

THE ALLOCATION OF PLACES

If a preferred school on the Common Application Form is for any of the schools within the Royal Borough then the preference will be treated as an equal preference within the Borough's co-ordinated scheme. This means that should the school be oversubscribed then the admission rules will be applied to that particular school regardless of its ranked order on the form.

Admission Rules

Shortly after the closing date of 24 October 2008, admission staff will consider applications to all of the community schools. When a school is oversubscribed applications will be put in the order of the admission rules. Any forms that identify the voluntary aided schools (Churchmead C of E (VA) School, St Edward's Royal Free Ecumenical Middle School or St Peter's CE Middle School) will be forwarded to the governors for them to consider the application in line with their own admission rules.

Children with a Statement of Special Educational Needs that names a specific school must, by law, be admitted to that school.

After this requirement has been satisfied the following rules will apply. They are set out in descending order of priority:

- A** Looked After Children (Any request for the allocation of a place to a child who is in the care of the Local Authority or provided with accommodation in that authority in accordance with Section 20 or 37 of The Children Act 1989).
- B** Children who live in the 'designated appropriate' area of the school.
- C** Children who have either strong medical or social grounds for admission (e.g. serious social problems in the family, or any chronic medical condition affecting the pupil that only your preferred school can deal with). If this is the case your application must be fully supported at the time of application by written confirmation from the professionals involved in the case.
- D** Children who have older brother(s) or sister(s) at the school, when the applicant would enter the school, i.e. in September 2009 (applies only to attendance in Years 7 to 11 in September 2009). This includes a half, step, adopted or fostered child permanently living in the same family unit at the same address.
- E** Children who attend a primary school that is formally linked with the secondary school. In Windsor this means a first school that is linked with a middle school, or a middle school that is linked with an upper school.
- F** Individual preference for co-educational or single-sex educational reasons where the alternative in your local area is single-sex or co-educational respectively.
- G** All other applicants.

These rules will be applied for all of our secondary schools, with the exception of voluntary aided schools that have their own rules. Schools with specialist school status that may select by aptitude up to 10% of their intake into the first year of entry, have an additional rule (SS) above category G. Details of this have been included in the relevant schools' pages later in this guide.

You may give full reasons for your preferences on the back of the CAF. This ensures that your child is placed in the right admission category if any of the schools are oversubscribed.

If a school does not have places for all the children in a particular category, applications will be prioritised on the basis of where you live in relation to the school i.e. geographical proximity (measured as the straight line distance between home and school using a mathematical formula mapping system based on Ordnance Survey grid reference points).

In Windsor, if there are insufficient places available for children in category E, priority will be decided by length of continuous attendance at the feeder schools combined with geographical proximity. (When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor first school will be considered from the same start date. This would be the earliest time that a child in that national curriculum year could have started statutory school. Attendance at a nursery school or nursery class will not be taken into consideration.) In all other categories, and in other areas, the tiebreaker is the straight line distance.

Please note that voluntary aided schools, trust schools or grammar schools apply their own admission rules as determined by their governing bodies and LA's. These are usually different from the admission rules determined by the LA for its community schools. You are strongly advised to note the detailed admission rules that are set out later in this booklet and in the individual schools prospectus. **Parents stating a preference for any Borough Voluntary Aided school may need to complete a Supplementary Information Form (SIF) for each school, as well as the Local Authority's CAF. These supplementary forms can be obtained from the individual schools, and some are also available to download from the Royal Borough website.** Please refer to the individual schools' page later in this booklet.

It is for the applicant to satisfy the Admission Authority that they live at the address that they state. If fraud is suspected then further proof may be requested. If fraud is established then any offer of a school place will be withdrawn. A new application has to be made and if it is after the closing date it will be regarded as late.

If you are moving (for the first time) into the Royal Borough of Windsor & Maidenhead area from abroad, then you and your child must be resident before an application for a school place can be accepted. Proof of residency will be required. If you are living abroad and returning to a property that you own, in the local area, then you will need to produce written proof confirming the details and timing of the relocation. Further advice on the documentation required can be obtained from The Admissions Team.

Parents who wish to apply to a particular school on **strong social or strong medical grounds**, need to ensure that the appropriate evidence, from relevant professionals, is supplied at the time of application. The LA/school reserves the right to ask parents to supply further evidence of clarification where it considers this necessary. It will be for parents to produce this evidence at their own expense.

The Law does not permit places to be held back for children who move into the area after the closing date for applications.

Sharing information with other authorities

As has been stated earlier, the six unitary authorities in the Royal County of Berkshire and neighbouring authorities are sharing information about admissions. If you are applying for a place at a school in Bracknell, Reading, Slough, West Berkshire, Wokingham or any other surrounding LA, your details will be passed on to the appropriate LA. Applications that include schools in more than one LA are possible. It is your responsibility to obtain information about admission rules from these LA's.