has no jurisdiction over sixth form admissions.

Section 5: Further Information

Social or medical criterion

- 5.1 The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.
- 5.2 To apply under this criterion, the parent or guardian must send a covering letter or completed social and medical application form to support the application. It must explain the reasons for requiring a place under this criterion, why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.
- 5.3 Supporting evidence must be included 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 child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.
- 5.4 All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as childcare arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.
- 5.5 Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.
- 5.6 Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.
- 5.7 The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. The officers assessing the strength of an application will have knowledge of the admissions process and the School Admissions Code. The officers must consider the application as objectively as possible and will note collectively their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.
- 5.8 There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

Looked after children and previously looked after children

5.9 When an application outside of the normal admissions round or in-year application is received to admit a looked after child or a child who was previously looked after¹, the authority will place the child in the school of the parent's preference (including the corporate parent) unless:

- that school is unsuitable to the child's age, ability or aptitude or to his or her special educational needs; or
- the attendance of the child would be incompatible with the provision of efficient education for the children with whom he or she would be educated or the efficient use of resources; or
- the child has previously been permanently excluded from the preferred school; or
- other exceptional circumstances exist rendering the school unsuitable.

5.10 The local authority has the power to direct a school to admit a looked after child where Key Stage 1 classes are already at the maximum size² to comply with the infant class size legislation.

Denominational criterion

5.11 This criterion no longer applies to voluntary controlled schools.

¹ A looked after child or a child who was previously looked after but immediately after this 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 Looked after children are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

Section 6: Published admission numbers of community and voluntary controlled schools

School Name	2018	2019	2020	2021	2022	2023	2024
All Saints CE Junior School	90	90	90	90	90	90	90
Alexander First School	30	30	30	30	30	30	30
Alwyn Infant and Nursery School	90	90	90	90	90	90	90
Boyne Hill CE Infant and Nursery School	60	60	60	60	60	60	60
Braywood CE First School	30	30	30	30	30	30	30
Cookham Rise Primary School	30	30	30	30	30	30	30
Courthouse Junior School	105	105	105	90	90	90	90
Eton Wick CE First School	30	30	30	30	30	30	30
Furze Platt Infant School	90	90	90	90	90	90	90
Furze Platt Junior School	90	90	90	90	90	90	90
Hilltop First School	45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham	30	30	30	30	30	30	30
Homer First School	45	45	45	45	45	45	45
Kings Court First School*	45	45	45	30	30	30	30
Larchfield Primary and Nursery School	30	30	30	30	30	30	30
Oldfield Primary School	60	60	60	60	60	60	60
Riverside Primary School	60	60	60	60	60	60	60
South Ascot Village Primary School	30	30	30	30	30	30	30
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	22	22	22	22	22	22
Wessex Primary School	60	60	60	60	60	60	60
Wraysbury Primary School	60	60	60	60	60	60	60

Section 7: Definitions and explanations

Admission Authority – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority’s co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

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

Voluntary Aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All the Voluntary Aided schools are bound by the co-ordinated admissions scheme.

Academies and Free Schools – these are schools whose running, and capital costs are met by the DfE for which the governing body is the admission authority.

Published Admission Number (PAN) – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school’s admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for Free schools and Academies is set by the Department for Education.

Admission Criteria – the rules used to prioritise the order in which children are offered school places.

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

Common Application Form (CAF) – this is the form used by applicants to apply for school places via their home authority.

Designated Area – sometimes know as the ‘catchment area’, this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school’s designated area, although this is never a guarantee of a school place.

Education, Health and Care Plans - An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

Home Address – this is a child’s habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child’s home address to be a residential property that is the child’s only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child’s parent/s or the person with legal care and control of the child. Additionally, a child’s home address

is where he or she spends most of the school week unless this is accommodation at a boarding school.

Joint Custody Arrangements – Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. Where the child lives equally with both parents and carers at different addresses the authority will consider all available evidence the parent or carer provides in order to confirm which address the authority will use to process the application, for example:

- any legal documentation confirming residence
- where the child spends the majority of the school week
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the primary contact details and home address provided to them by the parents
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position

Local Authority (LA) – if you live in the Royal Borough of Windsor & Maidenhead, we are your ‘home local authority’. If you live somewhere else, then the county or borough you live in is your ‘home authority’. References in this paper to ‘the local authority’ or ‘the authority’ will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

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

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

Preference – this is a school to which a parent/carer wishes to send their child. Parents can not choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

Service Families – where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ.

Sibling – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The term 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.

Supplementary Information Form (SIF) – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.