

Co-ordinated Admissions scheme for all RBWM schools

Admission Arrangements for RBWM Community and Voluntary Controlled schools

For September 2017 entry

Determined on



	Contents	Page
	Introduction	2
Section 1	Admission policy for primary age schools	3
	Children with Education, Health and Care Plans (formerly known as SEN statements)	3
	Oversubscription criteria	4
	Tiebreaker	4
	Multiple births or children with birth dates in the same academic year	4
	Notes	4
Section 2	Admission policy for secondary age schools	5
	Children with Education, Health and Care Plans (formerly known as SEN statements)	5
	Oversubscription criteria	5
	Tiebreakers	6
	Multiple births or children with birth dates in the same academic year	6
	Notes	6
Section 3	Admission policy for in-year entry	8
	The application process for RBWM Community and Voluntary Controlled Schools	8
Section 4	Admission policy for sixth form entry	10
	Roles and responsibilities	10
	Published admission number (PAN)	10
	Application process	10
	Allocation of places (oversubscription criteria)	11
	Tiebreaker	11
	Waiting lists	11
	Late applications	11
	Multiple births or children with birthdates in the same academic year	12
	Accepting or declining the offer of a place	12
	Appeals	12
Section 5	Further Information	13
	Social or medical criterion	13
	Children in Care – (Looked-after children and previously looked-after children)	14
	Denominational criterion	15
Section 6	RBWM co-ordinated admission scheme	16
	Guidance information	16
	Application process	17
	Allocation process	18
	National offer date	19
	Further offer of places following parental responses	20
	Late applications and late changes of preferences	20
	Primary school entry point	21
	Children educated outside of their chronological academic year group	21
	Appeals	22
	Co-ordination timetable	24
Section 7	Admission numbers of schools	25
Section 8	Definitions and explanations	27

Introduction

The Royal Borough of Windsor and Maidenhead is the 'Admitting Authority' for Community and Voluntary Controlled schools within RBWM.

This document sets out the local authority's admission arrangements for entry to schools in September 2017.

Local authorities are required to consult the public on proposals to change the school admission arrangements for schools for which they are the admitting authority and then to determine those arrangements. Consultation on the proposed arrangements for the academic year beginning on 1st September 2017 took place from mid-December 2015 to early January 2016. The Royal Borough's Cabinet determined these arrangements at its meeting during February 2016 and these arrangements are now adopted.

These arrangements comply with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008, the School Admissions Code 2014 and the School Admissions Appeals Code 2012.

Other admitting authorities within RBWM

Voluntary Aided schools, Free schools and Academies are their own 'admitting authorities' and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. They are not covered by the admission criteria in this document but are bound by the co-ordinated admissions scheme, as described in section 6 of this document. Details of their proposals and/or determined arrangements should be obtained from each individual school. The exceptions to this is Newlands Girls School which will be covered by the RBWM admission criteria for 2017 entry.

Own admitting authority schools within RBWM are as follows:

Altwood CE Secondary	A	Lowbrook Academy	A
Braywick Court School	FS	Newlands Girls School	A
Burchetts Green Infants	A	St Edmund Campion Catholic	VA
Charters School	A	St Edwards Catholic First	VA
Cheapside CE Primary	VA	St Edwards RF Middle	VA
Churchmead CE Secondary	VA	St Francis Catholic Primary	VA
Clewer Green CE	VA	St Francis Catholic Primary	VA
Cookham Dean CE Primary	VA	St Lukes Primary School	A
Cox Green	A	St Marys Catholic Primary	A
Datchet St Marys CE Primary	A	St Michaels CE Primary	VA
Desborough College	A	St Peters CE Middle	VA
Furze Platt Senior	A	The Royal	VA
Holy Trinity CE Primary (Sunningdale)	VA	The Windsor Boys School	A
Holyport CE Primary	VA	Trinity St Stephen CE First	VA
Holyport College	FS	White Waltham CE Academy	A
Knowl Hill Primary	A	Windsor Girls School	A
Key:	<i>A - Academy</i> <i>VA - Voluntary Aided school</i> <i>FS - Free school</i>		

Schools that become academies after 3 January 2016 must process applications in line with the arrangements published in this paper for admissions in September 2017. They will then be expected to determine their own arrangements for entry in September 2018.

Section 1: Admission policy for primary age schools from 1 September 2017 (Primary, First, Infant and Junior Schools)

1.1 These criteria relate to the following schools – Community (C) or Voluntary Controlled (VC) - within the local authority.

Alexander First School	C	Hilltop First School	C
All Saints CE Junior School	VC	Holy Trinity CE Primary School (Cookham)	VC
Alwyn Infant School	C	Homer First School	C
Bisham CE Primary School	VC	Kings Court First School	C
Boyne Hill CE Infant School	VC	Larchfield Primary School	C
Braywood CE First School	VC	Oakfield First School	C
Cookham Rise Primary School	C	Oldfield Primary School	C
Courthouse Junior School	C	South Ascot Primary School	C
Dedworth Green First School	C	The Queen Anne CE First School	VC
Riverside Primary School	C	Waltham St Lawrence Primary School	C
Eton Porny CE First School	VC	Wessex Primary School	C
Eton Wick CE First School	VC	Woodlands Park Primary School	C
Furze Platt Infant School	C	Wraysbury Primary School	C
Furze Platt Junior School	C		

1.2 The authority strives to allocate school places in a fair and transparent way. Every school has a published admission number (PAN), which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 7 of this document.

1.3 Where a school receives more applications than there are places available, applicants will be prioritised and places allocated according to the published oversubscription criteria below.

Children with Education, Health and Care Plans (EHC) – formerly known as Statements of Special Educational Needs

1.4 A child who is the subject of an EHC plan will be admitted to the school named in their statement. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code however, these children will count as part of the school's PAN.

Oversubscription criteria

1.5 Once children with EHC plans have been allocated, places at Community and Voluntary Controlled primary age schools will be allocated in the following descending order of priority:

1. Children in care.¹ This category includes a child in care or a child who was previously in care but immediately after being in care became adopted² or subject to a residence order³ or special guardianship order⁴

¹ I.e. children in care are children 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² All children adopted from local authority care.

2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. Children who live in the 'designated area' of the school (see note 1 below) and who have a sibling who attends this school (see note 2, page 5)
4. Children who live in the 'designated area' of the school (see note 1 below)
5. Children who have a sibling who attends the school (see note 2, page 5)
6. Children who attend an infant school that is formally linked with the preferred junior school (Furze Platt Junior is formally linked with Furze Platt Infant; All Saints Junior is formally linked with Burchetts Green Infant and Boyne Hill Infant; Courthouse Junior is formally linked with Alwyn Infant). This is a change in previous years where Burchetts Green has been a feeder for Courthouse Junior and not All Saints Junior.
7. **For Voluntary Controlled schools only** - Children whose parents choose the school on denominational grounds (as explained in section 5 of this document)
8. Children whose parents have any other reason for their preference

Tiebreaker

- 1.6 If a school does not have places for all the children in a particular criterion, the borough prioritises those applicants who live closest to the school. The distance 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 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 authority.

Multiple births or children with birth dates in the same academic year

- 1.7 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN the authority will admit above the PAN in order to allocate all siblings to the same school.

Notes

Note 1 – Designated Areas

PLEASE NOTE: If after consultation, new designated areas are agreed for All Saints Junior, Burchetts' Green Infants and Courthouse Junior schools, there will be an interim arrangement for siblings of pupils at Courthouse Junior School.

Applications from residents who have been permanently residing in the Burchett's Green designated area or attending the school on 1 September 2016 and who already have a sibling on roll and attending Courthouse Junior School will continue to be treated as designated area or feeder school applicants. The sibling must still be on roll and attending the school when the younger child would be due to start. (e.g. an application

³ Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order'

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

for a younger sibling to start Courthouse school during the academic year 2017, when the elder sibling left the school in the previous July, would not be treated as a designated area pupil. (Both pupils must be on the roll of Courthouse school at the same time).

- 1.8 Maps of the current designated areas may be viewed on the RBWM website, www.rbwm.gov.uk. Alternatively you can contact the council by phone for details.

Note 2 – Sibling Criterion

- 1.9 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. Linked schools are described in criterion 6 of the oversubscription criteria.

Section 2: Admission policy for secondary age schools from 1 September 2016 (Secondary, Middle and Upper Schools)

- 2.1 These criteria cover the following RBWM community schools and also Newlands Girls School as a recently converted academy.

Dedworth Middle School
Trevelyan Middle School

- 2.2 The Council strives to allocate school places in a fair and transparent way. Every school in the authority has a published admission number (PAN) which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 7 of this document.

- 2.3 **Where** a school receives more applications than there are places available, applicants will be prioritised and places allocated according to the published oversubscription criteria below.

Children with Education, Health and Care Plans (EHC) – formerly known as statements of special educational needs

- 2.4 A child who is the subject of an EHC plan will be admitted to the school named in their **statement**. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code, these children will count as part of the PAN for a school.

Oversubscription criteria

- 2.5 Once children with an EHC plan have been allocated, places at Community secondary **age** schools will be allocated in the following descending order of priority:

1. Children in care.¹ This category includes a child in care or a child who was in care but immediately after being in care became adopted² or was subject to a residence order³ or special guardianship order⁴
2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. Children who live in the 'designated area' of the school (see note 1, page 8) and who have a sibling who attends this school (see note 2, page 8)
4. Children who live in the 'designated area' of the school (see note 1, page 8)
5. Children who have a sibling who attends the school (see note 2, page 8)
6. Children who attend a Primary or First school that is formally linked with the preferred Secondary or Middle school (see note 4, page 9)

¹ I.e. children in care are children 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 the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² All children adopted from local authority care.

³ Under the terms of the Children Act 1989. See Section 8 which defines a 'residence order'

⁴ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

7. Children whose parents have any other reason for their preference

Tiebreakers

- 2.6 If a **school** does not have places for all the children in a particular criterion, 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 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 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 authority.

Multiple births or children with birth dates in the same academic year

- 2.10 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN the authority will admit above the PAN in order to allocate all siblings to the same school.

Notes

Note 1 – Designated Areas

- 2.11 Maps of the current designated areas may be viewed on the RBWM website, www.rbwm.gov.uk. Alternatively you can contact the council by phone for details.

Note 2 – Sibling Criterion

- 2.12 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.
- 2.13 Qualification for sibling status is made on the basis that the pupil already at the school will be of compulsory school age and will remain on roll at the school at the time of application. **Attendance** of a 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. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age.

Note 3 – Formally Linked Schools

The schools which are formally linked to secondary age schools are described in table 1.

Table 1

Secondary Age School	Formally Linked Schools
Dedworth Middle School	All Windsor First Schools, Datchet St Mary's, Wraysbury Primary
Trevelyan Middle School	All Windsor First School, Datchet St Mary's, Wraysbury Primary
Newlands Girls' School	Courthouse Junior, Riverside Primary, Holyport CE Primary, Oldfield Primary, St Luke's CE Primary

Section 3: Admission policy for in-year entry for 2017/18 (Year Reception to Year 11)

- 3.1 This policy refers to all applications made for children of statutory school age seeking entry to school outside of the normal admissions round (as described in table 2, page 15).
- 3.2 Parents must apply directly to the admission authority for the school or schools of their preference. This is the local authority for Community and Voluntary Controlled schools and the schools themselves for Voluntary Aided schools, Free schools and Academies (own admission authority schools).
- 3.3 The relevant admission authority will make available a suitable form upon which an application may be made. The local authority will also make available suitable forms for own admission authority schools. Own admission authority schools may also require a supplementary information form (SIF) to be completed at the time of application.
- 3.4 Own admission authority schools are required to notify the authority of applications received and their outcome. This is to enable the authority to keep up to date figures of available school places in the area and support applications where necessary. Admission authorities must inform parents of their right to appeal against refusal of a place.
- 3.5 Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

The application process for RBWM Community and Voluntary Controlled schools

- 3.6 Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to six preferences.
- 3.7 Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as exchange of contracts or a rental agreement. Further documents may be requested. Additional information will be required for applicants applying from abroad (e.g. entry visa and passport details) to verify right of abode.
- 3.8 Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.
- 3.9 Entry will be deferred until the start of the next term, unless a child is without a school place or it is considered impractical to delay, in order to minimise the disruption to both the child's education and that of other children.
- 3.10 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents will be informed of their right of appeal. The child will automatically be placed on the preferred schools waiting list which will be

prioritised in line with the over-subscription criteria as published in section 1.5 and 2.5 of the admission arrangements.

- 3.11 Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools and how they may apply. Where possible, the authority will offer a school alternative school place at the next nearest Community or Voluntary Controlled school with a vacancy.
- 3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year. Community and Voluntary Controlled schools must not do so save by specific request or direction of the authority. Voluntary Aided schools, Free schools and Academies are expected to notify the local authority if they do so.

Section 4: Admission policy for sixth form entry in September 2017

- 4.1 The responsibility for determining the admissions policy for sixth forms in secondary schools is that of the admitting authority. All RBWM schools with sixth forms are Academies, Free schools or Voluntary Aided schools, so responsibility for sixth form admissions lies with them. The Local Authority has no jurisdiction over sixth form admissions.

Section 5: Further Information

Social or medical criterion

- 5.1 The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred 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.
- 5.2 To apply under this criterion, the parent or guardian must send a covering letter to support the application. It must explain the reasons for requiring a place under this criterion, 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 it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.
- 5.3 Supporting evidence must be included 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 child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.
- 5.4 All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as child care arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.
- 5.5 Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.
- 5.6 Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.

- 5.7 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 should have knowledge of the admissions process and the School Admissions Code. The papers they consider must have the name of the child and his or her family redacted. Those officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.
- 5.8 There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

Children In Care (and previously in care)

5.9 When a late or in-year application is received to admit a child in care or a child previously in care¹, the authority will place the child in the school of the parent's preference (including the corporate parent) unless:

- that school is unsuitable to the child's age, ability or aptitude or to his special educational needs; or
- the attendance of the child would be incompatible with the provision of efficient education for the children with whom he would be educated or the efficient use of resources; or
- the child has previously been permanently excluded from the preferred school; or
- other exceptional circumstances exists rendering the school unsuitable.

5.10 The local authority has the power to direct a school to admit a child in care where Key Stage 1 classes are already at the maximum size² to comply with the infant class size legislation.

Denominational criterion

5.11 For Voluntary Controlled schools, the published admissions criteria provide priority to those applying under denominational grounds. Where applicants believe they should be considered under this criterion they must complete a Supplementary Information Form (SIF) if making an online application or the relevant section of the paper Common Application Form.

5.12 To be considered under this criterion, at least one of the parents/carers of the child concerned must 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 nonconformist

¹ a 'child in care' or a child who was previously in care but immediately after this became subject to an adoption, residence, or special guardianship order.

² children in care are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

churches (e.g. Baptist, Methodist, United Reformed) 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).

- 5.13 It will be necessary for the form to be signed by their local clergy for verification before the form is submitted.
- 5.14 In the event of there being more applicants than places available in this category, RBWM's standard tiebreakers will be applied.
- 5.15 A copy of the wording of the paper common application form is provided below.

CONFIRMATION OF CHURCH ATTENDANCE

Only complete and sign this declaration IF:

- one or more of your preferred schools is a Voluntary Controlled school as listed AND
- you wish for your application to be considered on religious (denominational) grounds

I confirm that I am the parent / carer of the applicant and have significant involvement with a church on a frequent basis. I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year in the twelve months prior to the published closing date for school admissions.

Signed: Print name:

To the vicar / priest / minister: Can you confirm that, to the best of your knowledge, the applicant's statement is true?

Yes	No
-----	----

Signed: Print name:

Church: Date:

Section 6: RBWM co-ordinated admission scheme (2017/18 Academic Year)

- 6.1 The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority.
- 6.2 The normal admissions round is defined in table 2.

Table 2

Academic Year of Entry	Applicable Birth Date Range * for September 2017 entry	School Types
Primary Age Schools		
Year Reception entry	01/09/2012 – 31/08/2013	Primary, First or Infant school
Year 3 entry	01/09/2009 – 31/08/2010	Junior school
Secondary Age Schools		
Year 5 entry	01/09/2007 – 31/08/2008	Middle school
Year 7 entry	01/09/2005 – 31/08/2006	Secondary school
Year 9 entry	01/09/2003 – 31/08/2004	Upper school
* Children taught outside of their appropriate age range may need to apply at alternative times. Further details are provided on pages 23/24.		

- 6.3 The scheme is in accordance with the School Admissions (Co-ordination of Admission Arrangements) (England) Regulations 2008, the School Admissions Code 2014, and the School Admissions Appeals Code 2012.
- 6.4 Admitting authorities for Voluntary Aided schools, Free schools and Academies within RBWM are expected to agree to this scheme and abide by the principles of it, with the exception of Free schools who may, if necessary, be outside the co-ordinated process for the first year they open.
- 6.5 The scheme will be implemented in line with the timetables set out on page 25.
- 6.6 This scheme does not cover applications outside of the normal admissions round. These are considered as in-year admissions, details of which are covered in section 3 of this document.

Guidance information

- 6.7 The authority actively provides guidance information to residents, targeting those who are due to apply for school places during the normal admissions round. Residents are identified using data from early years settings and local schools. Neighbouring Authorities also provide, and are supplied with, lists of pupils attending a 'non-home authority' school in order that potential applicants can be identified. Residents can register their details online to receive guidance information.
- 6.8 A separate composite prospectus, which provides information on the admissions process, is published each year for both admissions to primary age schools and secondary age schools. These are available online and in hard copy on request.

Application process

- 6.9 The application process for RBWM residents opens on the following dates:

Primary Age Schools	17 October 2016
Secondary Age Schools	2 September 2016

Applications can be made online or by using a paper Common Application Form (CAF) and must be submitted to a resident's home local authority. Where both an online and a paper application are submitted, the online application will take precedence. Where multiple applications are submitted, the application dated most recently will take precedence.

- 6.10 Applications invite parents to express up to six preferences for schools. Parents must list any maintained school to which they wish to apply within these six preferences. This includes any state school within England, not just those within RBWM. However this does not include independent schools. Legislation requires local authorities to run an equal weighting system meaning that all preferences must be considered independently of one another. The rank of a school in the preference list has no bearing on the priority with which applicants are awarded places. Priority can only be determined using the relevant published admission criteria for a school. Only when multiple offers of school places can be made will the order of preference be taken into account to ensure applicants receive one offer of the highest preferred school possible.
- 6.11 Completed applications must be submitted to the local authority by the following national closing dates:
- | | |
|-----------------------|-----------------|
| Primary Age Schools | 15 January 2017 |
| Secondary Age Schools | 31 October 2016 |
- The online application system will close for applicants on midday on the above dates.
- 6.12 It is inevitable that not all applicants requiring a school transfer will be able to submit an application by the national closing date. In exceptional circumstances, where factors outside the applicants control mean the application could not have

been made by the closing date, the authority will consider late submissions as 'on time' if they are received by the following extended deadline dates:

Primary Age Schools 29 January 2017
Secondary Age Schools 20 November 2016

Evidence to support the reason for the late submission will be required. Applications with no exceptional reason for applying after the closing date, or received after the extended deadline date, will be considered as late applications.

- 6.13 Any Supplementary Information Form (SIF) required as part of the application process should be completed and returned to the relevant admitting authority by the published closing date. These forms will contain only the additional information required by an admitting authority to determine an applicant's admission criterion. These forms can be obtained from the relevant school.
- 6.14 Where separated parents or carers of a child each submit a separate application for different schools the processing of these applications may be severely delayed. Parents or carers should attempt to resolve matters between themselves and inform the authority in writing of which application should be processed. It is not appropriate for the authority to become involved in private disputes. The authority does recognise that there may be exceptional situations where parents or carers cannot ultimately reach an agreement between themselves and it is, therefore, necessary for the authority to take a decision. Where this is the case the authority will try to establish the child's permanent address and prioritise the application made by the parent living at this address in accordance with the published admission arrangements.

Allocation process

- 6.15 Following the relevant closing date, application forms will be processed and co-ordination of preferences will commence. Local authorities within England will exchange data highlighting residents applying for out of authority schools.
- 6.16 When this data has been exchanged, the local authority will provide other admitting authorities within RBWM with a list of applicants who have listed their school as a preference. Admitting authorities will assess pupils in line with their published admissions policy and will return the list to the local authority in rank order. The local authority will assess those applicants listing schools for which RBWM is the admitting authority.
- 6.17 Local authorities within England will exchange data confirming whether places at local schools can be offered or not to residents who live outside of their authority.
- 6.18 The home local authority will consider all preferences with an equal weighting and will provide one offer of a school place. Where it is possible to offer places at multiple preferred schools, only one offer will be made, which will be for the school ranked highest in the parent's preference list.

- 6.19 Where it has not been possible to offer a place at a preferred school, the authority will, where possible, offer residents a place at an alternative school. The authority will aim to offer a place at the nearest school with a vacancy. The nearest school will be measured in a straight line from the home address. This process will only occur once places have been allocated to applicants who listed those schools on their application. Where a school is identified as the alternative school for more pupils than there are places available, then the published oversubscription criteria will be applied in order to determine priority.
- 6.20 The deadlines the authority will be working to with regards to each stage of the allocation process are defined in table 3.

Table 3

	Secondary Age Schools	Primary Age Schools
Exchange preference data with other LA's	25/11/2016	13/02/2017
Provide preference lists to other admitting authorities within RBWM	11/12/2016	26/02/2017
Receive ranked lists from other admitting authorities within RBWM	15/01/2017	11/03/2017
Exchange offer data with other LA's	25/01/2017 to 12/02/2017	22/03/2017 to 01/04/2017
Finalise Allocations	12/02/2017	01/04/2017
National Offer Date	01/03/2017	15/04/2017

National offer date

- 6.21 Letters formally offering places will be sent via first class post to applicants who made applications before the closing date on the following offer dates:

Secondary Age Schools 1 March 2017
 Primary Age Schools 15 April 2017

Applicants who made an e-application can log into their account on Offer Day to see the outcome of their application. They will also receive an automated email.

- 6.22 In the case of Voluntary Aided schools, Free schools and Academies the offer is made by RBWM on behalf of the governing body. For schools outside the authority, offers are made on behalf of the relevant admitting authority.
- 6.23 Shortly after offer day, all schools within the local authority will be sent details of the children allocated places at their school.
- 6.24 For those not offered a preferred school, the letter will confirm the reasons why the application was unsuccessful. It will also advise applicants of their right of appeal and to whom this appeal should be addressed.

- 6.25 Parents/carers will be asked to respond to the offer of a school place and indicate if they wish to accept or decline the place offered. Responses must be made to RBWM via the authority's website, by email or by post by the following dates:

Secondary Age Schools 16 March 2017
Primary Age Schools – 6 May 2017

This is also the opportunity to request that a child be placed on a waiting list for a higher preferred school for which a place was not allocated. Waiting lists for oversubscribed schools are operated by the admitting authority. Applicants are prioritised according to the schools published oversubscription criteria. For RBWM Community and Voluntary Controlled schools, the authority will maintain waiting lists until 31 August in the academic year of entry.

- 6.26 In line with the Admissions Code, failure to accept the place 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, or how they intend to educate their child.

Further offer of places following parental response

- 6.27 Following receipt of parental responses, the authority will re-allocate places to pupils on waiting lists where places have been declined and vacancies exist. Vacancies exist when the number of pupils allocated at a school drops below the published admission number.
- 6.28 These offers will initially be made to 'on time' applicants only; i.e. applications received prior to the closing date. Any application received after the closing date will be dealt with in line with the process below.

Late applications and late changes of preferences

- 6.29 Any application or change of preference received after the national closing date, or the extended deadline date for those applicants who have an exceptional reason for not applying on time, will be considered as late. The online application system closes at midday on the relevant national offer date so any application after this time must be made on a paper application form.
- 6.30 Details of late applicants for schools outside of the local authority will be forwarded to relevant admitting authorities as soon as they are received. It will be for that admitting authority to process these in line with their published co-ordinated scheme.
- 6.31 Late applications for schools within RBWM will not be processed until the following dates:

Secondary Age Schools 4 May 2017
Primary Age Schools 1 June 2017

Any application received after these dates will be processed at the beginning of each subsequent month.

- 6.32 Once a late application has been processed the home local authority will write to the applicant informing them of the outcome. As with on time applications, parents/carers will be asked to respond to the offer of a school place and indicate if they wish to accept or decline the place offered. Responses must be made via the authority's website, by email or by post by a date stipulated in their offer letter. This is also the opportunity to request for a child to be placed on a waiting list for a higher preferred school for which a place was not allocated.
- 6.33 Late applications are always considered and every effort will be made to allocate a place at the preferred school. Where it is not possible to offer a place at a preferred school, the local authority will, where possible, offer residents a place at the nearest school with a vacancy as measured in a straight line from the home address.
- 6.34 The co-ordinated admissions scheme closes on the 31 August prior to pupils commencing schools in September. Any application which is made after this date will be considered as an 'in-year' application and should be made in line with the in-year admissions process, as described in section 3 of this document.

Primary school entry point

- 6.35 Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full time education until the term following their 5th birthday.
- 6.36 Parents who feel their children are not ready to begin school full time in the September following their 4th birthday have the option for their child to either:
- Start school later in the academic year, so long as the place allocated is taken up during the Reception academic year (unless section 6.38-6.42 applies) *and* no later than the start of the final term and / or the start of the term following the child's 5th birthday; or
 - Start school part time at any stage during the Reception academic year, so long as the child then attends the school full time from the start of term following their 5th birthday;
 - Start school directly in Year 1 if a child was born between 1 April and 31 August. Please note that an application for a Year 1 place can only be made from the start of the term prior to September entry, in line with the in-year process as detailed in section 6. For the avoidance of doubt, places for entry directly into Year 1 cannot be reserved from the preceding year, nor from an application for a reception place
- 6.37 It will be expected that parents will opt for their child to commence school at the start of one of three traditional terms (autumn, spring, summer). It is also expected that part time schooling offered will be either five mornings or five afternoons a week; a decision which will normally be made by the school.

Children educated outside of their chronological academic year group

- 6.38 It is expected that children will be educated in the appropriate academic year group for their chronological age. In certain exceptional circumstances, children will be educated outside this year group. If this is the case, then applications should be made in the academic year prior to the required school transfer. Applications must be made on a paper CAF and can not be made online.
- 6.39 The Admissions Code enables a parent to request that their child is admitted outside of their normal age group. For example, a parent may request that a summer-born child – born between 1 April and 31 August is admitted into a reception class in the September following their fifth birthday instead of entering year 1.
- 6.40 Admission authorities are responsible for making the decision on which year group a child should be admitted to but are required to make a decision based on the circumstances of the case. There is no statutory barrier to children being admitted outside their normal year group. An admitting authority will usually take the following factors into account when considering a parental request for a summer born child to be admitted into a reception class in the September following their fifth birthday:
- 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.
- 6.41 For all requests for delayed entry into Reception, parents should make their application at the same time as those applying for normal Reception entry stating that they wish to enter reception a year later than normal for their child's age. Parents should discuss this as soon as possible with their preferred schools and the authority.
- 6.42 Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority or to the school.

Appeals

- 6.43 Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date for the on time submission of appeals. This date will be published in the authority's composite prospectus and in the relevant offer letter.
- 6.44 Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being

lodged. 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. All aspects of appeals for Voluntary Aided schools, Free schools and Academies are the responsibility of the school governors. Appeal deadline dates may differ for these own admission authority schools.

- 6.45 Other admitting authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

Co-ordination timetable for September 2017 entry

Table 4

Primary, First, Infant and Junior School Admissions	
Date	Action
October 2016	Guidance information detailing the admissions process will be sent out automatically for most pupils attending an RBWM early years setting and to those who have registered their details online.
17 October 2016	Online system opens for Primary, Junior and First School applications
15 January 2017	Closing date for applications
29 January 2017	Extended deadline date for applications which, due to exceptional circumstances, were received after the closing date
12 February 2017	Information exchanged with other local authorities
26 February 2017	Information provided to other RBWM admitting authorities (Voluntary Aided schools, Free schools and Academies)
11 March 2017	Other RBWM admitting authorities (Voluntary Aided schools, Free schools and Academies) to advise LA of application rankings
1 April 2017	Finish co-ordination with other local authorities
15 April 2017	Offer letters to be sent out by the LA to parents. Advise schools of initial allocations
6 May 2017	Parents accept or decline offers
To be confirmed	Appeals should be submitted
1 June 2017	Late applications will start being processed
Summer Term 2017	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard

Secondary, Middle and Upper School Admissions	
Date	Action
September 2016	Guide to Secondary, Middle and Upper School Booklet published online. Information letters sent out to parents.
3 September 2016	Online system opens for Secondary, Middle and Upper applications
31 October 2016	Closing date for applications
20 November 2016	Extended deadline date for applications which, due to exceptional circumstances, were received after the closing date
27 November 2016	Information exchanged with other local authorities
11 December 2016	Information provided to other RBWM admitting authorities (Voluntary Aided schools, Free schools and Academies)
15 January 2017	Other RBWM admitting authorities (Voluntary Aided schools, Free schools and Academies) to advise LA of application rankings
12 February 2017	Finish co-ordination with other local authorities
1 March 2017	Offer Day
16 March 2016	Deadline for parents accept or decline offers
To be confirmed	Appeals should be submitted
4 May 2017	Late applications will start being processed
Summer Term 2017	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard

Section 7: Admission numbers of schools

Table 5

School Name	2011	2012	2013	2014	2015	2016	Notes		
Alexander First School	24	24	30	30	30	30			
All Saints CE Junior School	67	67	67	90	90	90			
Altwood CE Secondary School	150	150	150	150	150	150			
Alwyn Infant and Nursery School	105	105	105	101	101	101			
Bisham CE Primary School	16	16	16	16	16	16			
Boyne Hill CE Infant and Nursery School	60	60	60	60	60	60			
Braywick Court School (Due to open Sept' 2014)	-	-	-	28	28	30			
Braywood CE First School	30	30	30	30	30	28			
Burchetts Green CE Infants School	25	20	20	20	20	20			
Charters School	240	240	240	240	240	240			
Cheapside CE Primary School	16	16	16	16	16	16			
Churchmead School	140	140	140	140	140	140			
Clewer Green CE School	45	50	60	60	60	60			
Cookham Dean CE Primary School	26	26	26	26	26	26			
Cookham Rise Primary School	30	30	30	30	30	30			
Courthouse Junior School	105	105	105	105	105	105			
Cox Green School	168	168	176	176	176	176			
Datchet St Mary's Academy	30	30	30	60	30	30			
Dedworth Green First School	30	30	30	60	30	30			
Dedworth Middle School	120	120	120	120	120	120			
Desborough College	189	189	189	189	189	189			
Eton Porny CE First School	30	30	30	30	30	30			
Eton Wick CE First School	30	30	30	30	30	30			
Furze Platt Infant School	81	90	90	90	90	90			
Furze Platt Junior School	75	75	90	90	90	90			
Furze Platt Senior School	190	193	193	193	193	193	1		
Hilltop First School	45	45	45	45	45	45			
Holy Trinity CE Primary School, Cookham	32	32	32	32	30	30			
Holy Trinity CE Primary School, Sunningdale	30	30	30	30	30	30			
Holyport CE Primary School	60	60	60	60	60	60			
Holyport College (due to open Sept' 2014)	Year 7 entry	Day places	-	-	-	22	22	26	
		Boarding places	-	-	-	18	18	18	
	Year 9 entry	Day places	-	-	-	44	44	26	2 and 3
		Boarding places	-	-	-	36	36	18	2 and 3
Homer First School	45	45	45	75	45	45			
Kings Court First School	45	45	45	45	45	45			
Knowl Hill CE Primary School	13	13	15	13	13	13			
Larchfield Primary and Nursery School	30	30	30	30	30	30			
Lowbrook Academy	30	30	60	60	30	30			
Newlands Girls School	186	186	186	186	186	186			
Oakfield First School	60	60	60	60	60	60			
Oldfield Primary School	30	60	60	60	60	60			
Riverside Primary School	30	60	30	60	60	60			
South Ascot Village Primary School	30	60	30	30	30	30			
St Edmund Campion Catholic Primary School	60	60	60	60	60	60			
St Edward's Catholic First School	45	45	60	60	60	60			
St Edward's Royal Free Ecumenical Middle School	93	93	120	120	120	120			
St Francis Catholic Primary School	30	30	30	30	30	30			
St Luke's CE Primary School	45	45	45	45	45	45			

St Mary's Catholic Primary School	45	45	45	45	45	45	
St Michael's CE Primary School	30	30	30	30	30	30	
St Peter's CE Middle School	60	60	60	60	60	60	
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	
The Royal (Crown Aided) School	20	20	20	20	20	20	
The Windsor Boys' School	230	230	230	230	230	230	2
Trevelyan Middle School	150	150	150	150	150	150	
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	
Waltham St Lawrence Primary School	19	19	19	19	19	19	
Wessex Primary School	60	60	60	60	60	60	
White Waltham Academy	30	30	30	30	30	30	
Windsor Girls' School	178	178	178	178	178	178	2
Woodlands Park Primary School	30	30	30	30	30	30	
Wraysbury Primary School	60	60	60	60	60	60	

Notes Ben is adding in the 2017 column and up-dating the Expansion programme notes below – tonight.

The Royal Borough has approved, in principle, expansion at the following schools for September 2016, although final approval has not yet been given:

- 1 – Furze Platt Senior School, to 253 places per year group, starting with Year 7 in September 2016
- 2 – The Windsor Boy's School/Windsor Girl's School (the Windsor Learning Partnership) and/or Holyport College by up to 100 extra places, starting with Year 9 in September 2016

Notwithstanding the above:

- 3 - The intake of new children into Year 9 intake at Holyport College will otherwise revert to 44 for September 2016. The other 44 places in the year group will be taken by children moving up the school from Year 8.

Section 8: Definitions and explanations

Admission Authority – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority's co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary Controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary Aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All the Voluntary Aided schools are bound by the co-ordinated admissions scheme.

Academies and Free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

Published Admission Number (PAN) – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school's admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for Free schools and Academies is set by the Department for Education.

Admission Criteria – the rules used to prioritise the order in which children are offered school places.

Appeals – a parent's opportunity to ask for an independent panel to consider the admission authority's decision not to offer the child a place at the desired school.

Common Application Form (CAF) – this is the form used by applicants to apply for school places via their home authority.

Designated Area – sometimes know as the 'catchment area', this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school's designated area, although this is never a guarantee of a school place.

Education, Health and Care Plans - An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

Home Address – this is a child's habitual residence and must be the address 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. 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. The property must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

Joint Custody Arrangements – where the childcare arrangements are jointly shared between both parents, the LA will consider the mother's home address to be the normal home address when considering the application unless legal documents are provided to the contrary.

Local Authority (LA) – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

Oversubscribed – when there are more applications than places, the school is said to be oversubscribed.

Parent – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

Preference – this is a school to which a parent/carer wishes to send their child. Parents can not choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

Service Families – where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ.

Sibling – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The 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. 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.

Supplementary Information Form (SIF) – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.