



achieving  
for children

# **Admission into Primary School**

## **September 2019**

Information on applying for a primary, first, infant or junior school in the Royal Borough of Windsor and Maidenhead

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

The information in this guide relates to the school year beginning September 2019. It is primarily aimed at pupils entering Year Reception into a primary, first or infant school, and pupils transferring to a junior school at the end of Year 2.

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

The information was correct in August 2018 and is subject to change during the academic year 2018-19.

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

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

Phone: 01628 683870 (via Customer Contact Centre)

Email: [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

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

# Welcome letter from the Director of Children's Services

Dear Parent or Carer

The entry into primary school is often the first important milestone in a child's life. This guide will explain the process for admission into Year Reception, or transferring from an infant to junior school, in September 2019.

While a number of schools in the Royal Borough of Windsor and Maidenhead are academies, voluntary aided or free schools, the local authority continues to work in partnership with all schools to support all aspects of your child's development, and to provide them with the learning opportunities and facilities needed to build their knowledge and skills.

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

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

I strongly encourage you to apply online as this gives you absolute assurance that your application has been received, and allows you to receive your offer by email on National Offer Day, 16 April 2019.

If you have any questions about the school admission process, please do seek further information from the Admissions team. The contact details are included on the inside cover of this guide.

Finally, I wish your child every success in their future education, whichever school they attend in September 2019.

Best wishes,

A handwritten signature in black ink that reads "KM< Daniel". The initials "KM<" are written in a stylized, cursive font, and the name "Daniel" is written in a more legible, cursive script below them.

Kevin McDaniel  
Director of Children's Services

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## **SECTION 1**

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

There are 46 state-funded primary schools in the Royal Borough of Windsor & Maidenhead

#### **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.

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

## **Voluntary aided schools**

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

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

## **Academies**

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

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

## **Free schools**

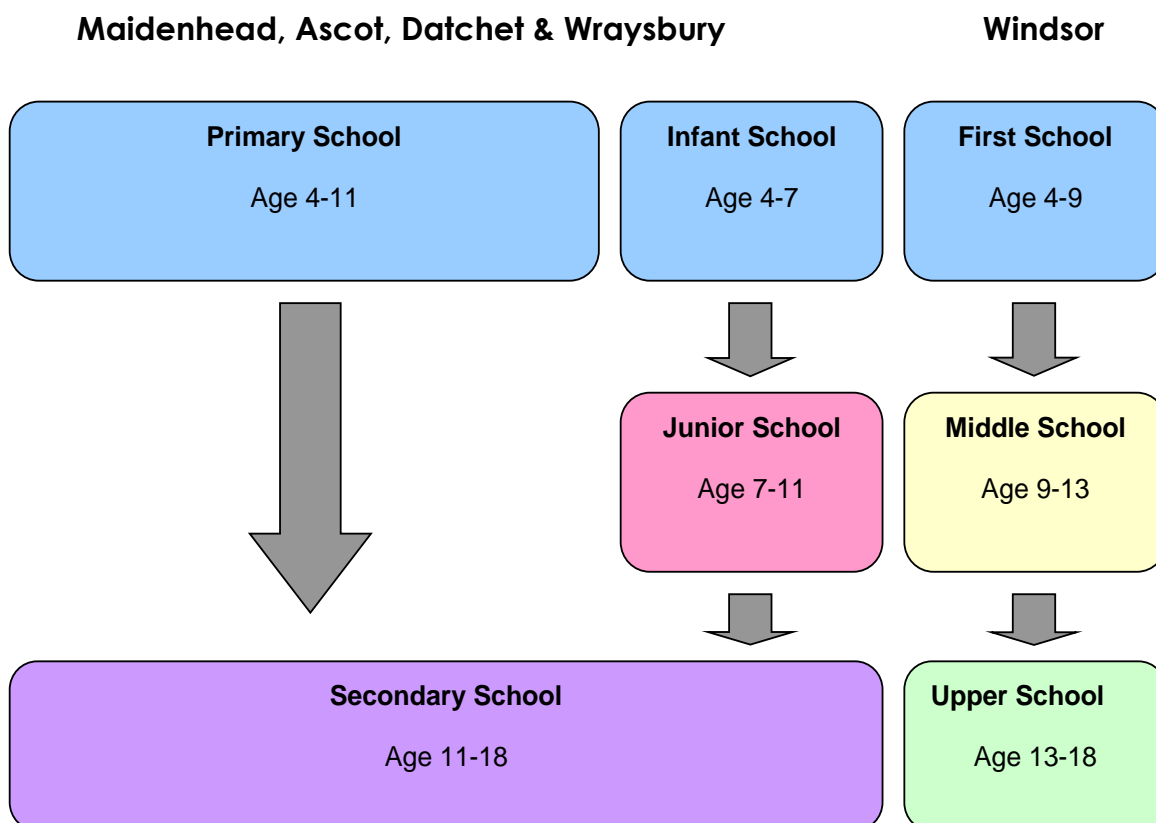
A free school is an all-ability school which is run by the governing body independently of the local authority, and is funded directly by central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy.

- Braywick Court

## The structure of education in the Royal Borough of Windsor & Maidenhead

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

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



### Infant and Junior Schools

If your child currently attends an infant school they will not automatically move to a junior school. Infant and junior schools are treated as separate schools, and even though they may be on the same site, you must apply afresh for a place in Year 3 at a junior school by 15 January 2019.

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

Junior schools give priority to applications from pupils already attending their linked infant school, but attendance at a linked infant school does not guarantee admission to the junior school. Please refer to the admission rules shown later in this guide for more information.

### First and Middle Schools

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

## Key dates for admission in September 2019

The co-ordinated admissions scheme operates from 1 November 2018 to 31 August 2019. This is a brief outline of the admissions process and full information on the process and the responsibilities of the applicant can be found in the body of the guide. The co-ordinated admissions policy is available to download on [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

### 2018

**Thursday 1 Nov** Online applications are open via [www.rbwm.gov.uk](http://www.rbwm.gov.uk)

### 2019

**Tuesday 15 Jan (midday)** Closing date for receipt of online and paper applications, including supplementary forms.

**Wednesday 30 Jan** Latest date for applications which, due to exceptional circumstances, were received after the 15 January 2019, and/or for address changes to be considered in the first round.

**Tuesday 16 April (National Offer Day)** Online applicants will be sent an email informing them of the result of their application.  
Letters will be posted by first class mail for on-time applicants who applied on a paper form.

**Monday 6 May** Date by which parents must accept or decline offer, and request to be added to the waiting list for any higher preferred schools.

**Friday 24 May** Closing date for the submission of appeals to be heard in the first round for schools using the RBWM appeals service. This date may vary for other academies or voluntary aided schools.

**Monday 20 May onwards** Further offers will be made from the waiting list as places become available for all applicants.

**June & July** The main round of admission appeals are heard.

**Wednesday 4 Sept** Start of the autumn term (exact date and time to be advised by each school)



## SECTION 2

### Deferring or delaying entry into school

The earliest date your child can start school is from the September following their fourth birthday. Any school place offered will be available full-time.

#### Deferring entry into Reception class

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

- Request that your child starts school later in the academic year but not beyond the start of the term following their fifth birthday nor beyond the start of the final term of the academic year (see also the section on Summer Born children below);
- Take up a school place offered part-time up until the term following their fifth birthday; or,
- Continue with, or take up, a free part-time place in an Early Learning or Nursery setting up until the term following their fifth birthday but not beyond the end of the academic year. If you need any additional information about Early Years Education please contact the Customer Contact Centre on 01628 683800.

**Please note:** The information in this booklet relates to applications for a school place to start during the academic year 2019-20. Therefore, any place offered based on an application for the 2019-20 academic year is valid for that academic year only, and your place must be taken up by the start of the Summer Term in 2020 at the latest.

#### Delaying entry into Reception class - Summer Born children only

You are required to make an application in the usual way and make a separate request to delay entry until the following academic year.

It is important for you to be aware that under the current rules, the agreement to delay entry into Reception only applies to the admitting authority (or authorities) who agree to your place.

If the request to delay is agreed you will have to reapply for a Reception place the following year under the normal admissions round, naming only the school(s) which agreed to your request. Your application will be considered with all other applications for that year of entry against the same admission rules for each school.

There is no guarantee you will get a place at any of your named preferences when you re-apply. If we are unable to allocate a place at one of your named schools, your child will be required to do an in-year transfer directly into Year 1 at a school where places are available. Please consider this when making your application to delay entry.

A child is recognised as a Summer Born child if they are born in the period 1 April until 31 August.

For a very small number of children, for example those who have medical needs, it may be the best for a Summer Born child to start Reception class a year later in September 2020.

If you think this may be the case for your child, you should:

- i. Apply in the usual way by 15 January 2019;
- ii. Visit the school(s) you are interested in and discuss it with them; and
- iii. Provide a written statement explaining why you think this would be best for your child, setting out the schools' views and the views of any professional person involved with the child. This should clearly demonstrate why it would be in the child's interests to be admitted to Reception rather than Year 1.

Please consider the following before making a request to delay entry:

- One admitting authority cannot be required to honour a decision made by another admitting authority on admission out of the normal age group. Parents should consider whether to request admission out of the normal year group at all their preferred schools, rather than just their first preference school;
- You will be required to make a new application as part of the main admissions round the following year. An agreement to delay will not give you any additional priority over other applications for a particular school, and your application will be assessed only against the school's published admission criteria;
- An agreement from a specific school to delay entry into Reception does not guarantee you a place at that school in the following year's admissions round. If we are unable to offer you a place in Reception at the named school for September 2019 entry, your child may have to enter school straight into Year 1 at a school with vacancies in the relevant year group.

Whilst there is no statutory barrier to children being admitted outside their normal age group, parents do not have the right to insist that their child is admitted to a particular age group. As the admitting authority for community and voluntary-controlled schools we will carefully consider your request and take the following factors into account:

- 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;

- Whether delayed social, emotional or physical development is adversely affecting the child's readiness for school;
- Relevant research into the outcomes of summer-born and premature children.

We will take into account your views, the views of the head teacher of the school(s) concerned and any relevant professionals. We may not agree to it if we do not think it is in the child's best interests. We will ensure that you receive a response to your request before primary national offer day.

Please note that academies, free schools and voluntary aided schools will have their own policy for assessing applications to delay.

If the request is agreed, your application for the normal age group will be withdrawn before a place is offered and you will need to make a new application as part of the main admissions round the following year.

If the request is refused, we recommend that you accept the offer of a place for the normal age group. If you later decide you want your child to start in Year 1 (see below) you will be able to make an in year application in June 2019 for admission to Year 1 in September.

Parents do not have a right of appeal if they have been offered a place and it is not in the year group they would like. However, they may make a complaint about an admission authority's decision not to admit their child outside their normal age group. The complaints procedure can be found on our website at [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

The Department for Education have produced a factsheet on the admission of Summer Born children which is available to download [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/389448/Summer\\_born\\_admissions\\_advice\\_Dec\\_2014.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389448/Summer_born_admissions_advice_Dec_2014.pdf)

## **Delaying entry until the start of Year 1 – Summer Born children only**

Please note that in this case your child will still be educated in their correct year group.

If you wish to delay your child's entry into school until the term after their fifth birthday and to enter school in Year 1 (that is, not attend the Reception year) you do not need to make an application under the normal admissions round. Oversubscribed schools are likely to have already been filled by children who took up their places in the Reception class and will automatically move up into Year 1.

You will need to make an in-year application in the June preceding the start of Year 1; any existing offer you hold for entering Year Reception is valid for that academic year only and will be withdrawn. Popular schools are likely to have already been filled by children who took up their places in the Reception class.

## **SECTION 3**

### **Seven steps in applying for a primary school place**

Children born between the following dates are eligible to transfer to either primary or junior school in September 2019 as part of the normal admissions round:

- Primary school – 1 September 2014 and 31 August 2014
- Junior school – 1 September 2011 and 31 August 2012

You apply for a school place through your home council. This is the council where you live and pay your council tax.

#### **Step 1: Understanding the admission process**

- You can apply for up to six schools in the order that you prefer them, including any out of borough schools.

Applications to transfer from infant to junior school must only name junior schools. If you wish to transfer to a primary school for Year 3, this is considered as an application outside of the normal admissions round and will require a separate in-year transfer application.

- You should check whether you need to complete a supplementary form for any of the schools you are applying for. If the school is outside of the Royal Borough, please refer to the relevant local authority or contact the school.
- If you apply online you will be sent an email on 16 April 2019 telling you which school you have been offered. If you apply on a paper form you will receive a letter which will be sent out by first class post on 16 April 2019.

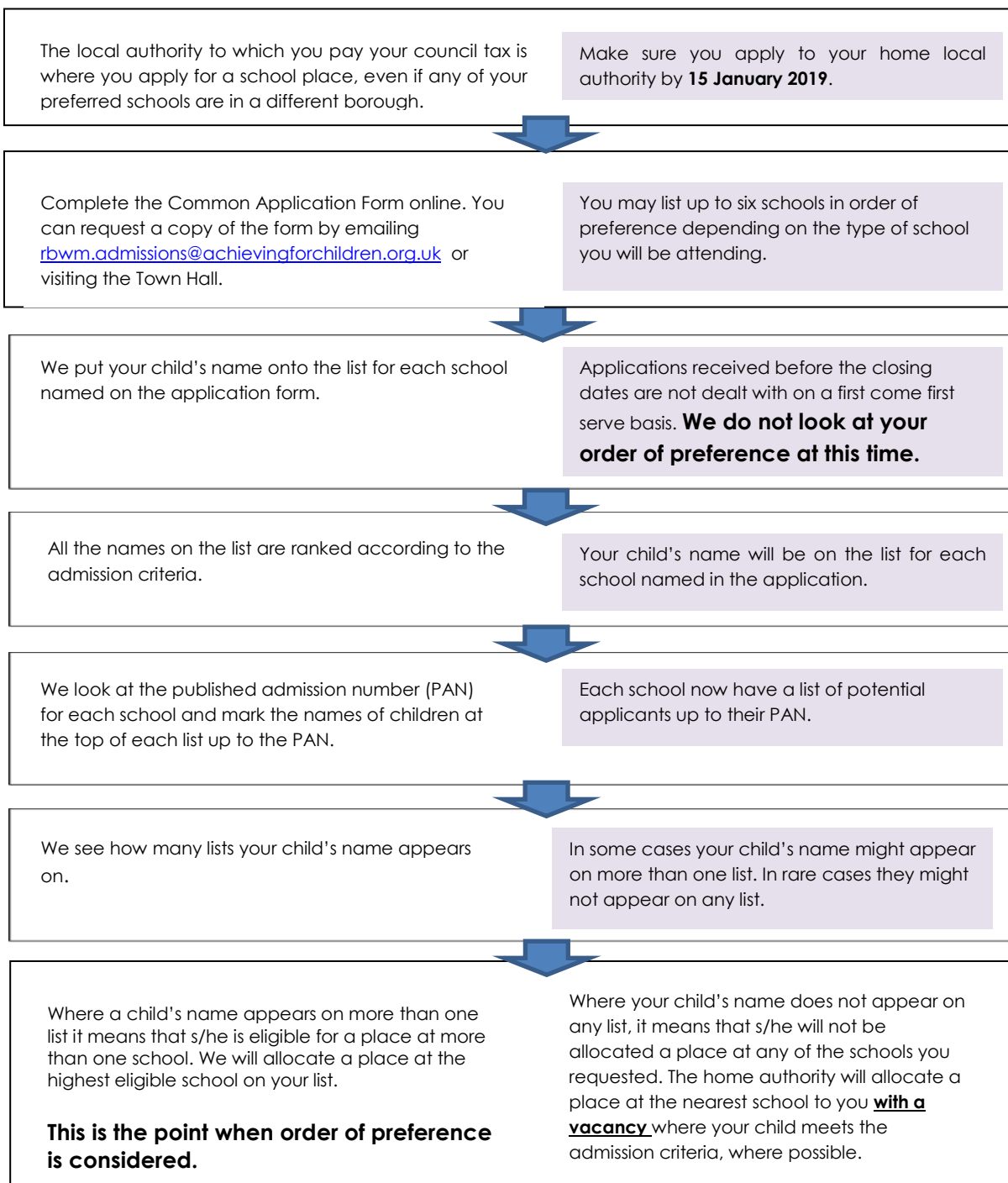
#### **School preferences**

- The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them.
- Putting only one preference does not mean you will be allocated a place at that school. If you do not meet the admissions criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. Do not name the same school more than once; it will only be considered as one preference.
- Each school is considered under an equal preference scheme. This means that all applications are considered equally no matter which preference the school is ranked. If you rank a school as your first preference 1 you will not get priority over another applicant who has ranked it lower.

**Closing date for on time applications is 15 January 2019**

## A summary of the equal preference allocation process

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



### Order of preference

You should think carefully about your order of preference when you decide how to list the schools for which you are applying. This is because if your child qualifies for a place at a number of schools you will only be made one offer, to the school with the highest preference for which your child is eligible. Any offers to a lower preferred school will be automatically withdrawn to ensure each child only receives one offer. You will no longer be considered for any lowered preferred schools and cannot be added to the waiting list without requesting a late change of preference following the allocation.

**Closing date for on time applications is 15 January 2019**

The following example illustrates the importance of the order of preference

<b>Pref</b>	<b>School</b>	<b>Qualify for a place?</b>	<b>Outcome on National Offer Day</b>
1 <sup>st</sup>	Oldfield Primary	No	Request to go on waiting list
2 <sup>nd</sup>	Braywood First	Yes	Offer
3 <sup>rd</sup>	Larchfield Primary	No	Withdrawn
4 <sup>th</sup>	St. Luke's Primary	No	Withdrawn
5 <sup>th</sup>	St Edmund Campion	No	Withdrawn
6 <sup>th</sup>	Lowbrook Academy	Yes	Withdrawn

### **Changing your order of preference**

Any change of preference, or change to order of preference, received after the closing date (15 January 2019) will be considered as a late application and processed after all on-time applications.

### **Step 2: Collecting information about schools**

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

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

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

### The admission criteria

If there are fewer applicants than places available for a school, every applicant will be offered a place if a higher preference has not been met.

If there are more applications received than there are places available, the school will use its published oversubscription criteria to work out which children have the highest priority and can be offered a place. Any children with an education, health and care plan (EHCP) which names the school must be admitted before any other children, and will be counted in the published admission number.

The oversubscription criteria for each Windsor and Maidenhead school are summarised on the individual school pages in Section 5. Make sure you understand the admission criteria, and address any questions directly to the school.

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

All the primary schools within the Royal Borough have designated areas, with the exception of Braywick Court Free School.

Your home address may not be in the designated area of the school nearest to your house. Before submitting your application it is important that you check which catchment areas include your home address using the Know Your Neighbourhood facility found under the 'In Your Area' option on the council website [www.rbwm.gov.uk](http://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. **However, living in the designated area does not guarantee you a place at the school if the school is oversubscribed.**

### How places were offered in previous years

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

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

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

Please note that the criterion and furthest distance offered shown in this data is at the initial allocation date of 16 April (or next working day) for each offer year.

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

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

#### **i. Looked after children or previously looked after children**

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

Children adopted from overseas are not classified as children in public care and therefore will not be considered under this criterion.

#### **Required evidence for a looked after child**

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

#### **Required evidence for a previously looked after child**

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

- An adoption order made under the Adoption Act 1976 or Adoption and Children Act 2002; or
- A child arrangements order settling the arrangements around the person with whom the child is to live with under section 8 of the Children Act 1989 (as amended by section 12 of the Children and Families Act); or
- A special guardianship order appointing one or more individuals to be a child's special guardian(s) under section 14A of the Children Act 1989.



## ii. Exceptional social or medical need

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

Some schools will consider an application under this category only where the parent or carer can demonstrate a **wholly exceptional** medical or social requirement why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending that school. Specific details of the requirements for the individual schools where this criterion applies are available on their website and summarised in Section 5.

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

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

Where the local authority assesses the application, the following rules apply.

All applications are considered individually and must include:

- A letter explaining the reasons for applying under this criterion, why the preferred school is significantly more suitable than any other school for your child, and the difficulties likely to be caused by not attending it. If the requested school is not the nearest school to the child's home address, you must provide clear reasons with supporting evidence why the nearest school is not appropriate. A statement must be included giving permission for the local authority to make such enquiries as it thinks necessary to investigate the matter further;
- specific supporting evidence that gives reasons and providing supporting information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed writing paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a childminder will not normally be acceptable. It is the applicant's responsibility to provide the supporting documentation
- Hospital appointment letters or prescriptions are **not** considered relevant documentary evidence.

All information provided is treated in strict confidence.

**Closing date for on time applications is 15 January 2019**

You must provide this evidence by the closing date, 15 January 2019. Requests received after the closing date for application will only be considered where the reasons for the late request are exceptional and it can be reasonably assumed that your request could not be made on time.

Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category for the child.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case a decision will be made based of the merits of the case and whether the evidence demonstrates that a placement should be made at one particular school above any other. You should consider naming other schools within the permitted number of preferences.

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

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

The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application will have knowledge of the local authority's admissions process and the School Admissions Code 2014. The officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion.

The Local Authority's decision is final and there will be no right of appeal to officers against refusal to consider an application under this category. You will have the legal right of appeal to an independent appeal panel after the allocation of places has been published.

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

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

All the 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 2019.

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

### **iv. Proximity to school**

In most published oversubscription criteria, priority within each criterion is decided by distance, with those living closest to the school being given the highest priority. In order 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 in the event that two or more children live at the same distance from the school.

## Step 4: Completing your application

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

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

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

### Apply online from 1 November 2018

You should apply online by going to [www.rbwm.gov.uk](http://www.rbwm.gov.uk). The link is on the School Admissions page under Applying for a Primary, Infant or Junior school.

If the school you are applying for requires a supplementary information form, you will also need to complete this and send it to the address stated on the form. If you do not have internet access at home it is free to apply online at any library in Windsor and Maidenhead.

You must have an email address to register on the Admissions portal before you make an application. There is a parent guide on the council website to help you make your application [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

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

You will receive an email to confirm that your application has been received. If you do not receive this email and it is not in your spam or junk folders, log back into the online system to make sure you submitted your application correctly.

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

Your online application is available to make changes right up until midday on 15 January 2019. It is very important to re-submit your application each time you amend your application for it to be considered as an on-time

**Closing date for on time applications is 15 January 2019**

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

**The online system will close at midday on 15 January 2019.**

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

On **16 April 2019** you will be sent an email advising you of the result of your application. After you receive this email you will be able to log on and view your application result to accept or decline your school place offer, and/or request to be added to the waiting list for any higher preferred schools.

**Completing a paper application form**

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

If you apply on paper you will receive a letter giving you the outcome of your application. This will be sent by first class post on 16 April 2019.

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

**Supplementary information form**

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

## Child's home address

We consider any school place obtained by deception to be unfair as another child is being deliberately denied their lawful claim to that place.

If you suspect that a parent has applied using an address that the child does not live at, please let us know by calling 01628 683870 or emailing [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk). Any information received will be treated in strict confidence.

Any allegations of people providing false information or using an address of convenience when applying for a school place are fully investigated, and if found to be true allocated places will be withdrawn in accordance with the School Admissions Code 2014. The applicant may also be subject to legal proceedings.

We will make a decision as to whether or not to accept an address for admission purposes in accordance with the guidance set out below.

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

The address you give us on your application must be your child's permanent address as at the date of application and where they will be living when they join the school. **The assessment of the permanent address for admission purposes is set out below.**

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

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

As part of the admissions process we will check council records to confirm that the address you have given on your application is your child's permanent home address. If there are any doubts about your address details or you have moved to the address given on the application within the last 18 months, we may request further evidence even if this is after a school place has been offered. It is your responsibility as the applicant to provide evidence to support your application.

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

### **i. Permanent address for admissions purposes**

- Your home address must be where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child which is due to a formal fostering arrangement

through Social Services, and official letters from the professionals involved are submitted to confirm this at the time of application.

- We expect a child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. We will not accept the address of a relative (unless it can be evidenced that this is 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.
- The property must be owned, leased or rented by the child's parent or carer, or person with legal care and control of the child.
- If you own a property within commutable distance of an oversubscribed school, which is used, or has previously been used, as your home address and, you state that you are living at and apply from a different address closer to or within the designated area of the school, we will treat the second address as temporary.

**To avoid all doubt, this means we will use the address of the property which you own as the permanent address for school admissions purposes, even if that property is not currently available for you to live in.**

- If you own or rent a property within commutable distance of an oversubscribed school, and you buy or rent another property or live with family or friends temporarily, and the second address is closer to or within the designated area of the school, we will not use the second address for school admissions purposes.
- **To avoid all doubt, this means we will use the original address for school admissions purposes, even if that property is not currently available for you to live in.**
- If you use an incorrect address this will be treated as an attempt to obtain a school place on the basis of false information, and your application will be withdrawn.

## ii. Moving home

If you fail to notify the Admissions team of a change of address, this will be treated as an attempt to obtain a school place on the basis of false information and your application and any offer we have made, will be withdrawn. You will be invited to make a new application and this will be assessed on your child's main residence.

If you plan on moving 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 actually moved and provide the evidence as set out below, before the address will be verified and changed on the system.

- The rules about owning and/or renting two properties detailed above will apply to all changes of address during the application process.
- Any change of address will only be considered in the first round of allocations if you provide sufficient proof that the move is legally binding and that you and your child are resident in the new property **before 30 January 2019**. This evidence includes , but is not limited to:
  - a solicitor's letter stating that the contracts have been exchanged on the property, of a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted;
  - proof that the previous property has been sold or the lease terminated;
  - a copy of two utility bills (less than 3 months old) to prove that the family is resident in the new property. Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at the address.
- If you are returning to live in a property that you already own we will require evidence of this. This includes, but is not limited to, evidence of ownership and proof that the property will be available for the family to live in by the end of August 2019.
- If a 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 move after the closing date for applications you must inform the Admissions team in writing of your new address and the date of the move as soon as possible and no later than two weeks after your move, so that your application is considered using the correct address for admissions purposes.
- Address changes accepted after the 30 January 2019 will be processed in the second round of allocations from May onwards.
- If you move after a school place offer has been made based on the address on your application, we will reassess your application using the new address. The assessment will consider whether your child would have been eligible for the place at your allocated school had the current address been used at the time of application, and whether another child with a higher priority for your allocated school will be disadvantaged if we



do not withdraw the offer. The school place may be withdrawn even if your child has started school.

- If you move after 30 January 2019, and once address verification procedures have been satisfied, your new address will be used to determine your child's position on any waiting lists so that you receive the correct outcome.

### iii. Joint child arrangements

- Where the parents or carers live separately, the application must be based on the address where the child lives most of the time.
- Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent that is deemed to be the child's main residence. In the absence of a formalised legal arrangement we will consider all available evidence that you provide to support your application.

### Late applications

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

Applications received after the closing date of **15 January 2019** will only be considered after all applications received by the closing date. This is unless you are able to provide proof that there were exceptional reasons why you made a late application and it can be reasonably assumed that your application could not be made on time, and then only up to **30 January 2019**. The authority's decision on whether an application will be considered late is final. You will have a right of appeal to an independent panel once the allocated places have been published,

All applications received after 30 January 2019 will only be considered after those received by the closing date. This includes applications received from residents moving into the borough before the allocation process.

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

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

### Applying from abroad or elsewhere in the UK

We are unable to process an application unless you are living in the area. The only exceptions are children of UK service personnel (UK Armed Forces or

**Closing date for on time applications is 15 January 2019**

Crown Servants), or where families (including the applicant and the child) are returning to the UK into a house they currently own and can prove it will be available to them to live in. You must be habitually resident in the property by the end of August, ahead of the academic year starting in September, and we may request evidence of this.

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

There is a separate form for children with an EHC Plan which will be completed by parents or carers via the Children and Young Persons Disability Service (CYPDS). Please also make an online application or complete a paper version of the common application form, naming the school agreed in the EHC Plan.

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

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

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

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

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning from abroad to this area, you can apply for a school place by the closing date of **15 January 2019**. Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and that your intended address is within the Royal Borough. The date you take up post must be before the beginning of term in September 2019.

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

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

[www.ceas.mod.uk](http://www.ceas.mod.uk)

## **Children of Multiple Births**

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

## **Step 5: Submitting your application**

The closing date for receipt of your application and any supplementary form or supporting evidence, is **15 January 2019**. The online system will close at **midday**. If applying on a paper form you should allow enough time for the form to arrive on time.

Before you submit your application please check that you:

- have read and understood the admissions criteria for each school included on your application, and considered the likelihood that your child will qualify for a place;
- are clear on the order you want your preferences to be listed in;
- have considered using all six preferences as this will increase your chance of obtaining a place for your child at one of your preferred schools.

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

If you apply online your application is available to make changes right up until midday on 15 January 2019. It is very important to re-submit your application each time you amend it. The system will send you an email each day for the seven days prior to the closing date, reminding you to submit your application if you have not done so. If you fail to submit your application before the closing date, your application will be treated as late.

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

## Step 6: Being offered a place

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

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

If your child does not meet the admissions criteria for any of your preferred schools and you are a Royal Borough of Windsor and Maidenhead resident, the Admissions team will offer you a place at the nearest suitable Royal Borough school to your home address with places remaining where possible. This will not be done automatically if your child is currently at a school where they can remain or at an independent educational setting.

### National Offer Day (16 April 2019)

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

If you applied online, you will be sent an email with the outcome of your application on **16 April 2019**. You will also be able to log on to the system to view the outcome and respond to the offer. You can also request to be added to the waiting list for any higher preferred schools.

If you applied on paper you will not be able to access your application electronically. You will be sent an outcome letter by first class post on 16 April 2019. This will provide information on how to respond to your offer and apply to be added to the waiting list for higher preferred schools. If the letter is not delivered, a copy will be sent out by post no sooner than 23 April 2019.

**You must accept or decline your offer by 8 May 2019, either through the Admissions portal if you applied online, or by following the instructions in your letter if you applied on paper. The offer for your allocated school is only guaranteed if you select the option to 'Accept' on the online system. If you select any other option the place will be withdrawn without further contact from the Admissions team.**

From May 2019 onwards we will re-offer any places that may have become vacant since original offers were made to applicants from the relevant waiting list, in accordance with the individual school's admission criteria.

We will continue to offer places on behalf of all schools, including academies, voluntary aided and free schools, until coordination finishes at the end of August 2019. This is to ensure each child only ever holds one offer.

**Closing date for on time applications is 15 January 2019**

## Late change of preference

A late change of preference is a request to change the preference order of the schools named on your application, or to change the schools named on your application, received after the closing date for the normal round of admissions (15 January 2019).

Requests for a late change of preference must be made by email at [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk), and must include your child's name, date of birth and a full list of the up to six schools you wish to be considered for in preference order, including any you wish to keep from your original application.

Requests should be made before the 8 May 2019 if you wish them to be considered when the first offers are made from the waiting list in May.

## Withdrawing offers

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

- where the offer was made in error;
- where the application is considered fraudulent or intentionally misleading;
- where a parent/carer has not responded to the offer within a reasonable time;
- where it is possible to offer a higher named preference from the waiting list.

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

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

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

- If you applied on time, you can request to be added to the waiting list for any higher preferred schools than the one allocated.
- Any requests to be added to the waiting list of a school which was a lower preference than the school offered will not be processed. You must write to the Admissions team requesting a late change of preference to be considered for lower preferred schools.
- Late applications are automatically added to the waiting lists for their preferred schools if they are full.
- All applications or late change of preferences received by the 8 May 2019 will be added to the waiting lists in criteria order before the initial lists are finalised, regardless of the date the application was received or where the school is ranked in terms of preference (as long as it is a higher preferred school than the one offered).
- Waiting lists are maintained in accordance with the individual school's admission criteria.
- Waiting list positions are subject to change. You should be aware that if an application is received for a child who has a higher priority under the school's admission criteria, it can affect your child's position on the waiting list. They can move down as well as up on the list.
- Waiting list positions will be available from 20 May 2019.
- During the co-ordination period, the Admissions team will provide waiting list positions for community and voluntary controlled schools, and any schools which have bought into our admissions service. All other schools should be contacted directly. Full information on who to contact for waiting list positions will be on [www.rbwm.gov.uk](http://www.rbwm.gov.uk) when the waiting lists are available.
- Waiting lists for community and voluntary controlled schools are maintained by the Admissions team until the end of the academic year in July 2020. If you wish to remain on the waiting list for the following academic year you will have to make an in-year transfer application no sooner than June 2020. For information on the waiting list arrangements for academies, voluntary-aided or free schools, please contact the school directly.

### **Waiting lists for schools in other council areas**

Schools in other areas may operate their waiting lists in a different way to this council. It is your responsibility to confirm the arrangements they will follow if you are applying for a school in another area.

## SECTION 4

### School appeals

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

**If you are appealing for an infant class (Reception, Year 1 and Year 2) please ensure you read the information on the Infant Class Size Regulations below.**

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

Your appeal will be heard by an appeal panel that is independent of the admissions authority whose decision you are appealing against. To ensure their independence and impartiality, there are strict rules covering the appointment of panel members. You have the right to attend the hearing to explain your case to the independent appeal panel.

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

Further information on how to appeal for a Royal Borough school can be found on the borough website [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

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

The deadline for appeals for Royal Borough schools to be heard in the first round is **24 May 2019**.

For information about appealing for a school place in another council area, please contact the school or relevant council directly. Contact details for neighbouring boroughs can be found in Section 8.

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

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

Examples of significant and material change include:

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

### **Infant Class Size Regulations**

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

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

Pupils admitted for the above reasons are classed as excepted pupils until the infant class size 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 5

### School Information

#### Performance Tables

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

#### Ofsted Inspection Reports

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

#### Admissions criteria

A summary of the admissions criteria for the Royal Borough of Windsor and Maidenhead primary schools are included in the following pages. You should visit the individual school's website for the full admissions policy. Please note the following in relation to these schools:

##### Braywick Court Free School

Braywick Court Free School has temporarily relocated to West Dean, Maidenhead SL6 7JB while their permanent site at Hibbert Road is redeveloped. For admissions into Reception for September 2019, the proximity to school will be measured from the applicant's home address to their permanent site address at Hibbert Road, Maidenhead SL6 1UU.

##### Burchetts Green residents

Burchetts Green residents will be designated area for All Saints Junior School, not Courthouse Junior School as in previous years. The exception to this is for siblings who attend Courthouse and will still be on roll when the younger one starts school. This applicant will be deemed designated area for Courthouse Junior School.

#### Allocation information for previous years

A summary of the allocation information for September 2018 entry and previous years can be found on [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

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

## Primary schools in the Royal Borough of Windsor & Maidenhead

### Ascot area

<p><b>Cheapside CE Primary</b>  Watersplash Lane  Cheapside  Ascot,  SL5 9QJ  Head: Mrs K Searle  Tel: 01344 621112  Email: <a href="mailto:cheapsidecofe@rbwm.org.uk">cheapsidecofe@rbwm.org.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -11  Admission number: 30  SIF required: Yes  DfE no.: 868 3324</p> <p>September 2018 allocation:  Total preferences received: 78.  Please contact the school for details.</p>
<p><b>Holy Trinity CE Primary</b>  Church Road  Sunningdale  Ascot  SL5 0NJ  Head: Mrs P O'Brien  Tel: 01344 620716  Email: <a href="mailto:holytrinitysunn@rbwm.org.uk">holytrinitysunn@rbwm.org.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -11  Admission number: 30  SIF required: No  DfE no.: 868 3322</p> <p>September 2018 allocation:  Total preferences received: 66  Please contact the school for details.</p>
<p><b>St Francis Catholic Primary</b>  Coronation Road  Ascot  SL5 9HG  Head: Ms C Johnson  Exec Head: Ms Juanita Dunlop  Tel: 01344 622840  Email: <a href="mailto:office@stfrancisprimary.org">office@stfrancisprimary.org</a></p>	<p>School type: Academy  Age range: 4 -11  Admission number: 30  SIF required: No  DfE no.: 868 3335</p> <p>September 2018 allocation:  Total preferences received: 52  Please contact the school for details</p>
<p><b>St Michael's CE Primary</b>  School Road  Sunninghill  Ascot  SL5 7AD  Interim Head: Mrs L Anderton  Tel: 01344 622962  Email: <a href="mailto:office@stmichaelsce.co.uk">office@stmichaelsce.co.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -11  Admission number: 30  SIF required: No  DfE no.: 868 3323</p> <p>September 2018 allocation:  Total preferences received: 75  Please contact the school for details.</p>
<p><b>South Ascot Village Primary</b>  All Soul's Road  South Ascot  SL5 9EA  Acting Head: Ms K Rimmell  Tel: 01344 622118  Email: <a href="mailto:sascotvillage@rbwm.org.uk">sascotvillage@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 -11  Admission number: 30  SIF required: No  DfE no.: 868 2109</p> <p>September 2018 allocation:  Total preferences received: 31  All preferences were met</p>

## Maidenhead area

<p><b>All Saints CE Junior</b> Westborough Road Maidenhead SL6 4AR Head: Mr. R Rhodes Tel: 01628 622596 Email: <a href="mailto:office@allsaintsmaidenhead.org">office@allsaintsmaidenhead.org</a></p>	<p>School type: Voluntary controlled Age range: 7 -11 Admission number: 90 SIF required: No DfE no.: 868 3059</p> <p>September 2018 allocation: Total preferences received: 99 All preferences were met</p>
<p><b>Alwyn Infant School</b> Mulberry Walk Maidenhead SL6 6EU Head: Miss N Cale Tel: 01628 622477 Email: <a href="mailto:office@alwyn.org.uk">office@alwyn.org.uk</a></p>	<p>School type: Community Age range: 4 - 7 Admission number: 90 SIF required: No DfE no.: 868 2071</p> <p>September 2018 allocation: Total preferences received: 184 All preferences were met</p>
<p><b>Bisham CE Primary School</b> Church Lane Bisham Marlow SL7 1RW Head of school: Ms Barnes Exec Head: Mrs Cooke Tel: 01628 482910 Email: <a href="mailto:info@bishamschool.net">info@bishamschool.net</a></p>	<p>School type: Academy Age range: 4 - 11 Admission number: 30 SIF required: No DfE no.: 868 3010</p> <p>September 2018 allocation: Total preferences received: 17 All preferences were met</p>
<p><b>Boyne Hill CE Infant</b> Rutland Road Maidenhead SL6 4HZ Head: Mrs J Davies Tel: 01628 622708 Email: <a href="mailto:office@boynehillschool.org">office@boynehillschool.org</a></p>	<p>School type: Voluntary controlled Age range: 4 - 7 Admission number: 60 SIF required: No DfE no.: 868 3031</p> <p>September 2018 allocation: Total preferences received: 192 The last criterion met was criterion 4 to a distance of 0.397 miles SLD</p>
<p><b>Braywick Court School</b> Temporarily located at: West Dean, Maidenhead SL6 7JB Head: Mrs G Donnelly Tel: 07521 118582 Email: <a href="mailto:office@braywickcourtschool.org.uk">office@braywickcourtschool.org.uk</a> <b>Permanent site address for measuring proximity to school is Hibbert Road, Maidenhead SL6 1UU</b></p>	<p>School type: Free school Age range: 4 - 11 Admission number: 30 SIF required: No DfE no.: 868 2000</p> <p>September 2018 allocation: Total preferences received: 175 The last criterion met was criterion 5 to a distance of 1.082 miles SLD</p>

<p><b>Burchetts Green CE Infant</b>  Burchetts Green  Maidenhead  SL6 6QZ  Head: Ms D Sheppard  Tel: 01628 822926  Email: <a href="mailto:burchettsgreen@rbwm.org.uk">burchettsgreen@rbwm.org.uk</a></p>	<p>School type: Academy  Age range: 4 -7  Admission number: 25  SIF required: Yes  DfE no.: 868 3027</p> <p>September 2018 allocation:  Total preferences received: 102  The last criterion met was criterion 8 to a distance of 2.262 miles SLD</p>
<p><b>Cookham Dean CE Primary</b>  Bigfrith Lane  Cookham Dean  Maidenhead  SL6 9PA  Head: Ms F Reekie  Tel: 01628 482734  Email: <a href="mailto:office@cookhamdean.org">office@cookhamdean.org</a></p>	<p>School type: Voluntary aided  Age range: 4 -11  Admission number: 27  SIF required: Yes  DfE no.: 868 3021</p> <p>September 2018 allocation:  Total preferences received: 86  Please contact the school for details</p>
<p><b>Cookham Rise Primary</b>  High Road  Cookham Rise  Maidenhead  SL6 9JF  Head: Ms H Daniels  Tel: 01628 520961  Email: <a href="mailto:office@cookhamrise.org">office@cookhamrise.org</a></p>	<p>School type: Community  Age range: 4 -11  Admission number: 30  SIF required: No  DfE no.: 868 2123</p> <p>September 2018 allocation:  Total preferences received: 95  The last criterion met was criterion 8 to a distance of 1.291 miles SLD</p>
<p><b>Courthouse Junior</b>  Blenheim Road  Maidenhead  SL6 5HE  Head: Mr G Heynes  Tel: 01628 626958  Email: <a href="mailto:courthouse@rbwm.org.uk">courthouse@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 -11  Admission number: 105  SIF required: No  DfE no.: 868 2072</p> <p>September 2018 allocation:  Total preferences received: 106  All preferences were met</p>
<p><b>Furze Platt Infant</b>  Oaken Grove  Maidenhead  SL6 6HQ  Head: Mrs M Clementson  Tel: 01628 624385  Email: <a href="mailto:office@fpis.org">office@fpis.org</a></p>	<p>School type: Community  Age range: 4 - 7  Admission number: 90  SIF required: No  DfE no.: 868 2112</p> <p>September 2018 allocation:  Total preferences received: 209  All preferences were met</p>

<p><b>Furze Platt Junior</b> Oaken Grove Maidenhead SL6 6HQ Head: Mr M Wallace Tel: 01628 410099 Email: <a href="mailto:office@fpjs.org.uk">office@fpjs.org.uk</a></p>	<p>School type: Community Age range: 7 - 11 Admission number: 90 SIF required: No DfE no.: 868 2108</p> <p>September 2018 allocation: Total preferences received: 158 The last criterion met was criterion 6 to a distance of 1.053 miles SLD</p>
<p><b>Holyport CE Primary</b> Stroud Farm Road Holyport Maidenhead SL6 2LP Head: Ms. A Featherstone Tel: 01628 627743 Email: <a href="mailto:parents@holyporthprimaryschool.co.uk">parents@holyporthprimaryschool.co.uk</a></p>	<p>School type: Academy Age range: 4 -11 Admission number: 60 SIF required: Yes DfE no.: 868 3012</p> <p>September 2018 allocation: Total preferences received: 34 Please contact the school for details</p>
<p><b>Holy Trinity CE Primary</b> School Lane Cookham Maidenhead SL6 9QJ Head of School: Ms A Smith Tel: 01628 523766 Email: <a href="mailto:office@holyltrinitysch.co.uk">office@holyltrinitysch.co.uk</a></p>	<p>School type: Voluntary controlled Age range: 4 -11 Admission number: 30 SIF required: No DfE no.: 868 3022</p> <p>September 2018 allocation: Total preferences received: 98 The last criterion met was criterion 8 to a distance of 1.691 miles SLD</p>
<p><b>Knowl Hill CE Primary</b> Bath Road Knowl Hill RG10 9UX Head of school: Mrs N Bourner Exec Head: Mrs I Cooke Tel: 01628 822584 Email: <a href="mailto:office@knowlhill.org">office@knowlhill.org</a></p>	<p>School type: Academy Age range: 4 -11 Admission number: 30 SIF required: Yes DfE no.: 868 3028</p> <p>September 2018 allocation: Total preferences received: 68 Please contact the school for details</p>
<p><b>Larchfield Primary</b> Bargeman Road Maidenhead SL6 2SG Head: Mrs Kearney Tel: 01628 622522 Email: <a href="mailto:larchfield@larchfieldschool.co.uk">larchfield@larchfieldschool.co.uk</a></p>	<p>School type: Community Age range: 4 - 11 Admission number: 30 SIF required: No DfE no.: 868 2247</p> <p>September 2018 allocation: Total preferences received: 71 All preferences were met</p>

<p><b>Lowbrook Academy</b>  The Fairway  Cox Green  Maidenhead  SL6 3AR  Exec Principal: Mr D Rooney  Tel: 01628 671355  Email:  <a href="mailto:lowbrook@lowbrookacademy.co.uk">lowbrook@lowbrookacademy.co.uk</a></p>	<p>School type: Academy  Age range: 4 - 11  Admission number: 30  SIF required: No  DfE no.: 868 2186</p> <p>September 2018 allocation:  Total preferences received: 179  Please contact the school for details</p>
<p><b>Oldfield Primary</b>  Bray Road  Maidenhead  SL6 1UE  Head: Mr R Jarrett  Tel: 01628 621750  Email: <a href="mailto:office@oldfieldprimary.com">office@oldfieldprimary.com</a></p>	<p>School type: Community  Age range: 4 -11  Admission number: 60  SIF required: No  DfE no.: 868 2159</p> <p>September 2018 allocation:  Total preferences received: 204  The last criterion met was criterion 8 to a distance of 0.708 miles SLD</p>
<p><b>Riverside Primary</b>  Cookham Road  Maidenhead  SL6 7JA  Head: Mr N Stevens  Tel: 01628 621741  Email: <a href="mailto:riverside@rbwm.org.uk">riverside@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 -11  Admission number: 60  SIF required: No  DfE no.: 868 2074</p> <p>September 2018 allocation:  Total preferences received: 74  All preferences were met</p>
<p><b>St Edmund Campion Catholic Primary</b>  Altwood Road  Maidenhead  SL6 4PX  Head: Mrs P Opalko  Tel: 01628 620193  Email:<a href="mailto:school@st-edmund.org.uk">school@st-edmund.org.uk</a></p>	<p>School type: Academy  Age range: 4 -11  Admission number: 60  SIF required: Yes  DfE no.: 868 3337</p> <p>September 2018 allocation:  Total preferences received: 141  Please contact the school for details</p>
<p><b>St Luke's CE Primary Academy</b>  Cookham Road  Maidenhead  SL6 7EG  Head: Ms A Hough  Tel: 01628 621600  Email:  <a href="mailto:office@st-lukesprimary.com">office@st-lukesprimary.com</a></p>	<p>School type: Academy  Age range: 4 - 11  Admission number: 45  SIF required: No  DfE no.: 868 3033</p> <p>September 2018 allocation:  Total preferences received: 100  The last criterion met was criterion 7 to a distance of 4.02 miles SLD</p>



<p><b>St Mary's Catholic Academy</b> Cookham Road Maidenhead SL6 7EG Head: Ms S Barry Tel: 01628 622570 Email: <a href="mailto:office@stmarys-maidenhead.org.uk">office@stmarys-maidenhead.org.uk</a></p>	<p>School type: Academy Age range: 4 - 11 Admission number: 45 SIF required: Yes DfE no.: 868 3334</p> <p>September 2018 allocation: Total preferences received: 102 Please contact the school for details</p>
<p><b>Waltham St Lawrence Primary</b> School Lane West End Waltham St Lawrence RG10 0NU Head: Mrs L Ellerton Tel: 0118 934 3248 Email: <a href="mailto:office@wslprimary.org">office@wslprimary.org</a></p>	<p>School type: Community Age range: 4 -11 Admission number: 19 SIF required: No DfE no.: 868 2092</p> <p>September 2018 allocation: Total preferences received: 66 The last criterion met was criterion 8 to a distance of 5.467 miles SLD</p>
<p><b>Wessex Primary</b> St Adrian's Close Cox Green Maidenhead SL6 3AT Head: Mr S Woodbridge Tel: 01628 626724 Email: <a href="mailto:office@wessexprimary.org">office@wessexprimary.org</a></p>	<p>School type: Community Age range: 4 -11 Admission number: 60 SIF required: No DfE no.: 868 2077</p> <p>September 2018 allocation: Total preferences received: 108 All preferences were met</p>
<p><b>White Waltham CE Academy</b> Waltham Road White Waltham Maidenhead SL6 3SG Head of School: Mr M Thompson Tel: 01628 822533 Email: <a href="mailto:office@whitewaltham.org">office@whitewaltham.org</a></p>	<p>School type: Academy Age range: 4 -11 Admission number: 30 SIF required: Yes DfE no.: 868 3050</p> <p>September 2018 allocation: Total preferences received: 122 Please contact the school for details</p>
<p><b>Woodlands Park Primary</b> Heywood Avenue Woodlands Park Maidenhead SL6 3JB Head: Mrs A Penny Tel: 01628 822350 Email: <a href="mailto:office@woodlandsparkschool.org.uk">office@woodlandsparkschool.org.uk</a></p>	<p>School type: Community Age range: 4 - 11 Admission number: 30 SIF required: No DfE no.: 868 2107</p> <p>September 2018 allocation: Total preferences received: 39 All preferences were met</p>



## Windsor area

<p><b>Alexander First</b>  Kenneally  Oakley Green  Windsor  SL4 4XP  Head: Ms G Young  Tel: 01753 852894  Email: <a href="mailto:alexander@rbwm.org.uk">alexander@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 - 9  Admission number: 30  SIF required: No  DfE no.: 868 2155</p> <p>September 2018 allocation:  Total preferences received: 35  All preferences were met</p>
<p><b>Braywood CE First</b>  Oakley Green Road  Oakley Green  Windsor  SL4 4QF  Head: Ms S Calvert  Tel: 01628 623660  Email: <a href="mailto:braywood@rbwm.org.uk">braywood@rbwm.org.uk</a></p>	<p>School type: Voluntary controlled  Age range: 4 -9  Admission number: 30  SIF required: No  DfE no.: 868 3011</p> <p>September 2018 allocation:  Total preferences received: 76  All preferences were met</p>
<p><b>Clewer Green CE First</b>  Hatch Lane  Windsor  SL4 3RL  Head: Mr M Tinsley  Tel: 01753 864544  Email: <a href="mailto:clewergreen@rbwm.org.uk">clewergreen@rbwm.org.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -9  Admission number: 60  SIF required: Yes  DfE no.: 868 3326</p> <p>September 2018 allocation:  Total preferences received: 146  Please contact the school for details</p>
<p><b>Dedworth Green First</b>  Smith's Lane  Windsor  SL4 5PE  Head: Ms L Brown  Exec Heads: Ms Brand &amp; Ms Sharma  Tel: 01753 861668  Email:  <a href="mailto:office@dedworthgreenfirst.com">office@dedworthgreenfirst.com</a></p>	<p>School type: Academy  Age range: 4 -9  Admission number: 30  SIF required: No  DfE no.: 868 3326</p> <p>September 2018 allocation:  Total preferences received: 64  Please contact the school for details</p>
<p><b>Eton Porny CE First</b>  High Street  Eton  SL4 6AS  Head: Ms Russell  Tel: 01753 861995  Email: <a href="mailto:office@etonporny.com">office@etonporny.com</a></p>	<p>School type: Academy  Age range: 4 - 9  Admission number: 30  SIF required: No  DfE no.: 868 2001</p> <p>September 2018 allocation:  Total preferences received: 64  All preferences were met</p>

<p><b>Eton Wick CE First</b>  Sheepcote Road  Eton Wick  Windsor  SL4 6JB  Head: Mr R Harris  Tel: 01753 860096  Email: <a href="mailto:office@etonwick.org.uk">office@etonwick.org.uk</a></p>	<p>School type: Voluntary controlled  Age range: 4 - 9  Admission number: 30  SIF required: No  DfE no.: 868 3072</p> <p>September 2018 allocation:  Total preferences received: 31  All preferences were met</p>
<p><b>Hilltop First</b>  Clewer Hill Road  Windsor  SL4 4DW  Head: Ms L Bima  Tel: 01753 863502  Email: <a href="mailto:hilltop@rbwm.org.uk">hilltop@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 -9  Admission number: 45  SIF required: No  DfE no.: 868 2096</p> <p>September 2018 allocation:  Total preferences received: 124  The last criterion met was criterion 8  to a distance of 3.549 miles SLD</p>
<p><b>Homer First</b>  Testwood Road  Windsor  SL4 5RL  Joint Head: Mrs G Sharma &amp; Ms V  Brand  Tel: 01753 867436  Email: <a href="mailto:homer@rbwm.org.uk">homer@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 -9  Admission number: 45  SIF required: no  DfE no.: 868 2143</p> <p>September 2018 allocation:  Total preferences received: 86  All preferences were met</p>
<p><b>Kings Court First</b>  Ashbrook Road  Old Windsor  SL4 2NE  Head: Ms Pye-Beraet  Tel: 01753 866272  Email: <a href="mailto:kingscourt@rbwm.org.uk">kingscourt@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 -9  Admission number: 45  SIF required: No  DfE no.: 868 2085</p> <p>September 2018 allocation:  Total preferences received: 66  All preferences were met</p>
<p><b>Oakfield First</b>  Imperial Road  Windsor  SL4 3RU  Head: Mrs S Hull  Tel: 01753 861347  Email: <a href="mailto:oakfield@rbwm.org.uk">oakfield@rbwm.org.uk</a></p>	<p>School type: Community  Age range: 4 - 9  Admission number: 60  SIF required: No  DfE no.: 868 2176</p> <p>September 2018 allocation:  Total preferences received: 187  The last criterion met was criterion 4  to a distance of 0.891 miles SLD</p>

<p><b>The Queen Anne Royal Free CE First</b>  Chaucer Close  Windsor  SL4 3EH  Head: Mrs J Street  Tel: 01753 830885  Email: <a href="mailto:queenanne@rbwm.org.uk">queenanne@rbwm.org.uk</a></p>	<p>School type: Voluntary controlled  Age range: 4 - 9  Admission number: 30  SIF required: No  DfE no.: 868 3074</p> <p>September 2018 allocation:  Total preferences received: 139  The last criterion met was criterion 4 to a distance of 0.707 miles SLD</p>
<p><b>The Royal School (Crown Aided)</b>  The Great Park  Windsor  SL4 2HP  Head: Mrs B Coombridge  Tel: 01753 830885  Email: <a href="mailto:the royalschool@rbwm.org.uk">the royalschool@rbwm.org.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -9  Admission number: 20  SIF required: Yes  DfE no.: 868 3318</p> <p>September 2018 allocation:  Total preferences received: 97  Please contact the school for details</p>
<p><b>St Edward's Catholic First</b>  Parsonage Lane  Windsor  SL4 5EN  Head: Mrs S Matthews  Tel: 01753 860607  Email: <a href="mailto:office@secfs.org.uk">office@secfs.org.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -9  Admission number: 60  SIF required: Yes  DfE no.: 868 3338</p> <p>September 2018 allocation:  Total preferences received: 141  Please contact the school for details</p>
<p><b>Trinity St Stephen CE First</b>  Vansittart Road  Windsor  SL4 5DF  Head: Ms Lovegrove  Tel: 01753 862540  Email: <a href="mailto:office@tssfirst.co.uk">office@tssfirst.co.uk</a></p>	<p>School type: Voluntary aided  Age range: 4 -9  Admission number: 30  SIF required: Yes  DfE no.: 868 3327</p> <p>September 2018 allocation:  Total preferences received: 115  Please contact the school for details</p>

## Datchet and Wraysbury area

<p><b>Datchet St Mary's CE Primary</b> The Green Datchet Slough SL3 9EJ Head: Ms N Green Tel: 01753 542982 Email: <a href="mailto:office@datchetstmarysacademy.co.uk">office@datchetstmarysacademy.co.uk</a></p>	<p>School type: Academy Age range: 4 -11 Admission number: 30 SIF required: No DfE no.: 868 3350</p> <p>September 2018 allocation: Total preferences received: 63 Please contact the school for details</p>
<p><b>Wraysbury Primary</b> Welley Road Wraysbury TW19 5DJ Head: Mrs A Fox Tel: 01784 482603 Email: <a href="mailto:wraysbury@rbwm.org.uk">wraysbury@rbwm.org.uk</a></p>	<p>School type: Community Age range: 4 -11 Admission number: 60 SIF required: No DfE no.: 868 2202</p> <p>September 2018 allocation: Total preferences received: 73 All preferences were met</p>

## Admission arrangements for community schools

Alexander First	Hilltop First	Riverside Primary
Alwyn Infant	Homer First	South Ascot Village Primary
Cookham Rise Primary	Kings Court First	Waltham St Lawrence Primary
Courthouse Junior	Larchfield Primary	Wessex Primary
Furze Platt Infant	Oakfield First	Woodlands Park Primary
Furze Platt Junior	Oldfield Primary	Wraysbury Primary

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

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

1. 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.
2. Children with exceptional medical or social reasons for requiring the school (see pages 17-18).
3. Children who live in the 'designated appropriate area' of the school and who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated appropriate area' of the school.
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought.
6. Children who attend an infant school that is formally linked with the preferred junior school\*\*.
7. Not applicable to Community Schools.
8. Children whose parents have any other reason for their preference.

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

\*\* The linked schools are Furze Platt Infant with Furze Platt Junior, and Alwyn Infant CE Infant with Courthouse Junior.

If a community school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available than random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

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.

## Admission arrangements for voluntary controlled schools

All Saints CE Junior	Eton Wick CE First
Boyne Hill CE Infant	Holy Trinity CE Primary, Cookham
Braywood CE First	The Queen Anne Royal CE First

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

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

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children with exceptional medical or social reasons for requiring the school (see pages 17-18).
3. Children who live in the 'designated appropriate area' of the school and who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated appropriate area' of the school without a sibling in attendance at this school.
5. Children who live outside of the 'designated appropriate area' of the school who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
6. Children who live outside of the 'designated appropriate area' who attend an infant school that is formally linked with the preferred junior school.\*\*
7. Children who live outside of the 'designated appropriate area' whose parents choose the school on denominational grounds.
8. Children whose parents have any other reason for their preference.

\* A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster

child. In the case of infant and junior schools, attendance of a sibling at either the infant or junior school qualifies as a sibling for the linked school.

\*\* The linked schools concerned are Burchetts Green Infant and Boyne Hill CE Infant with All Saints CE Junior. Please note a child currently attending Burchetts Green Infant who has a sibling who attends Courthouse Junior School that will still be on roll when the younger one is admitted into the school, will retain feeder status to Courthouse Junior School.

If a voluntary controlled 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.

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 the relevant section of the common application form in order to confirm that you are applying to the school on denominational grounds. You must pass the form onto your local clergy for verification before it is sent the local authority's Admissions team.



## Admission arrangements for voluntary aided schools, free schools and academies

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

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

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

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

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

If the number of requests for places is equal to or less than the number of places available, all applicants will be eligible for a place at that school.

If there are more applicants than places applications will be placed in the priority order set out in the individual school's published admission arrangements.

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

## **Bisham CE Academy**

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

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

1. Children in Public Care 'Looked after Children' (any child looked after by a local authority in accordance with section 22 of the Children Act 1989). This includes a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends Bisham CE Academy rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family which must be submitted to the school with the supplementary information form.
3. Children with a normal home address in the Designated Area of the school (map available from the school)
4. Children with a normal home address outside the Designated Area of the school and with a sibling on roll at the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children where a parent is an active member of a Christian church that is a member of Churches Together in Britain and Ireland or of the Evangelical Alliance. Active membership is considered as attending once of these churches for at least twice a month during at least 8 months of the year prior to the date of application. The supplementary information form (available from the school) must be completed and returned to the school if you wish to be considered under this criterion.
6. Children whose parent is employed by the Ashley Hill Multi-Academy Trust as a member of staff for a minimum of 0.5 of a full time equivalent position and be employed for a minimum of 12.5 hours weekly during term time and where the parent has either been employed by the Academy Trust for at least 2 years prior to the date of application or is recruited to fill a vacant post where there is a demonstrable skills shortage. The supplementary information form (available from the

school) must be completed and returned to the school if you wish to be considered under this criterion.

7. Children with a normal home address within the former ecclesiastical parish of Bisham.

8. Other children

Proximity of the child's home, as measured by the straight-line distance between the home and the school, with those living nearer accorded the higher priority, will serve to differentiate between children in criteria 1-8 should the need arise. In the event that 2 distance measurements are identical, the school will use random application process to decide which child should be offered the place. This process will be conducted in the presence of a person independent of the school.

## **Braywick Court Free School**

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

Children with an Education, Health and Care Plan naming Braywick Court School will always be admitted.

In the event of there being more eligible applications than there are places available to the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2014:

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

Proximity to the school will serve to differentiate between pupils in criteria 2-5 if there are more applicants than available places under each criterion. This will be measure in a straight line measurement from the address point of the pupil's house (Ordnance Survey) to the address point of the school using the RBWM Geographical Information System. In the event that two or more children live equal distance from the school (as can happen with families living in blocks of flats), the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child(ren) will be allocated the remaining place(s).

Parents/carers applying under category 4 must complete a supplementary information form and return it to the RBWM Admissions team.

## **Burchetts Green CE Infant School**

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

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

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children with exceptional medical or social reasons for requiring the school (see pages 17-18).
3. Children who live in the catchment area of the school and who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children with a normal home address in the catchment area of the school without a sibling in attendance at this school.
5. Children who live outside of the catchment of the school who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
6. Children where a parent is employed by ODST as a member of staff at Burchetts Green CE Infant School. A SIF must be completed and returned directly to the school.
7. Children with a sibling who previously attended the school in the last six years. A SIF must be completed and returned directly to the school.
8. Other children.

## **Cheapside CE (Voluntary Aided) Primary School**

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

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

- i. 'Looked-after children' and children who were looked after, but ceased to be so because, immediately after they were looked after they became subject to an adoption, child arrangements or special guardianship order.
- ii. A child with a normal home address in the catchment area of Cheapside School and who has wholly exceptional medical or social needs, which are unlikely to be common, that make it essential that he/she attends Cheapside School rather than any other. These needs must be fully supported by written evidence from at least two professional people involved with the family. (A catchment map is available to look at in the school office).
- iii. A child with a normal home address in the catchment area of Cheapside School and with a sibling on the roll of Cheapside School at the time of application or whose parent has accepted the offer of a place at the school and who is expected still to be in attendance at the time of entry to the school (A catchment map is available to look at in the school office).
- iv. A child with a normal home address in the catchment area of Cheapside School.

Should it be necessary to differentiate between children in criteria i to iv above (i.e. if there are more children applying under any one of these criteria than there are places available), highest priority will be by proximity of the child's home to the school, as measured by the shortest straight line distance, with those living nearer the school being accorded the higher priority.

- v. A child with a normal address outside catchment area of Cheapside School and with a sibling on the roll of Cheapside School at the time of application or whose parent has accepted the offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

Should it be necessary to differentiate between children in criterion v above (i.e. if there are more children applying under this criterion than there are places available), highest priority will be given to those who also fulfil criterion vi below, then to those who fulfil criterion vii below. If any further differentiation is needed, it will be by proximity of the child's home to the school, as measured by the shortest straight line distance, with those living nearer the school being accorded the higher priority.

vi. Denominational preference for a Church of England School, supported by evidence that a parent has been, for the year preceding the date of the application, a regular attendee (at least twice per month) at St. Michael's and All Angels Church, Sunninghill.

vii. A child whose parents express a denominational preference for a Church of England School, supported by evidence that a parent has been, for the last year preceding the date of the application, a regular attendee (at least twice per month) at any Christian church that is a full member of Churches Together in Britain and Ireland.

viii. Other children

Should it be necessary to differentiate between children in criteria vi to viii above (i.e. if there are more children applying under any one of these criteria than there are places available), highest priority will be by proximity of the child's home to the school, as measured by the shortest straight line distance, with those living nearer the school being accorded the higher priority.



## **Clewer Green CE (Aided) First School**

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

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

Categories 1 and 2 are required by law. After those Categories, places will be offered to in children of compulsory school age whose normal home address is situated within the ecclesiastical parishes of Clewer St. Andrew and All Saints, Dedworth at the date of application. For the purposes of admissions this will be known as our 'catchment area'. A map showing this geographical area is available in the School Office.

1. Children with an Education, Health and Care Plan naming Clewer Green CE Aided First School as their preferred choice will always be admitted even if it means that our PAN is exceeded.
2. 'Looked after Children' and previously looked after children who immediately after being looked after became subject to an adoption, child arrangements or special guardianship order. Governors will subscribe to the Local Authority in-year fair access protocol which means that such children will be offered a place as soon as possible, even if the school is full or, if appropriate, will go to the top of the waiting list.
3. Children who have a parent employed by Clewer Green CE Aided First School and have been employed for at least two years prior to application.
4. Children whose parents show a denominational preference for a Church of England school, supported by evidence that a parent has been for the year preceding the application, a regular worshipper at St. Andrew's, Clewer Village or All Saints, Dedworth.
5. Children who, when they start at the school, still have a sibling attending Clewer Green CE Aided First School. Sibling in this instance means brother or sister, half brother or sister, adopted brother or sister, or the child of the parent / carer's partner where the child for whom the place is sought is living in the same family unit as a sibling.
6. Other children whose parents wish to apply to Clewer Green CE Aided First School and are resident within the School's catchment area, which is the Parish boundaries of St Andrew's Church, Clewer and All Saint's Church, Dedworth.

## 7. All other children

In the event of an absolute tie-break, the final decision will be made according to proximity of the home, and will be measured using the RBWM Geographical Information System as described in the RBWM Admissions Booklet.

## **Cookham Dean CE (Aided) Primary School**

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

All children with an Education, Health and Care Plan naming Cookham Dean CE Aided Primary School will be admitted regardless of whether places are available or not. In the event of there being a greater demand for admissions than there are places available then places will be offered in the following order.

- 1) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order.
- 2) Families who have exceptional medical or social needs that make it essential that their child attends Cookham Dean CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- 3) Children whose home address is in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean (map available from the school) and having a sibling attending the school at the time of application.
- 4) Children whose home address is in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean (map available from the school).
- 5) Children whose home address is not in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean but have a sibling attending the school at the time of application.
- 6) Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
- 7) Children whose parents choose the school on denominational grounds. The category is further sub-divided into:
  - a) First Priority: Children who are living outside the parish but with one or both parents being regular worshippers at St John the Baptist church, Cookham Dean.

- b) Second Priority: Children who are living outside the parish but with one or both parents being regular worshippers at another Church of England church.
- c) Third priority: Children who are living outside the parish but with one or both parents being regular worshippers at another Christian church that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance.
- d) Fourth Priority: Children who are living outside the parish but with one or both parents of other faiths being regular attendees at another place of worship.

8) Children whose parents have any other reasons for their choice.

Please note: If the school does not have places for all the children in a particular category, then a proximity to school tiebreaker will be applied to prioritise places

Proximity to the school measured in a straight line from the address point of the pupil's home address, as set by ordnance survey, to the address point of the school's address. 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 who are independent of the admission authority.

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

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

Children with existing statements of special educational need and/or those with an Educational Health and Care Plan (EHCP) which name Datchet St Mary's as the school will be admitted. Please note the oversubscription criteria will apply after any Children with Statements or EHCP's have been admitted,

If the number of requests for admission exceeds places available the following criteria will apply in order of priority. Oversubscription criteria apply only if the school is oversubscribed.

- 1) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
- 2) Families who have exceptional medical or social needs that make it essential that their child attends Datchet St. Mary's C of E Primary Academy rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
- 3) Children who live in Datchet (See appendix A) and who have a sibling on the school roll at the time of application who is expected to be in attendance at the time of entry.
- 4) Children who live in Datchet.
- 5) Other children who have a sibling on the school roll at the time of application who is expected still to be in attendance at the time of entry.
- 6) Children whose parent(s) express a preference for Datchet St. Mary's Academy for any other reason.

Distance will be measured using the formula adopted by the Local Authority at the time of application. If two applicants live exactly the same distance from the school the place will be offered by process of random allocation in the presence of someone independent of the school.

Living in Datchet

Datchet's boundaries are shown on the map in the application pack available from school. The child's home address must be the child's

permanent place of residence. The governing body has the right to seek proof of address.

#### Social and medical criterion

When applying under criterion 2 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Datchet St Mary's. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case and must be sent to Datchet St Mary's School for the attention of the Admissions Officer by the published application deadline. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

#### Sibling

Sibling refers to brother or sister, adopted brother or sister, step brother or sister, or the child of the parents/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

#### Multiple births

In the case of multiple births the school would offer places to all of the children in the multiple birth if any one of them is offered a place.

## **Dedworth Green First School**

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

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

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Children with exceptional medical or social reasons for requiring the school (see pages 17-18).
3. Children who live in the 'designated appropriate area' of the school and who have a sibling\* in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated appropriate area' of the school.
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought.
6. Children whose parents have any other reason for their preference.

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

If the school does not have places for all the children in a particular category, it will prioritise those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available than random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

## **Eton Porny CE First School**

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

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

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

1. Looked After Children, children who have been previously looked after and adopted children who were formerly looked after by the Local Authority will take priority over all other applicants.

Note: 'children looked after' by the Local Authority are those 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 Section 22(1) of the Children Act 1989).

2. Children with a strong social or medical reason. An application in this category will only be considered where the child, or their parent or carer, can demonstrate a wholly exceptional medical or social requirement why attendance at the preferred school is significantly more suitable than any other school. 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. Please see the RBWM Admission into Primary School guide for further details of the level of evidence required.
3. Children who live in the 'designated area' of the school and who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated area' of the school without a sibling in attendance at this school.
5. Children who live outside of the 'designated area' of the school who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
6. Children who live outside of the 'designated area' whose parents choose the school on denominational grounds.
7. Children whose parents have any other reason for their preference.



Designated area:

Please use the Know Your Neighbourhood facility on [www.rbwm.gov.uk](http://www.rbwm.gov.uk) to check whether your home address is in the designated area of the school before applying.

Sibling definition:

A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.

Children of Multiple Births:

In cases where there is only one place available at a school and the next child on the waiting list is one of a twin or other multiple birth group, both twins will be admitted (or all the siblings in the case of multiple births) even if this exceeds the admissions number for the school.

Distance:

If the school does not have places for all the children in a particular category, distance will be used as a criterion. 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 RBWM GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available than random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by independent persons.

Denominational grounds:

Where denominational grounds are a reason for the application, it will be necessary for at least one of the parents/carers of the child concerned to regularly attend a church that is part of the group of Churches together in Britain and Ireland. This group includes the following types of church: Church of England, all the protestant nonconformist 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). Applicants will need to complete the relevant section of the common application form in order to confirm that they are applying to the school on denominational grounds. In addition it will then be necessary for the form to be passed onto their local clergy for verification before it is sent to School Admissions.

## **Holy Trinity CE Primary School, Sunningdale**

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

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

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

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

Places will be allocated first to those in category 1, next to those in category 2, and so on. Beyond this, if there is insufficient space within any one category then the places will be allocated to those who live nearest to the school:- nearest being defined as the distance measured from the school to the child's house (measured by the Local Authority as the straight line distance between home and school using a mathematical formula mapping system based on Ordnance Survey data).

## **Holyport CE Primary Academy**

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

Children with an Education, Health and Care Plan naming Holyport Church of England (Aided) School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they were adopted or became subject to a residence order or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that they attend Holyport Church of England Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. A child with a home address in the designated catchment area of the school and with a sibling on the roll of Holyport Church of England Primary School at the time of application, or whose parent has accepted an offer of a place at the school, and who is expected still to be in attendance at the time of entry to the school.
4. Children of a member of staff who has been employed at the school for two or more years at the time of application or where the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
5. A child with a home address in the designated catchment area of the school.
6. A child with a home address outside the designated catchment area of the school and with a sibling on the roll of Holyport Church of England Primary School at the time of application, or whose parent has accepted an offer of a place at the school, and who is expected still to be in attendance at the time of entry to the school.
7. A child with a home address outside the designated catchment area whose parents wish their child to attend a Church of England School, supported by evidence that a parent has been, for the year immediately preceding the date of the application, a regular

worshipper (at least twice per month) at any Christian church that is a member of Churches Together in Britain and Ireland or the Evangelical Alliance. Where parents have not lived in the area for at least a year, the school will also take account attendance at a previous church. In this case one SIF for each church should be completed.

8. Any child who does not fall into any of the above categories.

N.B. If parents apply under criterion 6, it is essential that they complete and return to the school a supplementary information form (SIF) which must be countersigned by the minister of the church where they worship. This form is obtained from the school and must be returned to the Admissions Secretary at the school.

Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2 - 7 if the need arises. 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.

## **Knowl Hill Primary Academy**

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

Knowl Hill Academy is an Academy Trust and the Governing Body is the admissions authority.

Children with an Education, Health and Care Plan naming Knowl Hill Academy will always be offered places.

If the school is oversubscribed each preference will be considered against the Academies over-subscription criteria published below:

1. Children in Public Care 'Looked after Children' (any child looked after by a local authority in accordance with section 22 of the Children Act 1989). This includes a 'looked after child' or a child who was previously looked after, but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order.
2. Families who have exceptional medical or social needs that make it essential that their child attends Knowl Hill CE Academy rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family which must be submitted to the school with the supplementary information form.
3. Children with a normal home address in the Designated Area of the school (map available from the school)
4. Children with a normal home address outside the Designated Area of the school and with a sibling on roll at the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children where a parent is an active member of a Christian church that is a member of Churches Together in Britain and Ireland or of the Evangelical Alliance. Active membership is considered as attending once of these churches for at least twice a month during at least 8 months of the year prior to the date of application. The supplementary information form (available from the school) must be completed and returned to the school if you wish to be considered under this criterion.
6. Children whose parent is employed by the Academy Trust as a member of staff for a minimum of 0.5 of a full time equivalent position and be employed for a minimum of 12.5 hours weekly during term time and where the parent has either been employed by the Academy Trust for at least 2 years prior to the date of application or is recruited to

fill a vacant post where there is a demonstrable skills shortage. The supplementary information form (available from the school) must be completed and returned to the school if you wish to be considered under this criterion.

7. Children with a normal home address within the former ecclesiastical parish of Knowl Hill.
8. Children with a sibling who has previously attended the school. The supplementary information form (available from the school) must be completed and returned to the school if you wish to be considered under this criterion.
9. Other children

Proximity of the child's home, as measured by the straight-line distance between the home and the school, with those living nearer accorded the higher priority, will serve to differentiate between children in criteria 1-9 should the need arise. In the event that 2 distance measurements are identical, the school will use random application process to decide which child should be offered the place. This process will be conducted in the presence of a person independent of the school.

# Lowbrook Academy

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

Lowbrook Academy is an Academy Trust and the Governing Body is the admissions authority.

Where there are more applications than places available, the applications will be ranked in accordance with the oversubscription criteria set out below, with places being allocated to the highest ranked applicants. If the year group is full, the child may, at the parents' request, go onto the waiting list in criteria order.

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

1. Looked after children and previously looked after children.

A 'looked after child' is a child who is (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 (as defined in Section 22(1) of the Children Act 1989) at the time of making an application to a school. 'Previously looked after children' are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

2. Children whose parents are staff and are employees of the Academy Trust. The staff must all work for Lowbrook Academy and must be employed for at least 0.5 of a full time equivalent position and for a minimum of 12.5 hours weekly during term time. To satisfy this criterion the staff must have been employed by the Academy Trust for 2 years prior to the application and/or have been appointed to a vacant post where there is a skills shortage.
3. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is within the designated catchment area of the school. Former pupils or other relatives do not provide an entitlement under this criterion.
4. Children whose normal home address is within the designated catchment area of the school. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupils' house, as set by Ordnance Survey, to the address point of the school.

5. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is outside the designated catchment area of the school. Former pupils or other relatives do not provide an entitlement under this criterion. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupils' house, as set by Ordnance Survey, to the address point of the school.
6. Children whose normal address is outside of the designated catchment area of the school. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupil's house, as set by Ordnance Survey, to the address point from the school.

By sibling we mean a brother and sister of half or whole blood, or any other child (including adopted children) who permanently resides at the same address and for whom the parent also has parental responsibility.

The address should be where the parent and the child live. Where a child has two homes due to parental responsibility being shared, the address used will be the one where the child spends most of the Academy week (i.e. Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at the Academy.

#### Tie-break

If the distance criterion is not sufficient to distinguish between two or more applicants for the last remaining place then random allocation will be used. This process will be supervised by somebody independent of the school.

#### Twins/Multiple Births

In the case of twins or other multiple births, where there is only one place available in the school, both will be considered together as one application. The school will be allowed to go above its admission number.



## **St Edmund Campion Catholic Primary Academy**

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

Children with an Education, Health and Care Plan naming St Edmund Campion Catholic Primary Academy will always be offered places.

Should there be more applications than places available, the governors of the school will admit in the following category order:

1. Baptised Catholic children in Local Authority Care. This category includes a 'looked after child' who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
2. Baptised Catholic siblings of children who will still be attending St. Edmund Campion School at the time of admission.
3. Baptised Catholic children of parents who have a Supplementary Information Form signed by a parish priest confirming the parent(s)' weekly attendance at Sunday (or Saturday evening) Mass, for the calendar year 2018.
4. Baptised Catholic children of parents who have a Supplementary Information Form signed by a parish priest confirming the parent(s)' weekly attendance at Sunday (or Saturday evening) Mass for the calendar year 2018.
5. Baptised Catholic children of parents who have a Supplementary Information Form signed by a parish priest confirming the parent(s)' attendance at Sunday (or Saturday evening) Mass at least monthly for the calendar year 2018.
6. All other Baptised Catholic children.
7. Non-catholic children in Local Authority Care. This category includes a 'looked after child' who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
8. Non-catholic siblings of children who will still be attending St. Edmund Campion School at the time of admission.
9. Children of families who are members of other Christian denominations. Christian denominations mean churches, which are members of Churches Together in England. A list of members can be found at [www.cte.org](http://www.cte.org).

## 10. Other children.

Should it be necessary to discriminate between applicants within the same category, the Governors will give priority in each category above to children living nearest the school. Distance will be measured in a straight line from the front door of the child's home address to the main entrance of the school, using the Local Authority's computerised measuring system.

If two children who live at the same address/same distance from the school apply for a place, the admission will be decided by lottery. This will be supervised by an independent person.

Please note that the parish priest of St Edmund Campion parish requires a mass card to be stamped to show attendance. This does not form part of the school's allocation process. Other priests from other parishes may not require this.

It is only the parents' attendance at Mass that counts for categories 3, 4 and 5 as young children cannot take themselves to Mass. Other adults including Grandparents do not count, as it is the parent who is applying for the place and all evidence must relate to them and their child.

## **St Edward's Catholic First School**

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

If the number of applications received exceeds the number of places available, priority will be given to applications in the order set out below:

Please note – Children with an Education, Health and Care Plan in which the school is named are by law given priority and count towards our published admissions number.

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

In the event of any of the above categories being oversubscribed, priority will be given to children living nearest to the school, as measured by the Local Authority's electronic GIS system. If two children who live at the same address/same distance from the school apply for a place, the admission will be decided by lottery. This will be supervised by an independent person.

## **St Francis Catholic Primary Academy**

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

Children with an Education, Health and Care Plan naming St Francis Catholic Primary Academy will always be offered places

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

1. Catholic Looked After Children and previously Looked After Children.
2. Catholic children who, on date of entry, have a sibling attending the school.
3. Catholic children
4. Other Looked After Children and previously Looked After children.
5. Children who are baptised members of Eastern Orthodox Churches.
6. Non-Catholic children who, on date of entry, have a sibling attending the school.
7. Children of families who are members of other Christian denominations.
8. Children from other faith traditions.
9. Other applicants

In the event of over subscription in categories 2, 3, 4, 5, 6 and 7 priority will be given to children living closest to the school. Distance will be measured in a straight line from the front door of the child's home address (including flats) to the main entrance of the school, using the Local Authority's computerised measuring system.

When there is multiple occupancy e.g. flats and the children are equidistant from the school the Governing Body will make offers only according to the number of places available prioritised by random selection in a draw, overseen by someone independent of the school.

## **St Luke's CE School**

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

Children with an Education, Health and Care Plan naming St. Luke's CE School will always be offered places.

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

1. 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.
2. Families with exceptional medical or social needs that make it essential that their child attends St Luke's CE Primary School. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area.
5. Children of key workers/employees at the school. The member of staff must have 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 the member of staff has been recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Children with a normal home address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
7. Other children

Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## **St Mary's Catholic (Aided) Primary School**

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

A child with a Statement of Special Educational Needs (SEND or EHC Plan) will be admitted automatically if the School is named by the parents. Applications are considered strictly in the following order - with category a) having the highest priority:

- a) Catholic looked after children and previously looked after children.
- b) Catholic children with a sibling in the School at the time of admission.
- c) Other Catholic children.
- d) Other looked after children and previously looked after children.
- e) Other children with a sibling in the School at the time of admission.
- f) Unbaptised children of a Catholic parent. g) Members of other Christian churches.
- h) All other applicants. This category includes all children who do not fall into higher categories, or where the necessary documentation is not provided.

If the School does not have sufficient places for all children in one category, priority will be given to the child/children closest to the School. Unsuccessful applicants at first entry will be placed on a waiting list which will be maintained by the School from the National Offer Day until the end of the Reception Year

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

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

Children with an Education, Health and Care Plan naming St Michaels CE Primary School will always be admitted. When the number of applications for places in the School exceeds the number available the Admissions Committee will apply the following criteria in allocating places.

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

Should there be more applications in any one criterion than places available, distance from the school will be used as the final arbiter. The distance is provided by RBWM who uses proximity to the School, measured as the straight-line distance from the address point of the pupil's house, as set by Ordnance Survey, to the address point of the School's address. In the case of two properties being of equal distance from the school a random application process will be administered. This process will be supervised by someone who is independent of the School.

## **The Royal School (Crown Aided)**

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

Children with an Education, Health and Care Plan naming The Royal School will always be offered places.

In the event of there being a greater demand for admission than there are places available, The Royal School will offer places, in the following order of precedence:

1. Looked After children and children who were looked after, but have ceased to be so because, immediately after being looked after they were adopted or became subject to a child arrangements order or special guardianship order.
2. Children of parents who are resident within the boundaries of the Crown Estate Windsor and Windsor Castle.
3. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend The Royal School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
4. Children with a sibling on the roll of school at the time of application or children with a sibling who has previously attended the school.
5. Children with a grandparent who is or was a resident within the boundaries of the Crown Estate Windsor and Windsor Castle for a period of at least three years.
6. Children of parents living outside the perimeter of the Crown Estate Windsor, and Windsor Castle, who wish their child to attend a Church of England School, supported by evidence that a parent has been for at least a year preceding the date of the application a regular worshipper (at least once per month) at any Christian church that is a member of Churches Together in Britain and Ireland.
7. Children of staff who have been employed by The Royal School for at least 2 years prior to application.
8. Children of parents living outside the perimeter of the Crown Estate Windsor and Windsor Castle who wish their child to attend The Royal School.



Within each criterion, the child ordinarily living nearest to the school, based on a straight-line measurement using the Local Ordnance Survey Map from the school gates to the child's house, will be given highest priority. We will use this in the event of oversubscription within any criteria. In the case of two properties being of equal distance from the school a random application process will be administered as follows:

The names of the applicants will be recorded on individual pieces of A4 white paper. The papers will then be folded and put into a box. The box will be closed and shaken. A member of the Admissions Committee will remove one piece of paper at a time and the name will be recorded in the minutes in order of withdrawal. The Chair of the Committee and the Clerk to the Committee will sign the minutes.

## Trinity St Stephen CE (Aided) First School

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

Children with an Education, Health and Care Plan naming the school will always be admitted. Places are then offered to children following the admission criteria in the order set out below:

1. Looked after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order.
2. Children (or a parent) who have exceptional medical or social needs that make it essential that they attend Trinity St Stephen School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children with a normal home address within the school catchment area and with a sibling on roll at the school at the time of application (or who has been on roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address within the school's catchment area and where at least one parent regularly attends Anglican worship (at least once a month over the year preceding the date of application) at one of the following churches in Windsor: Holy Trinity, Clewer St Stephen, St John the Baptist, All Saints (Frances Road), St Andrew, Clewer and St George's Chapel (Windsor Castle).
5. Children with a normal home address within the school's catchment area and where at least one parent is a regular worshipper (at least once a month over the year preceding the date of application) at a church in membership with Churches Together in Britain and Ireland.
6. Children whose home is within the school's catchment area.
7. Children with a normal home address within the RBWM single designated areas for Windsor First and Primary Schools and with a sibling on roll at the school at the time of application (or who has been on roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

8. Children with a normal home address within the RBWM single designated areas for Windsor First and Primary Schools and where at least one parent is a regular worshipper (at least once a month over the year preceding the application) at a church in Windsor which is in membership with Churches Together in Britain.
9. Children with a normal home address outside the RBWM single designated areas for Windsor First and Primary Schools and with a sibling on roll at the school at the time of application (or who has been on roll within a year of the time of application) or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
10. Other children.

Proximity of the child's home, as measured by the straight line distance will serve to differentiate between children in criteria 1 to 10 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

NOTE: FOR CRITERIA 4, 5 and 8

Where a child has moved into the school's catchment area within the last twelve months, regular attendance at a previous church will be aggregated where the necessary verification is provided on the SIF form. Applications under these criteria will only be accepted if the SIF form is completed, verified and submitted on time.

## **White Waltham CE Academy**

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

Children with an Education, Health and Care Plan naming White Waltham C. of E. Academy will always be offered places.

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

1. Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order.
2. Families who have exceptional medical or social needs that makes it essential that they attend White Waltham C. of E. Academy rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family which must be submitted to the school with the Supplementary Information Form.
3. Children with a normal home address in the village of White Waltham as defined by the school's designated area (map available from the school).
4. Children with a normal home address outside the village of White Waltham and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
5. Children where a parent is an active member of a Christian church that is a member of Churches Together in Britain and Ireland. Active membership is considered as attending one of these churches for at least twice a month during at least 8 months of the year prior to the date of application. The Supplementary Information Form (available from the school) must be completed if you wish to be considered under this criterion.
6. Children where a parent is employed by the Academy Trust as a member of staff for a minimum of at least 0.5 of a full time equivalent position and for at least 12.5 hours per week during term time and where the parent has either been employed by the Academy Trust for at least 2 years prior to the date of application or is recruited to fill a vacant post for which there is a demonstrable skills shortage. The Supplementary Information Form must be completed.

7. Children with a normal home address within the Ecclesiastical Parishes of White Waltham and Shottesbrooke.
8. Children with a sibling who has previously attended the school. The Supplementary Information Form must be completed.
9. Other children.

Proximity of the child's home, as measured by the straight line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria I to vi should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

## **SECTION 6**

### **Financial assistance**

#### **Free school meals**

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

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

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

#### **Home to school transport support**

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

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

The full home to school transport policy and information on how to apply is available on the website [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

## **SECTION 7**

### **Useful contact details**

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

Admissions staff (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](mailto:rbwm.admissions@achievingforchildren.org.uk)

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

Buckinghamshire County Council	01296 395000
Bracknell Forest Borough Council	01344 354023
Slough Borough Council	01753 875700
Surrey County Council	0345 6009 009
Reading Borough Council	0118 939 0550
Wokingham District Council	0118 974 6111

#### **Other useful telephone numbers**

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