

# WINDSOR GIRLS' SCHOOL



## Windsor Girls' School: Admissions Arrangements for 2017/2018 entry

Windsor Learning Partnership (the school Trust) will comply with the requirements of the Funding agreement and the School Admissions Code and recognises that its 'relevant area' is the Royal Borough of Windsor and Maidenhead.

Windsor Girls' school is a single sex, comprehensive converter academy. As a recently converted academy, governors are carrying out an annual review of their admission arrangements as required by law and in line with the Admissions code which came into force in February 2012. They also have regard to the Local authority consultation and proposed timeline for the co-ordinated admission arrangements.

### Number of places

The number of Year 9 places available for September 2017 entry (the 2017/2018 school year) will be 178. If you are a parent resident in Royal Borough of Windsor and Maidenhead, applications for September 2017 entry should be made via the Royal Borough of Windsor and Maidenhead co-ordinated admissions scheme (for more details see the 'school admissions' section of the Royal Borough of Windsor and Maidenhead Council website, ([www.rbwm.gov.uk](http://www.rbwm.gov.uk))). If you are a parent resident outside Royal Borough of Windsor and Maidenhead application should be made through your home Local Authority's Admissions Scheme. The school will hold an Open Evening in October where prospective students and their parents are welcome to visit and find out more about the school.

### Admissions Over-subscription Criteria

If there are fewer applications than there are places available for Year 9 entry in September 2017, everyone who applies will be offered a place.

Children who have an Education, Health and Care Plan or Statement of Special Educational Needs which names the school will be allocated a place at the school in accordance with their statutory entitlement.

If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan or Statement of Special Educational Needs naming the school, the following criteria will be considered, in order, to determine who will be offered a place:

1. **Girls who are Looked After or were previously Looked After** – A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements order, or special guardianship order. (See below for definitions of children who are looked after or were previously looked after);
2. **Girls with exceptional medical or social reasons for requiring the school** – Where the girl, or her parent or carer, can demonstrate wholly exceptional medical or social requirement for attendance at the school and that attendance at no other school will suffice (see below for further definition of how this criteria will be applied);

3. **Girls who live in the ‘designated appropriate area’ of the school and who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the girl for whom the place is sought.** (See below for definitions of ‘designated appropriate area’); and
4. **Girls who live in the ‘designated appropriate area’ of the school.** (See below for definition of designated area’); and
5. **Girls who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the girl for whom the place is sought.** (See below for definition of sibling); and
6. **Girls who attend a feeder Middle School.** (See below for definition of feeder middle schools)
7. **All other applicants.**

**Tie-breakers:** If more applications are received in any one criterion than there are places available the following tiebreakers will be used:

- For criteria 7: Priority will be decided by the continuous length of attendance at Windsor First, Primary and Middle schools. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor school will be treated as having started school on the same date. This would be the earliest time that all children, regardless of date of birth, should have commenced full time education, which will be September in National Curriculum Year 1. Continuous length of attendance will be measured in months. Attendance at nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical distance as in the following tiebreaker.
- For all other criteria: Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the school using Local Authority’s GIS system. In the event of two or more girls living at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the Academy Trust.

**Girls of multiple births:** In cases where there is only one place available at the school and the next girl on the waiting list is one of a twin, triplet or other multiple birth group, both twins (or all the siblings in the case of other multiple births) would be admitted, even if this meant that the school would admit in excess of the admission number.

## Definitions

**Parent** - This means the parent who has parental responsibility as defined in the Children Act 1989, or the person who is defined as a parent for the purposes of Section 576 of the Education Act 1966. This could include a person who is not a biological parent but who has responsibility for her (such as a child’s guardians) but will not usually include other relatives such as grandparents, aunts, uncles, etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. (This excludes child minding arrangements).

**‘Designated appropriate area’** – The designated area for the school (sometimes referred to as the catchment area) is shown on the map (appendix 1).

**Feeder Middle Schools** – For the purpose of criteria 6 and for the operation of the tiebreaker for this admission criteria, the feeder Middle Schools are: Dedworth Middle School, St Edward’s Royal Free Ecumenical Middle School, St Peter’s Church of England (CE) Middle School, and Trevelyan Middle School.

**Feeder First and Primary schools** – Alexander First School, Braywood First School, Clewer Green CE Aided First School, Datchet St Mary's CE Primary School, Dedworth Green first School, Eton Porny CE First School, Eton Wick CE First School, Hilltop First School, Homer First School, Kings Court First School, Oakfield First School, St Edward's Catholic First School, The Queen Anne Royal Free CE Controlled First School, The Royal (Crown Aided) School and Trinity St Stephen CE Aided First School.

**Home address** – This must be the girl's address as at the closing date for receipt of applications. If we offer a place at the school and then discover that the offer was made on the basis of fraudulent or misleading information, and this has denied a place to a girl with a stronger claim, we will withdraw the offer of a place.

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

A girl's home address is where she spends most the school week unless this is accommodation at a boarding school. Where a girl lives with parents with shared responsibility, each for a part of the week, then the address used will be the address where the girls spends the majority of the school week. Where the residence is split equally between parents, if no joint declaration is received by the closing date for applications, the home address will be taken as the address of the parent who receives child benefit; in cases where parents are not eligible for child benefit the address will be that of the parent where the girl is registered with the doctor.

We would not normally accept an address in the following circumstances:

- You keep a home elsewhere or you have two homes. We will check which is your main home and may refuse to accept an address that might be considered to be only a temporary address for the purpose of obtaining a place at the school
- The original home is still owned, the new address is a rented property within the area of the school and where the distance between the original home and the school is easily commutable.
- Only part of the family moves unless this was due to a divorce or permanent separation arrangement, we will need legal evidence of this
- A girl moves to a home other than with their parent or carer, unless it was due to a formal fostering or care arrangement through social services etc.

We will require you to submit official letters from the professionals involved to confirm this and these must be submitted at the time of application.

Where families are returning to live in a property they already own, evidence of ownership will be required along with information to show that the property will be available for the family to live in by the end of August 2017.

Please note that any offer of a place will be made on the basis that the information provided will still be current at the start of the term that your daughter will be due to take up the place. If, for example, an agreement expires prior to this, we will require further verification at a later date, even if this is after a place has been offered.

**Children who are Looked After or were previously Looked After** – 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 (see the definition in

Section 22(1) of the Children Act 1989) at the time of making an application to the school. An adoption order is an order under Section 46 of the Adoption and Children Act 2002. A 'residence order' or a 'child arrangement order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

**Exceptional medical or social needs** – Except in wholly exceptional circumstances such requests will only be considered for the school closest to the home address. The application must be supported by written evidence. The supporting evidence should set the particular reasons why the school is the only suitable school, why no other school is suitable, and must describe the difficulties that would be caused if the girl had to attend another school. The parent(s) must give permission to the school to make such enquiries as it thinks necessary to investigate the matter further.

Applications made on medical grounds must be accompanied by compelling medical evidence from a medical professional – such as a hospital Consultant - at the time of application. The letter from the medical professional must provide information about the child's medical condition, the effects of this condition and why, in view of this, the child needs to attend the school. If the school is not the school closest to the home of the child, the consultant must set out in detail the wholly exceptional circumstances for attending the school and the difficulties if the child had to attend another school. In assessing these applications advice may be sought from Royal Borough of Windsor & Maidenhead's Special Education Needs Service.

Applications made on social grounds must be accompanied by compelling evidence at the time of application. Social needs claims will only be considered where there is involvement from a social worker. The application will need to be supported with a letter from Head of Service for Social Care or similar from the relevant local authority. The director must set out in detail the wholly exceptional circumstances that in their view require attendance at the school and the difficulties if the child had to attend another school.

Applicants seeking to apply this criterion must provide the necessary evidence by the closing date for applications. This will allow time for the Academy trust to request or seek additional evidence if necessary by the time that decisions must be made. It may not be possible to consider applications under this criterion after the closing date, even where a family has moved house into the area after the closing date for applications.

Applicants are advised that the threshold for this criterion is exceptionally high. Applications rejected under this criterion will then be considered under the next highest criteria for the girl.

**Siblings of compulsory school age** – The term sibling includes a full, half or step sibling 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. A girl is regarded as being of statutory school age until the end of the school or academic year in which she becomes 16 years of age. Qualification for sibling status is made on the basis that the sibling will still be on roll at the school at the time of application and is of compulsory school age.

## **Notification and acceptance of places**

In accordance with the co-ordinated admissions policy, on 01 March 2017 the Local Authority will make the formal offer of a place to parent or carers on behalf of the School Trust.

The onus is on parents to contact the Local Authority by their specified date (expected to be around 16 March 2017) to either accept or decline the offer of a place, using the acceptance form issued with the offer letter. This will in no way affect parents' right to appeal for a place at another school. Royal Borough of Windsor and Maidenhead Council will write to all parents who have not accepted or declined an offer giving them a further 7 days. If no response is received a further letter will be sent to advise that the place has been withdrawn. Unaccepted places will be allocated to other applicants.

## **Appeals procedure**

Parents can choose to appeal against the decision of the school trust not to offer their child a place at the school. Royal Borough of Windsor and Maidenhead Council administer any admissions appeals on behalf of the school trust. To appeal against the decision not to offer their child a place, parents must complete the appeal forms that are available on the Royal Borough of Windsor and Maidenhead Council website [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or from the Royal Borough of Windsor and Maidenhead Council Admissions Team (**01628 683870**). To be considered in the first round of appeals, the notice of appeal must be received by the Council by their specified date (31 March 2017).

The appeal will be heard by an independent appeals panel constituted and operated in accordance with the School Admissions Appeals Code. Parents will receive written notification of the date and time of their appeal hearing, which they can attend to explain their case. If they wish, parents may be accompanied by an adviser or friend. Following the appeal, the Clerk to the appeals panel will write to parents with the decision.

## **Waiting list for the incoming Year 9**

Parents / carers can ask for their girl's name to be put on a waiting list for the school. The waiting list will be maintained by Royal Borough of Windsor and Maidenhead Council Admissions Team on behalf of the school trust from the offer date (1 March 2017) until 30 September 2017. From 01 October 2017, the waiting list will be managed by the school.

The waiting list will give priority in accordance with the admissions criteria. Any places that become available will be filled in priority order from the waiting list or late applicants. Whenever a new applicant is added to the waiting list, the list will be reordered in accordance with the oversubscription criteria.

## **In-Year applications to Year 9**

If a parent wants to make an in-year application for their daughter to join the school they should complete the Application Form for In-Year Admissions that is available from Windsor Girls' School (01753 795155).

In-Year admissions will be considered in accordance with the number of places available at the school in the 2017/18 school year and over-subscription criteria outlined above (page 1-2) and any places that become available will be filled in priority order from the existing waiting list and any current applications.

## **Fair access protocol**

As part of the co-ordinated admissions arrangements with Royal Borough of Windsor and Maidenhead Council the school may accept hard-to-place students onto the school roll from time to time in accordance with the In-Year Fair Access agreement. This could mean a student being admitted ahead of the waiting list or in very exceptional circumstances even if the year group is full.

## Admission into year groups other than the year of entry (Year 9)

Where applications are made to year groups outside the year of entry, places will be offered dependant on available vacancies. Parents should complete the Application Form for In-Year Admissions that is available from Windsor Girls' School (01753 795155). In the event of more applications than places available the criteria outlined above (page 1-2) will be applied.

## Admission to the Sixth Form

Entry to Sixth Form is dependent upon meeting entry requirements for the particular courses selected; these entry requirements are the same for students who are already on roll at the school and external applicants.

Applications should be made to the school by in the academic year preceding the year of entry.

Priority will be given to applications from students who are already on roll at the school. Any applications from students who are not currently students at the school will be judged according to the same entry requirements of the school and their selected subjects and will be offered places if there are spaces available in those subjects.

### Internal candidates

Windsor Girls' School's students notify the school during Year 11 of their wish to stay on to follow courses in the Sixth Form through completion of the application form.

### External candidates

Applications for places from external candidates can be made by either the parents/carers and/or the student. Places are considered on receipt of the completed application form.

If the student is refused admission, both parents/carers and the student have the right to appeal, either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.

In the event of over-subscription for particular courses, external applications will be prioritised in the following order:

1. Girls with statements of special educational needs or Education, Health and Care plan that names the school and who meet the entry requirements for their courses will be admitted
2. Girls who are looked after or were previously looked after and who meet the entry requirements for their courses – this will use the same definitions as set out above
3. Girls with siblings who would be in the sixth form at a school in the Trust at the time of admission and who meet the entry requirements for their courses – this will use the same definitions as set out above
4. All other applications that meet the entry requirements for their courses

The tiebreaker in each category will be distance measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system.

Signed:

Chair of Governors

Date:

<b>Policy Ratified by Governors</b>	04.02.2016
<b>Reviewed on</b>	
<b>New Review Date</b>	September 2016