

Significant amendments to the 2007 Admissions Consultation are indicated in red

Annex 1

Proposed Admission criteria for RBWM Primary Schools including Windsor's First Schools from 1st September 2010

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 a statement of special educational need must be admitted to the school named in his or her statement.¹ Remaining places will be allocated in the following order.

References in this list of criteria to compulsory school age will be taken to include children just below compulsory school age but who are being admitted to school as though they were already of compulsory school age.

The proposed criteria for community schools are, in order:

1. Children in care²
2. Children of compulsory school age whose home address is in the area served by the school ('the designated area').
3. Children of compulsory school age who have elder brothers or sisters still attending the school when the applicant would enter the school.* In the case of infant and junior schools, attendance of an elder sibling at either the infant or junior school qualifies as a sibling for the partner school.**
- ~~4. Children of compulsory school age who have strong medical or social grounds for admission.*** [Propose removal in 2008]~~
5. Children of compulsory school age whose parents have any other reason for their preference.

The proposed criteria for voluntary controlled primary schools are, in order:

1. Children in care²
2. Children of compulsory school age whose home address is in the area served by the school ('the designated area').
3. Children of compulsory school age who have elder brothers or sisters still attending the school when the applicant would enter the school.* In the case of infant and junior schools, attendance of an elder sibling at either the infant or junior school qualifies as a sibling for the partner school.**
- D. Children of compulsory school age whose parents choose the school on denominational grounds.

¹ Education Act 1996, s.324(5)(b)

² I.e. children in the care of a local authority, as defined in the Children Act 1989, s.22

~~4. Children of compulsory school age who have strong medical or social grounds for admission.*** [Propose removal in 2008]~~

5. Children of compulsory school age whose parents have any other reason for their preference.

It is important to remember that if a community or voluntary controlled school does not have places for all the designated area children, places will be offered first to those designated area children who already have an older sibling attending, on condition that the older sibling will still be on roll when the younger child starts school. If a school still does not have places for all the children in this category, a decision will then be made using the radial distance between home and school as explained below. Those living closest will be considered first.

* Brothers or sisters: this term 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.

** The schools concerned are Furze Platt Infant and Junior; Alwyn Infant and Courthouse Junior; and Boyne Hill CE Infant and All Saints' CE Junior.

*** The following descriptor relates to the strong medical or social grounds criterion: serious social problems in the family, or any chronic medical condition affecting the pupil that only the preferred school can deal with. These reasons must be fully supported at the time of application by written confirmation from appropriate professional persons involved with the family. It is important that all relevant information is disclosed in writing with the application.

[New in 2008]

Please note the following with regard both to community schools and voluntary controlled schools. If a school does not have places for all the children in a particular criterion, the borough applies tiebreakers to prioritise places. For criterion 2, places will be prioritised as follows:

1. Children who have elder brother(s) or sister(s) at the school, when the applicant would enter the school. If there are still not enough places for all the children in criterion 2 once the sibling tiebreak has been applied, applications will be prioritised using the second tiebreak.
2. Proximity to the school, measured as the straight-line distance between home and school using a mathematical formula mapping system based on Ordnance Survey. This second tiebreaker will also be used to prioritise applications if there are insufficient places for all children in criterion 3 and below.

Annex 2

Proposed Admission Criteria for RBWM Secondary Schools including Windsor's Middle and Upper Schools from 1st September 2010

Interested parties are invited to note that consultation is in progress from 1st December until XXXXXXXX as to changes in the designated areas for Maidenhead's secondary schools. Details are available from XXXXXXXXXXXXXXXX A decision as to any change in the designated area will be proposed as part of the Council's Determination of Admission Arrangements.

Annex 2 applies also to Windsor's Middle and Upper Schools. The Windsor Boys' School is mentioned separately from the other schools below.

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.

A child who is the subject of a statement of special educational need must be admitted to the school named in his or her statement.³ Remaining places will be allocated in the following order.

[For 2008, criteria C and D have changed places]

- A. Looked After Children⁴
- B. Children who live in the 'designated area' of the school.
- C. Children who would have an elder sibling of compulsory school age who would be at the school ~~in Years 8 to 11~~ *at the time of admission of the child for whom a place is sought.* [Years 8 to 11 omitted as this is confusing for the Windsor system.] This term 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. A child is of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age.Δ
- ~~D. Children who have strong social or medical grounds for admission. This is taken to mean a serious social problem within the family, or a chronic medical condition affecting the pupil. It will be important to show that only the preferred school can deal with this ground or condition. The reasons for the preference must be fully supported at the time of application by written confirmation from appropriate professional persons involved with the family. It is important that all relevant information is disclosed in writing with the application. [Propose removal in 2008]~~
- E. Children who attend a primary or first school that is formally linked with the preferred secondary, middle or upper school.

Formatted: Bullets and Numbering

³ Education Act 1996, s.324(5)(b)

⁴ I.e. children in the care of a local authority, as defined in the Children Act 1989, s.22

- 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.

[New in 2008]

Please note the following with regard to secondary schools. If a school does not have places for all the children in a particular rule, the borough applies tiebreakers to prioritise places. For criterion B places will be prioritised as follows:

1. Children who have elder brother(s) or sister(s) of compulsory school age at the school when the applicant would enter the school. If there are still not enough places for all the children in criterion 2 once the sibling tiebreak has been applied, applications will be prioritised using the second tiebreak.
2. Proximity to the school, measured as the straight-line distance between home and school using a mathematical formula mapping system based on Ordnance Survey. This second tiebreaker will also be used to prioritise applications if there are insufficient places for all children in criteria C, D, E, F and G.

△ Qualification for sibling status is made on the basis that the older pupil will be on roll at the school ~~in Years 7 through to Year 10~~ at the time of application. Attendance of an elder sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 and 13) does not confer sibling status.

When considering applications for places in Windsor schools in category E, priority will be decided by the continuous length of attendance at Windsor first and middle school(s) (for this purpose Datchet St Mary's and Wraysbury Primary schools are included as feeders as well as feeding Churchmead school). This only takes effect if there are insufficient places available for all applicants within category E. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor Datchet or Wraysbury school will be treated as having started school on the same date. This would be the earliest time that a child could have started statutory school in that national curriculum year. Attendance at a nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical proximity as per tiebreak 2 above.

Criteria for Entry to Charters School

[New in 2008. Charters Schools' criteria omitted, and the following paragraph substituted.]

Charters School has now become a Trust School and its governors are now responsible for determining admissions to the school from September 2010.

However, Charters School must still be named on the Common Application Form by a parent who wishes his or her child to attend.

Criteria for Entry to The Windsor Boys' School

A child who is the subject of a statement of special educational need must be admitted to the school named in his or her statement.⁵ Remaining places will be allocated in the following order.

[New in 2008: criteria C and D have changed places]

- A. Looked After Children⁶
- B. Children who live in the 'designated area' of the school.
- C. Children who would have an elder sibling of compulsory school age who would be at the school in Years 8 to 11 *at the time of admission of the child for whom a place is sought*. This term 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 or formally acknowledged by the social services department of a local authority. *A child is of compulsory school age until the end of the school or academic year in which he becomes 16 years of age. Δ*
- ~~D. Children who have strong social or medical grounds for admission. This is taken to mean a serious social problem within the family, or a chronic medical condition affecting the pupil. It will be important to show that only the preferred school can deal with this ground or condition. The reasons for the preference must be fully supported at the time of application by written confirmation from appropriate professional persons involved with the family. It is important that all relevant information is disclosed in writing with the application. [Propose removal in 2008]~~
- E. Children who have attended a first or middle school including Datchet St Mary's or Wraysbury Primary Schools.
- F. Individual preference for co-educational or single-sex educational reasons where the alternative in the local area is single sex or co-educational respectively.
- SS. Children selected according to their aptitude for performing arts (to a maximum of 10% of their new intake).§
- G. All other applicants.

[New in 2008]

Please note: If a school does not have places for all the children in a particular rule, the borough applies tiebreakers to prioritise places. For category B places will be prioritised as follows.

⁵ Education Act 1996, s324(5)(b)

⁶ I.e. children in the care of a local authority, as defined in the Children Act 1989, s.22

1. Children who have elder brother(s) or sister(s) of compulsory school age at the school when the applicant would enter the school. If there are still not enough places for all the children in criterion 2 once the sibling tiebreak has been applied, applications will be prioritised using the second tiebreak.
2. Proximity to the school, measured as the straight-line distance between home and school using a mathematical formula mapping system based on Ordnance Survey. This second tiebreaker will also be used to prioritise applications if there are insufficient places for all children in criteria C, D, E, F and G. There is no tiebreaker for category SS.

Qualification for sibling status is made on the basis that the older pupil will be on roll at the school in Years 7 through to Year 10 at the time of application. Δ Attendance of an elder sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 and 13) does not confer sibling status.

When considering applications for places in Windsor schools in category E, priority will be decided by the continuous length of attendance at Windsor first and middle school(s) (for this purpose Datchet St Mary's and Wraysbury Primary schools are included as feeders as well as feeding Churchmead school). This only takes effect if there are insufficient places available for all applicants within category E. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor Datchet or Wraysbury school will be treated as having started school on the same date. This would be the earliest time that a child could have started statutory school in that national curriculum year. Attendance at a nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical proximity as explained in tiebreak 2 above.

§ When selecting up to 10% of their new intake by aptitude in the performing arts, The Windsor Boys' School will consider applicants who can provide evidence of

[Words in red are new in 2008]

- Frequent selection for performance by a performing arts based company or organisation.
- Consistent and frequent attendance at community and school performing arts activities.
- Confirmation of the applicants' aptitude from an accredited expert in the field of performing arts.
- Certificated evidence of rapid improvement in performing arts skills.

It is conditional that any pupils admitted under this criterion take a leading part in the artistic life of the school.

Evidence must be submitted at the time of application. Tests, assessments or auditions used to identify whether a pupil has an aptitude for a particular subject will be objective, have a distinctive subject focus and will not discriminate against applicants on the grounds of ethnic origin, disability or family background. The assessment will test only for the subject aptitude concerned and not for ability or any other aptitude.

Annex 3

Distribution List of those bodies to be consulted

This consultation paper is distributed to the following.

All Head Teachers of Royal Borough Schools, including Church Aided and Trust Schools

All Chairs of Governors of Royal Borough Schools including Church Aided and Trust Schools

[New in 2008] Headteachers of independent schools within the geographical area of the Royal Borough

Also: St Peters RC Primary School, Marlow
Holy Trinity CE Middle School, Marlow
Little Marlow CE School, Marlow
Great Marlow School, Marlow
Sir William Borlase's School, Marlow
St Nicolas CE Combined School, Taplow
Castleview School
Holy Family Catholic Primary School
Ryvers Primary School
Oxford Diocese Schools Commission
Portsmouth Diocese Schools Commission
Buckinghamshire County Council
Surrey County Council
Slough Borough Council
Wokingham District Council
Bracknell Forest Borough Council
London Borough of Hillingdon
Chair of Early Years and Childcare Development Partnership
Lynch Hill Primary School
Our Lady of Peace Primary School, Burnham
Priory Primary School, Burnham
Langley Grammar School, Slough
St Bernard's Grammar School, Slough
Slough Grammar School, Slough
Herschel Grammar School, Slough
Westgate School, Slough

Annex 4

Co-ordinated Admission Scheme for RBWM Primary Schools including Windsor's First Schools, 2010

Central Government has introduced a co-ordinated admissions scheme in order that parents fill in an application form supplied by the Council maintaining the preferred school. It is intended that parents receive only one offer of a school place from the Council to which they apply and that the maintaining Council should send the offer letter.

In the following paragraphs, the term 'relevant year' is taken to mean the academic year in which a pupil becomes 5 years of age. The academic year runs from 1st September to 31st August. The 'preceding year' refers to the year ending on 31st August immediately before the first day of the relevant year. The 'following year' refers to the year beginning on 1st September immediately after the last day of the relevant year.

Applications made before the published closing date in January

This is taken to mean January in the academic year preceding the academic year of proposed entry to school.

1. The Primary School Common Application Form (Primary School CAF⁷) invites parents to express preferences for schools. The CAF will enable parents to express three preferences whether they are for schools for which the local authority is the Admitting Authority, or where the governing body of an local authority Voluntary Aided ('Aided' school) school is the Admitting Authority. The form must be completed and returned to the local authority. The actual closing date for applications will be published each year in the booklet. Legislation requires local authorities to run an equal weighting system for all preferences. This gives parents the greatest opportunity of securing a place at a preferred school. If this system results in multiple offers of places, then this will be resolved by taking into account the order in which those preferences are expressed by the parent or carer on the application form. At the present time there are thirteen Voluntary Aided Primary Admitting Authorities within the Borough. A list is attached. Any Additional Admitting Authorities will be expected to agree to this scheme and abide by the principles of the scheme. Preferences must be stated on the Primary School CAF. If a separate additional form (Supplementary Information Form - SIF) is needed by Foundation or Voluntary Aided Schools, it will contain only the additional information required to determine admission within their own criteria. SIFs for Royal Borough of Windsor and Maidenhead schools may be obtained from, and returned to, the relevant school. **The Schools Adjudicator**

⁷ This is not to be confused with the Common Assessment Framework (CAF) introduced under the aegis of *Every Child Matters*

has recently expressed concern that SIFs may inadvertently ask for information that cannot be taken into account when deciding upon school admissions, and now requires local authorities to scrutinise SIFs for possible irrelevant or unlawful questions.

2. The closing date for parents will be published in the Authority's annual booklet and will be early in January each year. The distribution of admissions booklets and preference forms takes place throughout the year.

Voluntary Aided Schools

3. Definitive details about the admission arrangements for a Foundation or Aided School are published in the prospectus for each school and these can be obtained direct from schools. The Co-ordinated Admissions Scheme does not affect the Governors' duties and rights to determine the admission criteria for their school. It does put a duty on Governors to adhere to the published dates and provide information to the Education Authority in order that letters can be printed and despatched on the required date.

In order that co-ordination is effective, Aided schools are required to adopt the Education Authority's Primary School CAF for parents to identify the school as their preferred school. A SIF will be drawn up by the Governors of Aided schools to identify their individual Admission criteria. If a parent is relying on the denominational criterion to secure a place, a SIF must be obtained from and returned to, each Aided School.

Allocating places

4. The Borough will consider all preferences with an equal weighting, with multiple offers of places resolved by the order of expressed preference; i.e. if it is possible to offer a place at more than one of the preferred schools, only one offer will be made for the school ranked highest in preference by the parents. Parents will be required to formally accept the place within 14 days.
5. Legislation requires that all children with statements of special education needs that name a specific school in the statement are required to be admitted to that named school. They are not considered within the routine allocation process but are included within the Admission Number (AN) for the year.
6. Application forms will be processed as soon as they are received and information forwarded to the relevant Admitting Authorities where required. Where a school has fewer preferences than the Admission Number, it is expected that all those preferences will be met. Letters formally offering places will be despatched to all applicants on the published date or the nearest working day if this date falls on the

weekend. The actual date will be published in the annual primary admissions booklet.

Late applications

7. It is inevitable that with any closing date there will be applications made after the closing date but before the allocation letters are distributed.

These late applications will be divided into three groups:

- a. Parents in the process of moving into the area.
- b. Parents hoping to move into the area, where it can be assumed that it was not practicable to have made the application before the closing date.
- c. Late applicants, where it can be reasonably assumed that they could have submitted an application form by the closing date.

If a late application under category (a) or (b) above is received after the closing date, but before the allocation is made, the Council will endeavour to include the application with all others received.

[Alterations proposed for this paragraph in 2008 in the light of recent comments by the Ombudsman]The applicant will need to produce documents to prove that they are habitually residing at the new address, such as exchange of contracts or a rental agreement. ~~In the event of a rental agreement it would be expected that this would be for a minimum of one year, still in force at the start of the term in which the pupils first attends school, and~~ A rental agreement must have been made through a recognised rental agency. Private family rental agreements are not normally acceptable. Further documents may be requested. ~~This procedure may also be applied in the case of any application from a temporary residence.~~

8. Where a form is received after the closing date that includes a school for which the local authority is not the Admitting Authority, it will be forwarded to the relevant Admitting Authority and it will be for that Authority to decide how to respond within their own published procedures, and depending on the availability of places.
9. Applicants who already live in the Borough but did not, or have chosen not to apply for a place by the closing date, will be considered for a school place only after the allocation acceptance procedures have taken place.

No application form received by the closing date

10. It is inevitable that some parents may not submit an application. No child will normally be allocated a place until an application form has been submitted. Late applications are always considered and every effort will be made to allocate a place at the preferred school or the

nearest school with a vacancy. Such late applicants will be advised of the allocation of school as quickly as is practicable.

Changes of preference

11. There is no legislation that requires an authority to consider such a request. The authority will consider each case on its merits. Unless there has been a relevant house move or unless the new preferred school has a vacancy, it may not be possible to offer an alternative school and such late applications will always be considered after all those received by the closing date.
12. Applications received after the allocation of preferences must still be submitted on the appropriate Primary School CAF. If the preference is for a community school or voluntary controlled school, the local authority will consider the preference. If the preferred schools do not have vacancies a place will be allocated at the nearest school with a vacancy. A refused preference will create the right of appeal. If the preference is for an Aided school the local authority will forward the form for their decision. The Admitting Authority must then advise the local authority, within fourteen days, whether a place can be allocated in order that the local authority can formally advise the parents.
13. The Co-ordination Scheme for the relevant year will end on 31 August immediately preceding the start of the relevant year.
14. Applications received on or after 1 September of the relevant year will be treated as an application into an existing year group, and it will be for the relevant Admitting Authority to apply their published criteria and determine the offer of a place.
15. [New] The Cabinet of the Royal Borough of Windsor and Maidenhead resolved at its meeting on 22nd May 2008 to approve consultation to the following proposed change in its admission arrangements. This consultative document forms that consultation. From 1st September 2010 pupils whose 5th birthday falls in the period 1st September to 31st December will be admitted to school from the start of the term beginning on 1st September of the relevant year. Pupils whose 5th birthday falls in the period 1st January to 31st August will be admitted to school from the start of the term beginning on 1st January in the relevant year. Allocations of all the places for the relevant year will now be made in the previous year following receipt of forms in January of the previous year. The statutory school starting age of a child is the start of the autumn, spring or summer term following his or her fifth birthday.⁸
16. In the light of the foregoing paragraph, it is accepted that a parent may at his or her absolute discretion – with one exception – defer taking up

⁸ Education Act 1996 s.8(2)

any place offered until the child reaches statutory school age. The exception is where deferring a place would mean that the child did not start until a date falling in the following academic year. In this instance, a place cannot be kept ready, and a parent must reapply for a place in the relevant year for that child. This application would then become an 'In Year' application, and an offer of a place would be subject to the 'In Year' application procedures. No guarantee of a place can therefore be given for such a child.

Appeals

17. Appeals for all schools must be lodged within twenty-one days of the refusal letter being sent. An appeal can be lodged only against a refused preference. An appeal will not be accepted for a school not named on the Primary School CAF. Parents wishing to appeal for such a school will be required to complete a new application form stating their new preferences. The original application will be cancelled and the new application will be regarded as a late application.
18. All appellants are entitled to fourteen days' notice of the appeal. Appellants are entitled to the Education Statement seven days before the hearing. The School Admission Appeals Code of Practice suggests they should be heard within 30 school days of the allocation letter being released. The local authority will take reasonable steps to meet this time scale but the number of appeals currently being lodged precludes the giving of any guarantee in this matter. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible, but may not be before the start of term in September. All aspects of appeals for Aided schools are the responsibility of the school governors, to whom all requests should be made. Closing dates may not be the same as for those for community schools.
19. Other Admitting Authorities within the Education Authority's area are required to notify the Education Authority about the outcome of any appeals.

Waiting Lists

20. Education Authority operates a waiting list for any oversubscribed school for which it is the Admitting Authority. Places are offered from the waiting list when a withdrawal occurs. Waiting lists will be constructed according to the published criteria, by category and distance. Any other Admitting Authority must notify the Education Authority of places withdrawn by parents and to whom they subsequently wish to offer places from their own waiting list. It is still the responsibility of the Education Authority to offer these places to parents, in writing, when a place becomes available. This applies whether the Admitting Authority is the Education Authority, or an Aided School.

21. ~~[Proposed new wording]~~ Waiting lists will be maintained and operated by the local authority until ~~the first day of each term.~~ 31st August of the relevant year.

Existing Year Group 'In Year' Admissions

22. Applications received during the year for an 'existing' year group must be made directly to the preferred Primary School. ~~In the case of a community or voluntary controlled school the CAF should be returned to the local authority; an application for a Voluntary Aided school should be returned to that school.~~ Applicants submitting applications for voluntary Aided schools may need to complete a SIF, and the school will advise a parent if this is necessary. ~~All Admitting Authorities will be expected to take into account allocations of places already made to children even where entry has been deferred on account of the child's age.~~

Primary Admitting Authorities

Royal Borough of Windsor and Maidenhead
Cheapside CE Primary School
Clewer Green CE School
Cookham Dean CE Primary School
Datchet St Mary's CE Primary School
Holy Trinity CE Primary School Sunningdale
Holyport CE Primary School
The Royal (Crown Aided) School
St Edmund Campion Catholic Primary School
St Edward's Catholic First School
St Francis Catholic Primary School
St Mary's Catholic Primary School
St Michael's CE Primary School
Trinity St Stephen CE Aided First School

Annex 5

Co-ordinated Admission Scheme for RBWM Secondary Schools including Windsor's Middle and Upper Schools, 2010

Central Government has introduced a co-ordinated admissions scheme in order that parents complete only one application form supplied by the Council where they live, irrespective of where the preferred school is located.

It is also intended that parents receive only one offer of a school place and that the home Authority should send the letter of offer, again irrespective of the preferred school.

Applications made before the closing date of 24 October

1. The Secondary School Common Application Form (CAF)⁹ invites parents to express preferences for schools. The Authority believes that the system of equal weighting to all preferences gives parents the greatest opportunity of securing a place at a preferred school. If this system results in multiple offers of places, then this will be resolved by taking into account the order in which those preferences are expressed by the parent or the carer on the application form. At the present time there are only five Admitting Authorities within the Borough: the local authority, St Edward's Royal Free Ecumenical Middle School, St Peter's CE Middle School, Churchmead Church of England (VA) School, and Charters School which is a [Trust] school. Any additional Admitting Authorities will be expected to agree to this scheme and abide by the principles of the scheme. Preferences must be stated on the 'home' Education Authority's CAF. No other form will be considered. The 'home' Education Authority is the unitary authority/county council to which council tax is paid. If a separate additional form (Supplementary Information Form – SIF) is needed by Foundation or Aided Schools, it will contain only the additional information required to determine admission within their own criteria. Such forms for Windsor and Maidenhead schools will be obtained from and returned to the relevant school. **The Schools Adjudicator has recently expressed concern that SIFs may inadvertently ask for information that cannot be taken into account when deciding upon school admissions, and now requires local authorities to scrutinise SIFs for possible irrelevant or unlawful questions.**
2. In July each year the Authority identifies children currently attending their schools who will be transferring to secondary school at the end of Year 6, or Year 4 and Year 8 for Windsor schools. Every effort will be made to provide Independent Schools with information, and publicise the closing date for parents whose children currently attend such schools. Neighbouring Authorities will be asked for, and supplied with,

⁹ This is not to be confused with the Common Assessment Framework (CAF) introduced under the aegis of *Every Child Matters*

lists of pupils attending a 'non home' Authority school in order that they may complete the appropriate form. The distribution of admissions booklets and preference forms takes place at the start of term in September.

Voluntary Aided Schools and Trust Schools

3. Definitive details about the admission arrangements for Voluntary Aided Schools are published in their prospectus and this can be obtained direct from the school. The co-ordinated admissions scheme does not affect the Governors' duties and rights to determine the admission criteria for their school. It does put a duty on Governors to adhere to the published dates and provide information on the Education Authority in order that letters can be despatched on the required date.
4. In order that co-ordination is effective, Aided and Trust Schools are required to adopt the Education Authority Common Application Form (CAF) for parents to identify the school as their preferred school. A Supplementary Information Form (SIF) will be drawn up by the Governors of Aided Schools to identify their individual admission criteria. If a parent is relying on the denominational criterion to secure a place, a SIF must be obtained from, and returned to, each Aided School.
5. The CAF will enable parents to express three preferences whether they are for schools for which the Authority is the admitting authority, or where the governing body of an Aided School is the admitting authority, or schools outside the area (foundation, Aided or community / voluntary controlled or Grammar School in the case of Buckinghamshire and Slough). The form must be completed and returned to the Authority via the current Primary School or direct to the 'home' Authority if the pupil currently attends an Independent School. The closing date for applications will be 24 October each year.

Allocating places

6. The Borough will consider all preferences with an equal weighting, with multiple offers of places resolved by the order of expressed preference; i.e. if it is possible to offer a place at more than one of the preferred schools, only one offer will be made, and that will be for the school ranked highest in preference by the parents, even if that preference is for a school in a neighbouring area. It will be automatically assumed that this offer will be accepted, even if the offer is made on behalf of another Admitting Authority. Such applications will have their offer letters sent on 1 March or the next working day. An acceptance / refusal form will be enclosed with the offer letter. Parents / carers will be asked to accept or decline the offer of a school place by 18 March. In line with the Admissions Code failure to return the acceptance form could result in the offer of a school place being withdrawn. If a place is refused, the parent /

carer, must inform the 'home' Authority which school the child will be attending.

Pupils with a statement of special educational needs are not considered within the routine allocation process. They are included within the Admission Number (AN) for the year. The Special Needs Section will advise parents of the school place by 15 February.

7. Application forms will be processed as soon as they are received and information forwarded to the relevant Admitting Authorities where required. The Authority will expect to have completed the initial processing of application forms received by 14 November. Any remaining late application forms will be forwarded to relevant Admitting Authorities after this date. It will be for that Admitting Authority to decide how to respond within their published procedures. Where a school has fewer preferences than the AN, it is expected that all those preferences will be met. Traditionally most Windsor and Maidenhead schools are oversubscribed.

Transfer of information to and from other Authorities

8. By 14 November, the Authority will have started to receive remaining application forms from the neighbouring Authorities.
9. Neighbouring Authorities and any other Admitting Authority will notify the 'home' Authority as soon as possible about offers of places, and by 15 February at the latest. The expectation is that this information will be available for 18 January for the application forms submitted by 14 November. Each Authority will be required to identify any children not being offered places in order that the 'home' Authority can process other preferences. Aided schools will also need to advise the Authority by the end of Autumn term. On each occasion the notification will need to be by means of a clear list, of both those pupils to whom they are and are not offering places, giving the reasons why all preferences have not been met and the numbers in each of the admission categories. This statement will be needed by the end of January at the latest, to enable the appropriate letters to be sent to parents on 1 March, or the next working day.
10. Primary Schools will be sent lists of the allocations being made for their information only. Under no circumstances must the information be released to any other party before 1st March.
11. On 1st March, or the next working day, letters will be despatched, via the Royal Mail's First Class Post, to all parents whose application was received before the closing date. Letters will also be sent on behalf of Aided Schools and any other Admitting Authorities. It will be made clear that the offer is on behalf of and under instruction from the Governors of those schools / Authorities. For those not offered a preferred school, the letter will advise parents of their right of appeal

and to whom this appeal should be addressed. For a school for which the local authority is not responsible for admissions, parents will be directed to that Admitting Authority in order that an appeal can be arranged if the parents wish to do so.

12. By the end of March, secondary schools will receive information about the pupils allocated places at the schools. This slight delay will enable queries to be answered.

Late applications

13. It is inevitable that with any closing date there will be applications made after the closing date but before the allocation letters are distributed.

These late applications will be divided into three groups:

- a. Parents in the process of moving into the area.
- b. Parents hoping to move into the area, where it can be assumed that it was not practicable to have made the application before the closing date.
- c. Late applicants, where it can be reasonably assumed that they could have submitted an application form by the closing date.

If a late application under category (a) or (b) above is received after the closing date, but before the allocation is made, the Council will endeavour to include the application with all others received.

The applicant will need to produce documents to prove that they are habitually residing at the new address, such as exchange of contracts or a rental agreement. A rental agreement must have been made through a recognised rental agency. Private family rental agreements are not normally acceptable. Further documents may be requested. This procedure may also be applied in the case of any application from a temporary residence.

14. Such applicants will have their offer letters sent on 1st March or the next working day, or as soon as possible afterwards, where the form was not received in time.
15. Where a form is received after the closing date that includes a school for which the local authority is not the Admitting Authority, it will be forwarded to the relevant Admitting Authority and it will be for that Authority to decide how to respond within their own published procedures, and depending on the availability of places.
16. Applicants who already live in the Borough but did not, or have chosen not to apply for a place by the closing date, will be considered for a

school place only after the allocation acceptance procedures have taken place.

No application form received by the closing date

17. It is inevitable that some parents may not submit an application. No child will normally be allocated a place until an application form has been submitted. Late applications are always considered and every effort will be made to allocate a place at the preferred school or the nearest school with a vacancy. Such late applicants will be advised of the allocation of school as quickly as is practicable.

Changes of preference

18. There is no legislation that requires an Authority to consider such a request. The Authority will consider each case on its merits. Unless there has been a relevant house move or unless the new preferred school has a vacancy, it may not be possible to offer an alternative school and such late applications will always be considered after all those received by the closing date. Applications received after the allocation of preferences must still be submitted on the appropriate CAF. If the preference is for a community school or voluntary controlled school, the Authority will consider the preference. If the preferred schools do not have vacancies, a place will be allocated at the nearest school with a vacancy. A refused preference will create the right of appeal. If the preference is for an Aided or Trust school, the Authority will forward the form for further decision. The Admitting Authority must then advise the Authority, within fourteen days, whether a place can be allocated in order that the Authority can formally advise the parents.
19. The Co-ordination Scheme for the relevant transfer years will end on 31 August immediately preceding the start of the relevant year.
20. Applications received on or after 1 September will be treated as an application into an existing year group, and it will be for the relevant Admitting Authority to apply their published criteria and determine the offer of a place.

Appeals

21. **Appeals for all schools must be lodged within twenty-one days of the refusal letter being sent. An appeal can be lodged only against a refused preference. An appeal will not be accepted for a school not named on the CAF. Parents wishing to appeal for such a school will be required to complete a new application form stating their new preferences. The original application will be cancelled and the new application will be regarded as a late application.**

22. All appellants are entitled to fourteen days' notice of the appeal. Appellants are entitled to the Education Statement at least seven days before the hearing. The Admission Appeals Code of Practice suggests they should be heard within 30 school days of the allocation letter being released. The Authority will take reasonable steps to meet this time scale but number of appeals in RBWM precludes such a guarantee. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible, but this may not be before the start of term in September. All aspects of appeals for Aided schools are the responsibility of the School of Governors, to whom all requests should be made. Closing dates may not be the same as for those for community schools.
23. Other Admitting Authorities within the Authority's area are required to notify the Authority about the outcome of any appeals.

Waiting Lists

24. The Authority operates a waiting list for any oversubscribed school for which it is the Admitting Authority. Places are offered from the waiting list when a withdrawal occurs. Waiting lists will be constructed according to the published criteria, by category and distance. Any other Admitting Authority must notify the home Authority of places withdrawn by parents and to whom they subsequently wish to offer places from their own waiting list. It is still the responsibility of the 'home' Authority to offer these places to parents, in writing, when a place becomes available. This applies whether the Admitting Authority is the Authority, an Aided School or a school in a neighbouring Authority.
25. Waiting lists will be maintained and operated until the first day of term of the new academic year.

Existing-Year Group 'In Year' Admissions

26. Applications received during the year for an 'existing' year group must be made on the maintaining Authority's application form and returned to them.

Sixth Form Admissions

27. Currently, schools are responsible for setting criteria for admission and dealing with all applications. Discussion ~~will take place~~ **is under consideration** with schools in order that a common system can be adopted and with very similar criteria. **It is to be noted that Desborough School proposes to introduce girls into its sixth form from September 2009.**

Annex 6

Admission numbers of schools

Name of School	Admission Number
Alexander First School	30 (previously 24)
All Saints CE Junior School	67
Altwood CE Secondary School	150
Alwyn Infant and Nursery School	101
Bisham CE Primary School	16
Boyne Hill CE Infant and Nursery School	78
Braywood CE First School	23
Burchetts Green CE Infants School	20
Charters School	240
Cheapside CE Primary School	16
Churchmead Church of England (VA) School	130
Clewer Green CE School	45 (previously 38)
Cookham Dean CE Primary School	20
Cookham Rise Primary School	30
Courthouse Junior School	105
Cox Green School	168
Datchet St Mary's CE Primary School	30
Dedworth Green First School	30
Dedworth Middle School	120
Desborough School	189
Ellington Primary School	30
Eton Porny CE First School	30
Eton Wick CE First School	30
Furze Platt Infant School	81
Furze Platt Junior School	75
Furze Platt Senior School	190
Hilltop First School	45 (previously 32)
Holy Trinity CE Primary School Cookham	32
Holy Trinity CE Primary School Sunningdale	30
Holyport CE Primary School	45
Homer First School	45
Kings Court First School	45
Knowl Hill CE Primary School	13
Larchfield Primary and Nursery School	30
Lowbrook Primary School	30
Newlands Girls School	186
Oakfield First School	45
Oldfield Primary School	30
St Edmund Champion Catholic Primary School	45

St Edward's Catholic First School	45
St Edward's Royal Free Ecumenical Middle School	90
St Francis Catholic Primary School	30
St Luke's CE Primary School	40
St Mary's Catholic Primary School	40
St Michael's CE Primary School	30
St Peter's CE Middle School	60
South Ascot Village Primary School (formerly Swinley Primary School/South Ascot Federation)	30
The Queen Anne Royal Free CE Controlled First School	30
The Royal (Crown Aided) School	20
The Windsor Boys' School	222
Trevelyan Middle School	150
Trinity St Stephen CE Aided First School	30
Waltham St Lawrence Primary School	19
Wessex Primary School	60
White Waltham CE School	22
Windsor Girls' School	178
Woodlands Park Primary School	30
Wraysbury Primary School	45

Annex 7

Revenue implications

Pupils in maintained schools are funded from the ring-fenced Dedicated Schools Grant (DSG) through schools' individual budgets shares. The DSG is determined each year by the number of pupils on roll in the January school census and early years census prior to the start of the financial year (i.e. pupils on roll in January 2010 will determine RBWM's DSG allocation for the financial year 2010-11). In 2008-09, RBWM received £73.044 million DSG based on £4,040 per pupil. Individual schools' allocations are based on the local funding formula which allocates to schools an amount per pupil weighted by age. Children admitted to full-time education before they are five (and consequently against RBWM's existing admissions policy) attract only token funding for the school.

Under the proposed policy to admit children full-time to mainstream schools twice a year as rising or pre-rising fives, RBWM is likely to see an increase in the number of full-time four year olds in its schools as these children move from home settings or part-time nursery education earlier than is currently the case. This increase will be reflected in a larger DSG allocation to the Borough. In turn most of this additional funding is likely to be passed on to schools through their pupil-based formula budget allocation, on the assumption that the formula will need to be changed to properly fund full-time four year olds admitted in line with the new policy.

The first year of operation of the new policy will pose short-term funding difficulties. This is because DSG funding for 2010-11, the first year to see the admission of full-time rising and pre-rising 5s under the new policy, would be calculated on the basis of pupil numbers in January 2010 when the existing admissions policy would be in force and when the number of full-time four year olds on roll would be lower. The additional cost, to be found from DSG, of recognising the additional September and January pupils in schools' budget shares in the first year is estimated to be as much as £600k. Two main factors could help to reduce this estimate:

- a) If the new policy led to more part time four year olds in nursery settings leaving their nursery place for a full-time place in reception, this would result in a lower allocation to both maintained and non maintained nurseries for their nursery aged children.
- b) A decision to reduce the amount allocated to schools through the formula for full-time four years olds would reduce the funding shortfall. A formula allocation could be agreed, for example, which allocated for such children only a proportion of the full per pupil unit rate received by statutory aged pupils. Preliminary modelling suggests that funding such pupils at half the current per pupil rate would reduce the cost to £250k. Funding the same pupils at 75% of the current rate would cost £420k.

In year 2 of the new policy whereby children enter at two points during the year, September and the following January, all children would be on roll at the January 2011 census date and therefore attract full funding through DSG. DSG funding for 2011-12 would therefore be higher than in the previous year.

A possible consequence of the proposed new policy is that some nursery settings in the non maintained sector could face difficulties as more 4 year olds move into full time school education earlier than previously was the case, raising issues about sustainability. The extent to which these places would be filled by an influx of younger three and four year olds is a further unknown factor complicating the overall financial picture.

The cost of funding additional pupils in schools through their formula budget shares as a result of changes to the admissions policy must be contained within the total amount of DSG funding available. This could mean a possible redistribution of resources between the delegated Schools Budget and the centrally retained LA budget funded by DSG. There would be no impact at all on the LA Children's Services budget funded from Council Tax, NNDR and other government grants.