



**achieving  
for children**

School Admissions  
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Champions for children and families

September 2018

Dear Parent or Carer

### **Transfer to Secondary/ Middle/Upper School – September 2019**

Parents of children wishing to apply for a school place for September 2019 need to apply now. If you are not resident of the Royal Borough of Windsor & Maidenhead, please contact your local authority for further information on how to make your application.

If you are a resident of the Royal Borough of Windsor & Maidenhead please apply online on the [Royal Borough of Windsor and Maidenhead website](#). There is a link on the *School Admissions > Applying for a Secondary, Middle or Upper school* page which will re-direct you to the application portal.

You will need to register for an account on the ONE Citizens Portal before making your application. The portal supports mobile devices as well as PCs and laptops. Please make note of the email and password you use to register.

**You do not need a UID (Unique Identifier) to make your application.**

If you need support to access our online facility, please email the Admissions team at [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

Please read the online guide '*Admission into Secondary School 2019*' before making your application which explains the application process and your responsibilities as the applicant. This is available to download from the [Royal Borough of Windsor and Maidenhead website](#).

Please remember to submit your application no later than the deadline of **mid-day on Wednesday 31 October 2018**.

If you have any questions or concerns, please do not hesitate to contact us using the contact details above.

Yours sincerely

**Samantha Scott**  
**Admissions Team Leader**