

Appendix 2
Co-ordinated Admissions scheme for Royal
Borough of Windsor and Maidenhead
maintained schools

For September 2020 entry

Determined on [date]

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Section 1: RBWM co-ordinated admission scheme (2020/21 academic year)

- 1.1 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.
- 1.2 The scheme complies with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014 and the School Admissions Code 2014.
- 1.3 Table 1 sets out the normal applicable birth date range for children eligible to transfer school in September 2020.

Table 1

| Academic year of entry | Applicable birth date range * for September 2020 entry | School type |
|--|---|---------------------------------|
| Primary age schools | | |
| Year Reception entry | 01/09/2015 – 31/08/2016 | Primary, First or Infant school |
| Year 3 entry | 01/09/2012 – 31/08/2013 | Junior school |
| Secondary age schools | | |
| Year 5 entry | 01/09/2010 – 31/08/2011 | Middle school |
| Year 7 entry | 01/09/2008 – 31/08/2009 | Secondary school |
| Year 9 entry | 01/09/2006 – 31/08/2007 | Upper school |
| * Children taught outside of their chronological age range may need to apply at alternative times. | | |

- 1.4 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.
- 1.5 The scheme will be implemented in line with the timetables set out on page 20.
- 1.6 This scheme does not cover applications outside of the normal admissions round. These are considered as in-year admissions.

Guidance information

- 1.7 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 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. The relevant

webpages provide comprehensive information on the application process and timeline.

- 1.8 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

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

| | |
|-----------------------|------------------|
| Primary Age Schools | 11 November 2019 |
| Secondary Age Schools | 9 September 2019 |

Applications are made online, with a paper Common Application Form (CAF) available if it is not possible to make an online application. Applications must be submitted to a resident's home local authority; applications from residents living in another authority will be discarded. Where both an online and a paper application are submitted, the application dated most recently will take precedence.

- 1.10 Applications invite parents to express up to six preferences for schools. Parents must list any school to which they wish to apply within these six preferences which are relevant to the transfer group for which they are applying. 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.

- 1.11 Completed applications must be submitted to the local authority by the following national closing dates:

| | |
|-----------------------|-----------------|
| Primary Age Schools | 15 January 2020 |
| Secondary Age Schools | 31 October 2019 |

- 1.12 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 evidence is provided to show that 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 2020 |
| Secondary Age Schools | 14 November 2020 |

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

- 1.13 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.
- 1.14 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

- 1.15 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.
- 1.16 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 or where an own admission authority school has made the decision to buy back admissions validation as a traded service..
- 1.17 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.
- 1.18 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.
- 1.19 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.

- 1.20 The deadlines the authority will be working to with regards to each stage of the allocation process are defined in table 2.

Table 2

| | Secondary age Schools | Primary age Schools |
|---|--------------------------|--------------------------|
| Exchange preference data with other LA's | 28/11/2019 | 13/02/2020 |
| Provide preference lists to other admitting authorities within RBWM | 16/12/2019 | 27/02/2020 |
| Receive ranked lists from other admitting authorities within RBWM | 10/01/2020 | 18/03/2020 |
| Exchange offer data with other LA's | 24/01/2020 to 14/02/2020 | 23/03/2020 to 03/04/2020 |
| Finalise Allocations | 17/02/2020 | 06/04/2020 |
| National Offer Date | 02/03/2020 | 16/04/2020 |

National offer date

- 1.21 Applicants who made applications before the closing date will be notified of the outcome of their application on the following offer dates:

Secondary Age Schools 2 March 2020
 Primary Age Schools 16 April 2020

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 detailing the next steps to accept or refuse the offer, and request to be added to any waiting list. Applicants who applied using the paper common application form will be sent a letter with the outcome of their application, via email where possible, or by first class post, posted on the respective offer date.

- 1.22 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.
- 1.23 Shortly after offer day, all schools within the local authority will be sent details of the children allocated places at their school.
- 1.24 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.

- 1.25 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 2020
Primary Age Schools 30 April 2020

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 and each added child will require the list to be ranked again in line with the 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.

- 1.26 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.

Late applications and late changes of preferences

- 1.27 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 on the relevant national deadline date and any application after this time must be made on a paper application form.
- 1.28 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 within their published co-ordinated scheme.
- 1.29 Late applications for schools within RBWM will be added to the waiting list(s) in order of the oversubscription criteria, following the first round of allocations and before further offers are made.
- 1.30 The home local authority will write to the applicant informing them of the outcome following the further offer of places). As with on-time applications, parents/carers will be asked to respond to the offer of a school place to indicate if they wish to accept or decline the place offered. Responses must be made by email or by post by a date stipulated in their offer letter. Late applicants will automatically remain on the waiting list for any higher preferred school(s) for which a place was not allocated.
- 1.31 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.

Further offer of places

- 1.32 Following receipt of parental responses and the addition of late applications, the authority will re-allocate places to pupils on waiting lists where places have been declined and vacancies exist (the beginning of April for secondary applications, and the end of May for primary applications). Vacancies exist when the number of pupils allocated at a school drops below the published admission number. Academies, voluntary-aided and free schools are responsible for managing and making offers from their waiting lists unless they have bought back into the RBWM validation service.
- 1.33 When an offer for a higher preferred school is made from the waiting list, any previous offer at a lower ranked preference will be automatically withdrawn.
- 1.34 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.

Co-ordination timetable for September 2020 entry

Table 3

| Primary, first, infant and junior school admissions | |
|--|---|
| Date | Action |
| October 2019 | Guidance information on the admissions process will be sent out to RBWM early years settings, children centres, GP surgeries and libraries. Parents with children currently in an infant school setting will be contacted via the school. |
| 11 November 2019 | Online system opens for primary, junior and first school applications |
| 15 January 2020 | Closing date for applications |
| 29 January 2020 | Extended deadline date for exceptional applications which were received after the closing date |
| 13 February 2020 | Information exchanged with other local authorities |
| 27 February 2020 | Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies) |
| 18 March 2020 | Other RBWM admitting authorities to advise LA of application rankings |
| 3 April 2020 | Finish co-ordination with other local authorities |
| 16 April 2020 | National Offer Day Advise schools of initial allocations |
| 16 April 2020 | Processing of late applications begins |
| 30 April 2020 | Parents accept or decline offers |
| May 2020 | Offer letter to late applicants, allocations from the waiting list for all applicants |
| To be confirmed | Deadline for appeals to be heard in the main round |
| Summer Term 2020 | 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 2019 | Admission into Secondary School booklet published online. Information letters sent out to parents via schools |
| 9 September 2019 | Online system opens for secondary, middle and upper applications |
| 31 October 2019 | Closing date for applications |
| 14 November 2019 | Extended deadline date for exceptional applications which received after the closing date |
| 28 November 2019 | Information exchanged with other local authorities |
| 16 December 2019 | Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies) |
| 10 January 2020 | Other RBWM admitting authorities to advise LA of application rankings |
| 14 February 2020 | Finish co-ordination with other local authorities |
| 2 March 2020 | National Offer Day Advise schools of initial allocations |
| 2 March 2020 | Processing of late applications begins |
| 16 March 2020 | Deadline for parents to accept or decline offers |
| April 2020 | Offer letters to late applicants, allocations from the waiting list for all applicants |
| To be confirmed | Deadline for appeals to be head in the main round |
| Summer Term 2020 | LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard |

Section 2: Published admission numbers of schools

Table 4

| School Name | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 | |
|---|--------------|-----------------|------|------|------|------|-----------------|----|
| Alexander First School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| All Saints CE Junior School | 90 | 90 | 90 | 90 | 90 | 90 | 90 | |
| Altwood CE Secondary School | 150 | 150 | 150 | 150 | 150 | 150 | 150 | |
| Alwyn Infant and Nursery School | 101 | 101 | 101 | 101 | 90 | 90 | 90 | |
| Bisham CE Primary School | 16 | 16 | 16 | 30 | 30 | 30 | 30 | |
| Boyne Hill CE Infant and Nursery School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| Braywick Court School | 28 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Braywood CE First School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Burchetts Green CE Infants School | 20 | 20 | 20 | 25 | 25 | 25 | 25 | |
| Charters School | 240 | 240 | 240 | 270 | 270 | 270 | 270 | |
| Cheapside CE Primary School | 16 | 16 | 16 | 30 | 30 | 30 | 30 | |
| Churchmead School | 140 | 140 | 140 | 140 | 110 | 110 | 110 | |
| Clewer Green CE School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| Cookham Dean CE Primary School | 26 | 26 | 27 | 27 | 27 | 27 | 27 | |
| Cookham Rise Primary School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Courthouse Junior School | 105 | 105 | 105 | 105 | 105 | 105 | 105 | |
| Cox Green School | 176 | 176 | 176 | 206 | 206 | 206 | 206 | |
| Datchet St Mary's Academy | 60 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Dedworth Green First School | 60 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Dedworth Middle School | 120 | 120 | 120 | 150 | 180 | 180 | 180 | |
| Desborough College | 189 | 189 | 189 | 189 | 189 | 189 | 189 | |
| Eton Porny CE First School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Eton Wick CE First School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Furze Platt Infant School | 90 | 90 | 90 | 90 | 90 | 90 | 90 | |
| Furze Platt Junior School | 90 | 90 | 90 | 90 | 90 | 90 | 90 | |
| Furze Platt Senior School | 193 | 193 | 193 | 223 | 223 | 223 | 253 | |
| Hilltop First School | 45 | 45 | 45 | 45 | 45 | 45 | 45 | |
| Holy Trinity CE Primary School, Cookham | 32 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Holy Trinity CE Primary School, Sunningdale | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Holyport CE Primary School | 60 | 60 | 60 | 60 | 60 | 60 | 30 ¹ | |
| Holyport College | Year 7 entry | Day places | 22 | 22 | 26 | 26 | 26 | 26 |
| | | Boarding places | 18 | 18 | 18 | 18 | 18 | 18 |
| | Year 9 entry | Day places | 44 | 44 | 26 | 26 | 26 | 26 |
| | | Boarding places | 36 | 36 | 18 | 18 | 18 | 18 |
| Homer First School | 75 | 45 | 45 | 45 | 45 | 45 | 45 | |
| Kings Court First School | 45 | 45 | 45 | 45 | 45 | 45 | 45 | |
| Knowl Hill CE Primary School | 13 | 13 | 30 | 30 | 30 | 30 | 30 | |
| Larchfield Primary and Nursery School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Lowbrook Academy | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| Newlands Girls School | 186 | 186 | 186 | 192 | 192 | 192 | 192 | |
| Oakfield First School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| Oldfield Primary School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| Riverside Primary School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| South Ascot Village Primary School | 30 | 30 | 30 | 30 | 30 | 30 | 30 | |
| St Edmund Campion Catholic Primary School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| St Edward's Catholic First School | 60 | 60 | 60 | 60 | 60 | 60 | 60 | |
| St Edward's Royal Free Ecumenical Middle School | 120 | 120 | 120 | 120 | 120 | 120 | 120 | |

¹ Subject to public consultation Nov/Dec 2018

| | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|-----|
| St Francis Catholic Primary School | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| St Luke's CE Primary School | 45 | 45 | 45 | 45 | 45 | 45 | 45 |
| St Mary's Catholic Primary School | 45 | 45 | 45 | 45 | 45 | 45 | 45 |
| St Michael's CE Primary School | 30 | 30 | 30 | 30 | 30 | 30 | 60 |
| St Peter's CE Middle School | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| The Queen Anne Royal Free CE Controlled First School | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| The Royal (Crown Aided) School | 20 | 20 | 20 | 20 | 20 | 20 | 20 |
| The Windsor Boys' School | 230 | 230 | 230 | 260 | 260 | 260 | 260 |
| Trevelyan Middle School | 150 | 150 | 150 | 150 | 150 | 150 | 150 |
| Trinity St Stephen CE Aided First School | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| Waltham St Lawrence Primary School | 19 | 19 | 19 | 19 | 19 | 22 | 22 |
| Wessex Primary School | 60 | 60 | 60 | 60 | 60 | 60 | 60 |
| White Waltham Academy | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| Windsor Girls' School | 178 | 178 | 178 | 208 | 208 | 208 | 208 |
| Woodlands Park Primary School | 30 | 30 | 30 | 30 | 30 | 30 | 30 |
| Wraysbury Primary School | 60 | 60 | 60 | 60 | 60 | 60 | 60 |

Section 7: 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.

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.

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.

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.

Normal admissions round - The period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on the respective National Offer Day

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 cannot 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.

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.

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.