

Changing Schools
Mid-Year

Moving into the Area

In-Year Transfer Admission to Windsor & Maidenhead Schools

For Academic Year 2022/23

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

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

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

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

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

When providing supporting documentation, please provide copies as we will not be responsible for the return, loss or damage to any original documents supplied.

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Introduction

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

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

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

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

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

An in-year transfer application should only be made if you require a school place in your child's existing year group, unless it is the last short term of the academic year, and you are applying for a place in the next year group for September entry which does not fall within the normal round of admissions transfer phase.

If you wish to apply for a school in any other local authority, please contact the relevant council or the school directly for further information on how to make your application. The Royal Borough of Windsor and Maidenhead Admissions team only manages in-year transfers into community and voluntary controlled schools in our administrative area. Contact details for neighbouring boroughs can be found in Section 9.

You can contact us if you need any further help using the information on the cover page of this booklet.

SECTION 1: Types of school in the Royal Borough of Windsor & Maidenhead

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

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

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

Voluntary aided schools: Voluntary aided church schools are supported by the Church Diocesan Boards and the local authority. The governors are responsible for setting the admissions policy. These schools manage their own in-year transfer applications.

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

Academies

An academy is an all-ability school that is run by an academy trust and its governors independently of the local authority and is funded entirely by central government. The governors are responsible for setting the admissions policy. These schools manage their own in-year transfer applications.

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

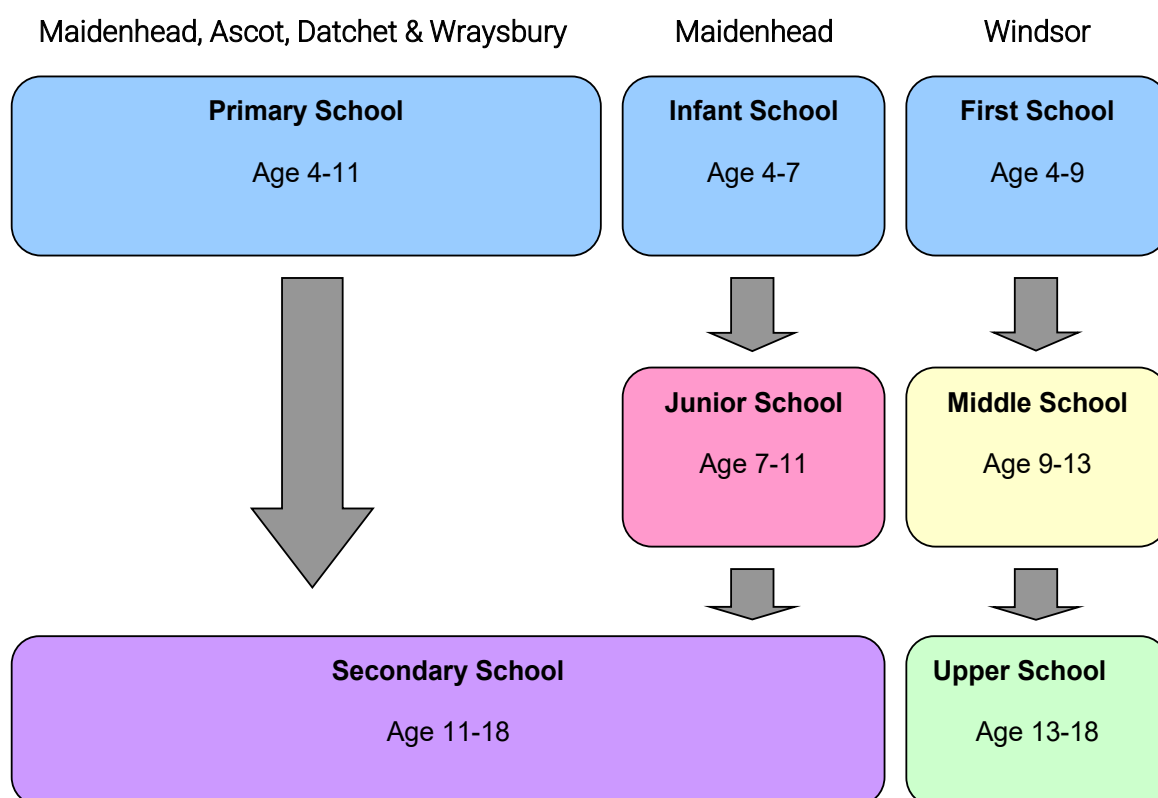
Free Schools

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

Braywick Court Free School (primary)

Holyport College (day and boarding places)

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



Performance Tables

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

Ofsted Inspection Reports

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

SECTION 2: Before making your application

Collecting information about schools

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

- Read about the schools on their individual school websites and contact them to obtain a prospectus. Contact details for each Royal Borough of Windsor & Maidenhead school are available in [Schools Directory](#) found on the borough's website.
- Arrange to visit the school during a normal school day to see how it operates.
- Contact the individual school for details.
- Look at the school's admission procedures on their websites.
- Find out what other activities the school offers, for example breakfast club, after school clubs, and sporting activities.
- You can find and compare schools on [GOV.UK](#). 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 on the [Ofsted website](#).
- Consider your child's particular interests and abilities, and their views on the schools visited.
- Check that daily travel to and from the school is possible within a reasonable time. **It is your responsibility as a parent or carer to get your child to school.** The home to school transport support policy is available on the borough website www.rbwm.gov.uk.
- Information about school vacancies is available from the School Admissions team upon request. Please note that we can only provide information at the time of request – it is impossible for us to predict vacancy information weeks or months in advance as we are processing applications on a daily basis. Your child will not be guaranteed a place at a school based on the vacancy information provided.
- If a school you are interested in applying for is showing as full in the relevant year group, you can still apply for your child's name to be placed on the school's waiting list. You will receive a letter to confirm the outcome of your application, and this must provide details about your right of appeal, regardless of the type of school to which you apply.

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.

The local authority and schools are committed to meeting parental preference as far as is possible within the number of places available. 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.

The Admission Criteria

If there are more applications received than there are places available, the school will use its published oversubscription criteria to work out which children have the highest priority and can be offered a place.

Any children with an Education, Health and Care plan (EHCP) which names the school must be admitted even if the relevant year group is full and will be counted in the published admission number.

The oversubscription criteria for Community and Voluntary Controlled schools can be found in this guide. Please contact the Admissions team if you have any questions about the oversubscription criteria.

The oversubscription criteria for each Academy, Voluntary Aided and Free School in the Royal Borough of Windsor and Maidenhead are printed on the individual school's websites. Make sure you understand the admission criteria and address any questions directly to the school.

Designated area (also known as catchment area)

All the schools within the Royal Borough have designated areas, except for Braywick Court Free School. Holyport College have a designated area for Year 7-day places only.

Your home address may not be in the designated area of the school nearest to your house. Before submitting your application, it is important that you check which catchment areas include your home address using the Neighbourhood View facility found on the council website www.rbwm.gov.uk. Paper copies of the designated areas are available on request.

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

Commonly used in the oversubscription criteria

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

Looked After Children or Previously Looked After Children

Children who are in the care of a local authority¹ or being provided with accommodation by a local authority, children who were previously looked after but ceased to be so because they were adopted² or became subject to a child arrangements order or special guardianship order 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.

¹ In accordance with section 22 of the Children Act 1989

² Under the Adoption Act 1976 or Adoption and Children Act 2002

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.

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.

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 need applications for community and voluntary controlled schools within the borough where a request has been made for the school which is listed as the FIRST preference on the application form.

Specific details of the requirements for academies, voluntary aided and free schools where this criterion applies is available on the individual school's website.

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.

It is very important that you provide as much information and supporting documentation as possible as your application will be assessed only once. 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.

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

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

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 to request a form) or 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. 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.

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

- A social and medical application will only be considered for the first preference school named on the application where it forms part of the oversubscription criteria.
- **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 (formerly known as a Statement of SEN) (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, including the following non-exhaustive list of conditions:

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

- **Emotional Needs:** All schools are expected to appropriately support their pupils' emotional and social 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 will not be considered under this criterion.
- **Domestic arrangements/Family Connections:** Joint care arrangements, childcare arrangements, transport arrangements, the location of your place of work, or the need to leave or meet children at more than one school at the same time, or there are previous family connections with a particular school, 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.

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

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

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.

Applying from abroad or elsewhere in the UK

Please visit our website for more information about how to apply and your responsibilities if you are new to the UK – [Admissions for Children from Overseas](#).

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

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

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

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

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

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

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning from abroad to this area, you can apply for a school place ahead of your arrival. Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and that your intended address is within the Royal Borough.

Armed Service personnel and their families may obtain further information, advice and guidance from the Children's Education Advisory Service. CEAS is part of the Ministry of Defence's Children's Services Directorate and established to help Service families, schools, local authorities and other organisations with any issue relating to the education of Service children.

Children's Education Advisory Service (CEAS)
Building 190 Trenchard Lines
Upavon, Pewsey
Wiltshire SN9 6BE
www.ceas.mod.uk

Children of Multiple Births

In cases where there is only one place available at a school and the next eligible child is one of a twin or other multiple birth group, we will admit both twins (and all the siblings in the case of multiple births) even if this exceeds the admission number for that school.

SECTION 3: Applying for a place at a community or voluntary controlled school

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

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

When to apply

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

If applying in the final short term of the current academic year to start school in the current academic year, your child will be expected to start school by the end June at the latest. If they do not start school by this time, any offer may be withdrawn and re-considered alongside any other children applying for a September start, in accordance with the oversubscription criteria. No applications for the current academic year will be accepted after the end of June unless if your child is without a school place.

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

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

Applications received later than 30 June will be processed on an individual basis after the main processing exercise, in the order of the date they were received. There may be a delay if the schools have closed for the summer holiday break and cannot confirm whether a place can be allocated.

The Allocation Process

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

and you will receive written confirmation of the outcome within 15 school days.

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

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

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

Oversubscription criteria for Voluntary Controlled and Community Schools

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

Where a school receives more applications than there are places available, places will be allocated in line with the published oversubscription criteria, in descending order:

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order, 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. [note 1]
2. Children with exceptional medical or social reasons for requiring the school [note 2].
3. **Junior schools only** – children attending a linked infant school [note 3]
4. 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 [notes 4 & 5]
5. Children who live in the 'designated appropriate area' of the school [note 4]
6. 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 [note 5]
7. Children of a staff member [note 6]
8. **Voluntary controlled schools only** - Children whose parents choose the school on denominational grounds [note 7]
9. Children whose parents have any other reason for their preference.

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be

used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

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

Note 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. Previously looked after children includes children who immediately after being in public care were adopted or subject to a child arrangement order under the terms of the Children Act 1989 or children subject to a special guardianship order which is defined under section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). Internationally previously looked after children are children who 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

Note 2 – the social and medical reason can apply to the child or another member of the family, see pages 17-19 for full information on applying for priority under this criterion.

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 - 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.

Note 5 – 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 set out in note 2.

Note 6 - 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.

Note 7 - Where denominational grounds are a reason for the application, it will be necessary for at least one parents or carer of the child concerned to regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant non-conformist churches (e.g. Baptist, Methodist, United Reform) and Roman Catholic. Attendance does not include services of marriage, funerals, or christenings (except for the christening of the child seeking entrance to the particular school). You will need to complete a supplementary information form (available at www.rbwm.gov.uk) to confirm that you are applying to the school on denominational grounds. You must pass the form onto your local clergy for verification before it is sent the local authority's Admissions team.

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system.

In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

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

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

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

Completing your application

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

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

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

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

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

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

When making your application you will sign a declaration that you have parental responsibility and that you have the agreement of all people with parental responsibility to make your application, or there is a court order allowing your application.

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

Any applications subject to a dispute will not be processed until agreement can be reached, and this may affect your child's chance of being allocated a place at a preferred school.

Supplementary information form

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

Proof of address

You must provide copies of three of the following non-exhaustive list (we may request further information):

- most recent council tax statement.
- child benefit statement, universal credit or child tax credit notice.
- driver's licence.
- water, gas, or electricity bill (dated within last three months). Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at an address.
- signed rental agreement or confirmation that a house purchase is legally binding i.e., contracts have already been exchanged and completed. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted.
- Evidence that your previous property has been sold or rental ceased at – this includes, but is not limited to, signed termination of rental agreement or proof of completion of sale (if your previous address is within commutable distance).

- Proof that you are returning to a home that you legally own (if applicable) and that property is available for you to live in.

Please read the guidance on how an address is considered for admissions purposes in full in the following pages of this section.

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. 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.

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:

Permanent address for admissions purposes

- Your home address must be where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child which is due to a formal fostering arrangement through Social Services, and official letters from the professionals involved are submitted to confirm this at the time of application.
- We expect a child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. We will not accept the address of a relative (unless it can be evidenced that the applicant and the child live there as a long-term and permanent arrangement), friend or childminder, a temporary address, or an address of a house you intend to move to, or a commercial address.
- If you own or rent a property, which is used, or has previously been used, as your home address which is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as temporary, even if the property which is further away is not available for you to live in. It is your responsibility to provide the Admissions team with information on the properties that you are connected to for us to make an assessment on whether a property can reasonably be disregarded for admission purposes. The individual circumstances will be considered by two or more officers who will make an evidence-based decision individually and then together, referring to another officer where disagreement exists.
- If you rent a property, we will consider any break clauses included in the tenancy agreement when assessing the permanency of your address. If your tenancy agreement expires prior to the start of term, we will require further verification of continued occupancy following the date of expiration, even if this is after the school place has been offered.
- If you use an incorrect address or you do not inform the Admissions team of other properties which you are connected to, this will be treated as an attempt to obtain a school place based on false 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.**

Moving home

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

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

The rules about being connected to more than one property detailed above will apply to all changes of address during the application process.

Any change of address will only be considered if you provide sufficient proof that the move is legally binding and that you and your child are habitually resident in the property. This evidence includes, but is not limited to:

- A solicitor's letter stating that the sale is complete, or a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy (including evidence that the contracts have been exchanged) or rent is not sufficient proof and will not be accepted;
AND

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

AND

- A copy of two utility bills/contracts (less than 3 months old) to prove that the family is habitually resident in the new property. Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at the address.
- If you are returning to live in a property that you already own, we will require evidence of this. This includes, but is not limited to evidence of ownership and proof that the property will be available for your family to live in upon your return.
- 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.

Joint child arrangements

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

Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent that is deemed to be the child's main residence i.e., where the child spends most of the school week. In the absence of a formalised legal care arrangement, we will consider all available evidence that you provide to support your application.

Where there is an equal split, or there is any doubt about residence, we will make a judgement about which address to use for admission purposes. In making this judgement, we will consider the following:

- Any legal documentation confirming residence
- The pattern of residence
- The period over which the current arrangement has been in place
- Confirmation from the previous/current school of the contact details and home address provided to them by parents
- Which parent is in receipt of Child Benefit/Tax Credit/Universal Credit (Unless parents have decided between themselves who receives child benefit, HMRC will give it to the parent who the child lives with **most of the time** and in accordance with the Child Tax Credit Regulations 2002 and The Universal Credit Regulations 2013, you must have parental responsibility for the child you wish to claim for, **and** you must also be the **primary caregiver/parent with main responsibility** of the child).
- Where the child is registered with a GP
- Any other evidence the parents may supply to confirm the situation
-

Submitting your application

Before you submit your application, please check that you:

- Have read and understood the admissions criteria for each school included on your application and considered the likelihood that your child will qualify for a place.
- Are clear on the order you want your preferences to be listed in.
- Understand how the home address will be assessed for admissions purposes.
- Have read and understood the declaration on the bottom of the form before submitting your application. This means you are agreeing to the terms and conditions in full and understand your responsibilities as an applicant.
- Have considered using all six preferences as this will increase your chance of obtaining a place for your child at one of your preferred schools.

Being offered a place

If your child meets the admissions criteria for more than one school, we will look at your order of preference and offer you a place at the highest preferred school at which your child is eligible for a place.

If your child does not meet the admissions criteria for any of your preferred schools and you are a Royal Borough of Windsor and Maidenhead resident, the Admissions team will offer you a place at the nearest suitable Royal Borough 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.

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

If your child is of statutory school age and you refuse an offer because it is not one of your preferred schools, then you will need to consider either applying for a maintained school which has vacancies, home educating your child, or enrolment in private education. If there are no mainstream schools with vacancies within an appropriate distance from your home your application will be referred under the Fair Access Protocol.

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

You will have a right of appeal against the decision not to offer your child a place at your preferred school. 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.

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

If you do not respond within the timeframe requested in your offer letter, then the offer is likely to be withdrawn within 20 school days from the date your child was supposed to start at the school and may be offered to another child.

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

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

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

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

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

Withdrawing offers

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

- Where the offer was made in error, 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.

Waiting lists for community and voluntary controlled schools

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

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

Waiting list positions are subject to change. You should be aware that if an application is received for a child who has a higher priority under the oversubscription criteria, it can affect your child's position on the waiting list. They can move down the list as well as up.

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

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

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

Admission out of normal age group

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

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

The relevant legislation can be found in section 2.18 of the [School Admissions Code 2021](#). Additional guidance can be found on the [School Admissions Policies](#) Website – [Out of Year Group Admissions for Windsor and Maidenhead Schools](#).

Any request for admission outside of the normal age group will be considered by the admitting authority for the school.

- **Community and Voluntary Controlled Schools:** the admitting authority is the local authority, taking into account the views of the head teacher at the school.
- **Academy, Voluntary Aided and Free Schools:** the admissions authority is the governors or academy trust as appropriate

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

SECTION 4: Applying for a Place at a Voluntary Aided, Academy or Free School

You must apply directly to any of the voluntary aided (VA), academy (A) or free (F) schools listed below. Contact details for each school can be found on the borough's [Schools Directory](#) website.

You can download a generic application from the RBWM [website](#) or visit the individual school's website to download their own application form – we would recommend contacting the school you would like to apply to first, before completing the generic form on our website as you may be required to fill in another form provided by the school.

We are unable to process applications for these schools at any time or provide information about their waiting lists. If we receive applications for these schools, we will forward the form to the relevant school for processing.

Academies, voluntary aided and free schools set their own admission arrangements. Make sure you read the school's admission policy before making your application and provide all the supporting documentation/evidence required.

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

Key: A – Academy
 VA – Voluntary Aided
 FS – Free School

Right of Appeal

The School Admissions Code 2021 requires the admissions authority of any school to allow you to make an application even if the school is full. The admitting authority must send you a letter either offering you a place or the reason(s) why they are unable to allocate a place.

This letter should include information on the policy for adding your child to the waiting list, your right of appeal to an independent panel.

Schools must not refuse to accept an application based on the fact that it is full or refuse to issue an outcome letter detailing your right of appeal.

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

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

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

No school place offer

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

If your child is of statutory school age and you refuse an offer because it is not one of your preferred schools, then you will need to consider either applying for a maintained school which has vacancies, home educating your child, or enrolment in private education. If there are no mainstream schools with vacancies within an appropriate distance from your home your application will be referred under the Fair Access Protocol.

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

Waiting lists

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

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

SECTION 6: School appeals

You have a legal right to appeal against a decision not to offer your child a place at one or more of your preferred schools, even though your child may have a place at another school.

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

If you are appealing for an infant class (Reception, Year 1 and Year 2) please ensure you read the information on the Infant Class Size Regulations on page 29 and 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 appeal panel will consider the grounds you give for appealing against the decision not to offer your child a school place and the reasons given by the school's admission authority for refusing a place. The appeal panel's decision is binding on the school's admission authority, the parent and the local authority.

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

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

For information about appealing for a school place in another council area, please contact the school or relevant council directly. Contact details for neighbouring boroughs can be found in Section 9.

Pending the outcome of your appeal, your child will be offered a school place at a lower named preference school where possible, or at the nearest appropriate school with a place available.

If an appeal is unsuccessful there is no automatic right to a further appeal within the same academic year unless there are significant and material changes in the circumstances of the parent or carer, child, or school since the time of the original appeal.

Examples of significant and material change include:

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

Infant Class Size Regulations

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

- Children admitted outside the normal admissions round with an Education, Health and Care Plan specifying a school.
- Looked after children and previously looked after children admitted outside the normal admissions round.
- Children admitted, after initial allocation of places (during the normal round of admissions i.e., phase transfer), because of a procedural error made by the admission authority or local authority in the original application process.
- Children admitted after an independent appeals panel upholds an appeal (please see limited grounds of appeal below).
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- Children of UK service personnel admitted outside of the normal admissions round.
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.
- Children with an Education, Health and Care Plan who are normally taught in a special educational need's unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school

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

How this affects the admissions appeal process

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

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

- It finds that the admission of additional children would not breach the infant class size limit.
- That the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied; and/or
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998; and/or

- That the decision to refuse admission was not one which a reasonable Admissions Authority would have made in the circumstances of the case. In order for a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements, i.e. it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied his mind to the question could have arrived at it.

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

SECTION 7: Fair Access Protocol

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

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

- a) Children either subject to a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Fair Access Protocol.
- b) Children living in a refuge or in other relevant accommodation at the point of being referred to the FAP.
- c) Children from the criminal justice system.
- d) Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education.
- e) Children with special educational needs (but without an education, health and care plan), disabilities or medical conditions.
- f) Children who are carers.
- g) Children who are homeless.
- h) Children in formal kinship care arrangements.
- i) **Children of, or who are, Gypsies, Roma, Travellers, refugees and asylum seekers.**
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. Group 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. To ensure these are admitted to school with the minimum of delay and to maximise what may be a short-term period of education.
- j) Children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the Code.
- k) Children for whom a place has not been sought due to exceptional circumstances.
- l) Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted.

m) Previously looked after children for whom the local authority has been unable to promptly secure a school place

This list is not exhaustive. Please refer to our website www.rbwm.gov.uk for more information and guidance about Fair Access.

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

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

The process is also designed to ensure that no school, including those with vacancies, is asked to take more than its fair share of children who have been excluded or who exhibit challenging behaviour. Allocating a child with challenging behaviour to a school which already has a disproportionate number of children with challenging behaviour can be detrimental not only to the child entering the school, who may not receive the necessary support, but also the children already being educated in the school. The Fair Access Panel must balance this and ensure a fair allocation of these children to all schools.

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

SECTION 8: Financial assistance

Free school meals

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

- Universal Credit (provided you have an annual net income of no more than the maximum allowed as assessed by earnings from up to three of your most recent assessment periods)
- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

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

Home to school transport support

Some children and young people may qualify for help with transport to and from school if they live more than a certain distance from their nearest school, or if they have special educational needs which means they cannot walk safely to school.

The council provides this support in line with national guidelines and legislation, which means that some children and young people may be eligible for free home to school transport.

The full home to school transport policy and information on how to apply is available on the website www.rbwm.gov.uk.

SECTION 9: Useful contact details

The Royal Borough of Windsor & Maidenhead

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

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

Neighbouring Local Education Authorities

Buckinghamshire County Council	01296 395000
Bracknell Forest Borough Council	01344 354023
Slough Borough Council	01753 875700
Surrey County Council	0345 6009009
Reading Borough Council	0118 9373777
Wokingham District Council	0118 9746000

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