

Report Title:	School Admission Arrangements and Co-ordinated Admissions Scheme 2021/22
Contains Confidential or Exempt Information?	NO - Part I
Member reporting:	Councillor Carroll, Lead Member for Adult Social Care, Children Services, Health and Mental Health
Meeting and Date:	Cabinet - 28 November 2019
Responsible Officer(s):	Kevin McDaniel, Director of Children's Services
Wards affected:	All

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## REPORT SUMMARY

1. The Royal Borough of Windsor and Maidenhead is the admissions authority for community and voluntary controlled schools in the borough, and sets the admissions arrangements for these schools.
2. The School Admissions Code 2014 ("the Code") requires the borough to consult on the arrangements where significant changes are proposed and determine the arrangements for 2021/22 by 28 February 2020. The admissions authority is proposing two significant changes requiring consultation: a) amending the oversubscription criteria to introduce an 'attending a linked infant school' priority for junior schools, and a 'children of a staff member' priority for all schools; and b) a reduction in the Published Admission Number (PAN) for Courthouse Junior School from 105 to 90.
3. This report seeks approval to consult on the Admission Arrangements for Royal Borough of Windsor and Maidenhead Community and Voluntary Controlled schools, see Appendix 1, including the proposed changes. Following the consultation, it seeks delegation to the Lead Member and Director of Children's Services to approve the revised arrangements, having taken into account any views arising from the public consultation.
4. The Local Authority also has a statutory duty to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area for phase transfer, e.g. primary to secondary school, and publish it on the website by 1 January 2020. This report recommends a revision to the co-ordinated admissions scheme to ensure it is compatible with the schemes adopted by neighbouring authorities regarding the management of waiting lists for higher preferred schools. It is proposed that following the initial allocation of school places, applicants will automatically be added to the waiting list for any higher preferred school.
5. This report seeks approval to consult with other admission authorities and local authorities on the Royal Borough of Windsor and Maidenhead Co-ordinated Admissions Scheme, see Appendix 2, including the proposed change. Following the consultation, it seeks delegation to the Lead Member and Director of Children's Services to approve the revised arrangements, having taken into account any views arising from the consultation.

## **1. DETAILS OF RECOMMENDATION(S)**

**RECOMMENDATION: That Cabinet notes the report and:**

- i) approves public consultation on the RBWM Admission Arrangements for 2021/22 set out at Appendix 1.**
- ii) delegates authority to the Director for Children's Services in consultation with the Lead Member, to approve and thereby determine the revised admissions arrangements by the 28 February 2020 deadline.**
- iii) approves consultation on the RBWM Co-ordinated Admissions scheme for 2021/22 set out at Appendix 2.**
- iv) delegates authority to the Director for Children's Services in consultation with the Lead Member, to approve and thereby determine the revised coordination scheme by the 1 January 2020 deadline.**

## **2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED**

### **Admission arrangements 2021/22**

- 2.1** The Royal Borough of Windsor and Maidenhead is the admissions authority for all community and voluntary controlled schools in the borough, and sets the admissions criteria for these schools. The borough has a duty to determine the admission arrangements for 2021/22 by 28 February 2020.
- 2.2** Voluntary aided schools, academies and free schools are responsible for determining their own admission arrangements.
- 2.3** The admissions arrangements include the process for applying for a school place, the criteria for allocating places if a school is over-subscribed, and a list of how many places per year group are available at each school (Published Admission Number (PAN)).
- 2.4** In drawing up their admission arrangements, admission authorities must ensure that the practices and the criteria used to decide the allocation of school places are fair, clear and objective. If there are significant changes to the borough's arrangements a consultation lasting for a minimum of six weeks must take place between 1 October and 31 January in the determination year.
- 2.5** Admissions into the infant and junior schools in the borough are treated as separate transfer groups. Currently some priority is given within the oversubscription arrangements to children attending a formally linked school: Furze Platt Junior is linked with Furze Platt Infant; All Saints CE Junior is linked with Burchetts Green CE Infant and Boyne Hill CE Infant; and Courthouse Junior is linked with Alwyn Infant.
- 2.6** Following consultation with parents and carers on the strategic direction of the school, the governing bodies of Furze Platt Infant and Furze Platt Junior made the decision to form the Furze Platt Primary Federation (FPPF), effective from 1 September 2019. The federation means that the two schools continue to

exist separately with their own budgets and individual Ofsted inspections, with one board of governors and one executive Headteacher responsible for leading both schools.

- 2.7 The governing body of the FPPF have requested an amendment to the existing admission arrangements to give higher priority for admission into the junior schools for children attending the infant school. This will mean that the children will remain within the federation for both key stages of their primary education in line with the primary school model.
- 2.8 The FPPF have also requested that some priority be applied to children of staff members of the school to support the recruitment and retention of staff.
- 2.9 Section of 1.39 of the Code allows for priority to be given where the member of staff has a) been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 2.10 The linked infant and junior schools have historically served the children living within their designated area, with the large majority transferring from the infant school to the linked junior school in Year 3 (Table 1).

**Table 1: Percentage of children transferring from an infant school to the priority linked junior school in Year 3**

<b>Linked infant and junior school</b>	<b>September 2019 entry</b>	<b>September 2018 entry</b>
Boyne Hill Infant & Burchetts Green Infant pupils transferring to All Saints Junior	82.8%	84%
Alywn Infant pupils transferring to Courthouse Junior	83.8%	97.4%
Furze Platt Infant transferring to Furze Platt Junior	93.3%	90%

- 2.11 It is proposed to introduce a priority for attending a linked infant school to the oversubscription criteria for all junior schools to retain consistency with the allocation of Year 3 places on transfer into a junior school
- 2.12 It is proposed to introduce the staff priority into all the community and voluntary controlled schools to support schools with the recruitment and retention of staff.
- 2.13 Applying these proposed changes to all community and voluntary controlled schools as relevant will ensure the arrangements remain fair, clear and objective (Table 2).

**Table 2: Summary of the existing and proposed oversubscription criteria for community and voluntary controlled schools**

<p>A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. Once children with EHC plans have been allocated, remaining places will be allocated in the following descending order of priority:</p>		
	<b>Current</b>	<b>Proposed</b>
1	Looked after or previously looked after children	Looked after or previously looked after children
2	Children with a significant social or medical need	Children with a significant social or medical need
3	Children living in the designated area with a sibling attending the school	Children attending a linked infant school (junior schools only)
4	Children living in the designated area	Children living in the designated area with a sibling attending the school
5	Children with a sibling attending the school	Children living in the designated area
6	Children who attend an infant school that is formally linked with the junior school	Children with a sibling attending the school
7	Children whose parents choose the school on denominational grounds (voluntary controlled schools only)	Children of a staff member
8	All other children	Children whose parents choose the school on denominational grounds (voluntary controlled schools only)
9	Not applicable	All other children

- 2.14 The current PAN for Courthouse School is 105 pupils in each of the four year groups. In discussion with the Headteacher and Governors of Courthouse Junior School, it is proposed to reduce the published admission number for the school from 105 to 90 from the September 2021 intake year, and seek an immediate variation of the same with the Office of the School adjudicator for September 2020 entry.
- 2.15 The reason for the reduction in numbers is to reflect the current PAN for Alwyn Infant School, the linked infant school, and to allow the senior leadership team

to organise teaching into classes of 30 in order to provide the appropriate level of support and challenge to the children in the school.

- 2.16 Section 1.42 of the Code allows the PAN to be increased again to meet any future school place demand when necessary without the need for further consultation or building changes.

### **Co-ordinated admissions scheme**

- 2.17 The Royal Borough of Windsor and Maidenhead is required to formulate a scheme to co-ordinate admission arrangements for all publicly funded schools within their area. The Code requires that the co-ordinated admissions scheme is determined and published on the RBWM website by 1 January 2020.
- 2.18 The scheme outlines the method for processing and co-ordinating applications for school places in the normal admissions round for first entry into school and transfer to secondary school. It covers applications from borough residents and from other authority residents for any state funded school located in the Royal Borough.
- 2.19 The Code requires that the co-ordinated admissions scheme is written with a view to ensuring the admission of pupils in different local authorities is, as far as reasonably practicable, compatible with each other. If there are significant changes to the borough's co-ordinated admissions scheme, the local authority must consult with, other admission authorities in the area and other local authorities it determines.
- 2.20 Many schools have more children wanting to attend than there are places available and the admissions authority must maintain a waiting list for unsuccessful applicants until at least 31 December of the transfer year. Each waiting list is ranked according to the school's published oversubscription criteria, and the admissions authority re-allocates places to pupils from the list in strict order. Section 2.14 of the Code covers the management of waiting lists.
- 2.21 Under the current scheme applicants are given 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, and this option is requested by the large majority of applicants each year. It is proposed that following the initial allocation on National Offer Day, the children will automatically be added to waiting list, and the applicants given the option to request removal from the list.
- 2.22 The proposed change is compatible with the scheme adopted by the neighbouring local authorities, who have determined that this is the most appropriate way to manage waiting lists. This will standardise the practice for applicants, and reduce the number of contacts with the Customer Contact Centre and Admissions team.

## Options

**Table 1: Options arising from this report**

<b>Option</b>	<b>Comments</b>
<p><b>Recommended option</b> Approve the recommendation to publicly consult on the Admission Arrangements 2021/22, including the proposed changes, see Appendix 1.</p>	<p>The admission arrangements will be determined within the statutory framework.</p>
<p>Do not approve the recommendation to consult on the admission arrangements</p>	<p>The local authority will be in breach of the statutory framework set out in the Code.</p>
<p><b>Recommended option</b> Delegate authority to Director of Children’s Services in consultation with the Lead Member, to approve the revised arrangements arising from the public consultation, and thereby determine, the admission arrangements</p>	<p>The admission arrangements will be determined within the statutory framework.</p>
<p>Do not approve the recommendation to delegate authority to determine the admission arrangements</p>	<p>Consultation and approval need to be completed by 28 February 2020 to determine the admission arrangements within the statutory framework.</p>
<p><b>Recommended option</b> Approve the recommendation to consult with other admissions authorities and local authorities as determined on the Co-ordinated Admissions Scheme 2021/22, including the proposed changes, see Appendix 2.</p>	<p>The coordination scheme will be determined within the statutory framework.</p>
<p>Do not approve the recommendation to consult on the Co-ordinated Admissions Scheme.</p>	<p>The local authority will be in breach of the statutory framework set out in the Code.</p>
<p><b>Recommended option</b> Delegate authority to the Director of Children’s Services in consultation with the Lead Member, to approve the revised scheme arising from the consultation, and thereby determine, the co-ordinated scheme.</p>	<p>The co-ordinated scheme will be determined within the statutory framework.</p>
<p>Do not approve the recommendation to delegate authority to determine the co-ordinated scheme.</p>	<p>Consultation and approval need to be completed by 1 January 2020 to determine the coordination scheme</p>

Option	Comments
	within the statutory framework.

### 3. KEY IMPLICATIONS

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
The admission arrangements for 2021/22 are determined on time.	Not determined by 28 February 2020.	Determined by 28 February 2020.	N/A	N/A	28 February 2020
The co-ordinated admissions scheme for 2021/22 is determined on time.	Not determined by 1 January 2020.	Determined by 1 January 2020.	N/A	N/A	1 January 2020.

### 4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 There are no financial implications.

### 5. LEGAL IMPLICATIONS

5.1 The School Admissions Code 2014 is issued under Section 84 of the School Standards and Framework Act 1998. The purpose of the code is to ensure that all school places for maintained schools excluding maintained special schools and all academies are allocated and offered in an open and fair way.

5.2 Regulations 26 to 32 and Schedule 2 of the School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) (England) Regulations 2012 cover the requirements of the co-ordinated admissions scheme.

### 6. RISK MANAGEMENT

6.1 None.

## **7. POTENTIAL IMPACTS**

- 7.1 There are no staffing/workforce or accommodation implications, and no property and assets implications, arising from the recommendations in this report.

## **8. CONSULTATION**

- 8.1 The borough is required to publicly consult on any proposed changes to its admissions arrangements for the 2021/22 intake for a minimum 6 week period between 1st October 2019 and 31st January 2020. It is proposed that the consultation will run from early December 2019 to mid-January 2020.
- 8.2 The borough is required to consult with other admission authorities in the area and any local authorities it determines, where a significant change has been proposed to the coordination scheme. It is proposed that this consultation will take place in December 2019.

## **9. TIMETABLE FOR IMPLEMENTATION**

- 9.1 Implementation date if not called in: Immediately.

**Table 3: Implementation timetable**

<b>Date</b>	<b>Details</b>
1 January 2020	The statutory deadline for determining and publishing the co-ordinated admissions scheme for 2021/22.
28 February 2020	The statutory deadline for determining the admission arrangements for 2021/22.

## **10. APPENDICES**

- 10.1 This report is supported by two appendices:
- Appendix 1: Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled Schools
  - Appendix 2: Co-ordinated admissions scheme for Royal Borough of the Windsor and Maidenhead maintained schools

## **11. BACKGROUND DOCUMENTS**

- 11.1 This report is supported by three background documents:
- School Admissions Code, DfE December 2014
  - School Standards and Framework Act 1998
  - School Admissions (Admission Arrangements and Co-ordination of Admissions Arrangements (England) Regulations 2012

## 12. CONSULTATION (MANDATORY)

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
Cllr Carroll	Lead Member for Adult Social Care, Children Services and Health	07/11/19	07/11/19
Duncan Sharkey	Managing Director	19/11/19	
Russell O'Keefe	Executive Director	19/11/19	
Andy Jeffs	Executive Director	19/11/19	
Ruth Watkins	Deputy S151 Officer	19/11/19	
Elaine Browne	Head of Law	19/11/19	
Mary Severin	Monitoring Officer	19/11/19	
Nikki Craig	Head of HR, Corporate Projects and ICT	19/11/19	
Louisa Dean	Communications	19/11/19	
Kevin McDaniel	Director of Children's Services	31/10/19	31/10/19
Hilary Hall	Director Adults, Commissioning and Health	19/11/19	
Karen Shepherd	Head of Governance	19/11/19	19/11/19

### REPORT HISTORY

<b>Decision type:</b> Non-key decision	<b>Urgency item?</b> No	<b>To Follow item?</b> N/A
Report Author: Samantha Scott, Admissions Team Leader, 01628 796550		

# **Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled schools**

## **For September 2021 entry**

Determined on XX

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## **Introduction**

The Royal Borough of Windsor and Maidenhead is the admitting authority for community and voluntary controlled schools within the borough.

The Royal Borough of Windsor & Maidenhead deliver its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston and the London Borough of Richmond

This document sets out the local authority's admission arrangements for entry to schools in September 2021.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, 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. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools within RBWM are as follows:

Altwood CE Secondary	A	Holyport College	FS
Bisham CE Primary School	A	Knowl Hill Primary	A
Braywick Court School	FS	Lowbrook Academy	A
Burchetts Green Infants	A	Newlands Girls' School	A
Charters School	A	St Edmund Catholic	A
Cheapside CE Primary	VA	St Edwards Catholic First	VA
Churchmead CE Secondary	VA	St Edwards RF Middle	VA
Clewer Green CE	A*	St Francis Catholic Primary	A
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
Dedworth Green First	A	St Peters CE Middle	A
Dedworth Middle	A	The Royal	VA
Desborough College	A	The Windsor Boys' School	A
Eton Porny CE First	A	Trevelyan Middle	A
Furze Platt Senior	A	Trinity St Stephen CE First	VA
Holy Trinity CE Primary (Sunningdale)	VA	White Waltham CE Academy	A
Holyport CE Primary	A	Windsor Girls' School	A

*A - Academy*

*Key: VA - Voluntary Aided school*

*FS - Free school*

\* currently scheduled to convert to academy status by April 2020

Schools that become academies after 3 January 2020 must process applications in line with the arrangements published in this paper for admissions in September 2021. They will then be expected to determine their own arrangements for entry in September 2022.

## Section 1: Admission policy for primary age schools from 1 September 2020 (primary, first, infant and junior Schools)

1.1 These arrangements relate to the community (C) or voluntary controlled (VC) within the local authority.

Alexander First School	C	Homer First School	C
All Saints CE Junior School	VC	Kings Court First School	C
Alwyn Infant School	C	Larchfield Primary School	C
Boyne Hill CE Infant School	VC	Oakfield First School	C
Braywood CE First School	VC	Oldfield Primary School	C
Cookham Rise Primary School	C	Riverside Primary School	C
Courthouse Junior School	C	South Ascot Primary School	C
Eton Wick CE First School	VC	The Queen Anne CE First School	VC
Furze Platt Infant School	C	Waltham St Lawrence Primary School	C
Furze Platt Junior School	C	Wessex Primary School	C
Hilltop First School	C	Woodlands Park Primary School	C
Holy Trinity CE Primary School (Cookham)	VC	Wraysbury Primary 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 6 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 set out at 1.19 and 1.20 below.

### Children with an Education, Health and Care (EHC) Plan

1.4 A child who is the subject of an EHC plan will be admitted to the school named in their plan. 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.

### 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.

### **Primary school entry point**

- 1.8 Pupils are eligible to commence full time education from the September following their 4<sup>th</sup> birthday. However, a child does not legally have to be in full time education until the term following their 5<sup>th</sup> birthday.
- 1.9 Parents who feel their children are not ready to begin school full time in the September following their 4<sup>th</sup> 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 1.38-1.42 applies) *and* no later than the start of the final term and / or the start of the term following the child's 5<sup>th</sup> 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 5<sup>th</sup> 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
- 1.10 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**

- 1.11 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 cannot be made online.
- 1.12 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.

- 1.13 Admission authorities are responsible for making the decision into which year group a child should be admitted 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.
- 1.14 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.
- 1.15 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**

- 1.16 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.
- 1.17 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 own admission authority schools.

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

**1.19 Oversubscription criteria for admission into a primary or first school**

Once children with EHC plans have been allocated, remaining places will be allocated in the following descending order of priority:

1. Children in care<sup>1</sup>. This category includes a child in care or a child who was previously in care but immediately after being in care became adopted<sup>2</sup> or subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>
2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. For junior schools only - Children attending a priority linked infant school (note 3)
4. Children who live in the 'designated area' of the school (note 1) and who have a sibling who attends this school (note 2)
5. Children who live in the 'designated area' of the school (note 1)
6. Children who have a sibling who attends the school (note 2)
7. Children of a member of staff (note 4)
8. For Voluntary Controlled schools only - Children whose parents choose the school on denominational grounds (as explained in section 5 of this document)
9. Children whose parents have any other reason for their preference

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<sup>1</sup> 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.

<sup>2</sup> All children adopted from local authority care.

<sup>3</sup> Under the terms of the Children Act 1989.

<sup>4</sup> 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).

## **Notes relating to oversubscription criteria for community and voluntary controlled primary age schools**

- 1.20 Note 1 – Designated Areas. Maps of the current designated areas may be viewed on the RBWM website, [www.rbwm.gov.uk](http://www.rbwm.gov.uk). Alternatively applicants can use the Neighbourhood View facility on the website for information on schools based on their address.
- 1.21 Note 2 – Sibling Criterion. 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.
- 1.22 Note 3 – Infant and Junior linked school priority. Furze Platt Junior is formally linked with Furze Platt Infant (Furze Platt Primary Federation); All Saints CE Junior is formally linked with Burchetts Green CE Infant and Boyne Hill CE Infant; Courthouse Junior is formally linked with Alwyn Infant.
- 1.23 Note 4 - Children of a member of staff. Priority will be given where the member of staff has a) been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. A SIF must be completed and returned to the Local authority at the time of application.

## **Section 2: Admission policy for secondary age schools from 1 September 2021 (Secondary, Middle and Upper Schools)**

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and responsible for their own admission policies. Please refer to the individual school for details of their admission arrangements.

### **Section 3: Admission policy for in-year entry for 2021/22 (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.
- 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 a suitable form 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 a completion of sale document 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 school(s) waiting list which will be prioritised in line with the over-subscription criteria as published in section 1.5 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. A referral may be made under the Fair Access Protocol, available on the RBWM website.
- 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 2021**

- 4.1 All RBWM schools with sixth forms are academies, voluntary aided or free schools, and are responsible for sixth form admissions. 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 an application outside of the normal admissions round or in-year application is received to admit a child in care or a child previously in care<sup>1</sup>, 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 size<sup>2</sup> 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 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).

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

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

- 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.

<b>CONFIRMATION OF CHURCH ATTENDANCE</b>			
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 prior to the published closing date for school admissions of 15 January 2021.			
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: Published admission numbers of schools

School Name	2015	2016	2017	2018	2019	2020	2021		
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	90	90	90	90		
Bisham CE Primary School	16	16	30	30	30	30	30		
Boyne Hill CE Infant and Nursery School	60	60	60	60	60	60	60		
Braywick Court School	30	30	30	30	30	30	30		
Braywood CE First School	30	30	30	30	30	30	30		
Burchetts Green CE Infants School	20	20	25	25	25	25	25		
Charters School	240	240	270	270	270	270	270		
Cheapside CE Primary School	16	16	30	30	30	30	30		
Churchmead School	140	140	140	110	110	110	110		
Clewer Green CE School	60	60	60	60	60	60	60		
Cookham Dean CE Primary School	26	27	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	90		
Cox Green School	176	176	206	206	206	206	206		
Datchet St Mary's Academy	30	30	30	30	30	30	30		
Dedworth Green First School	30	30	30	30	30	30	30		
Dedworth Middle School	120	120	150	180	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	223	223	223	253	253		
Hilltop First School	45	45	45	45	45	45	45		
Holy Trinity CE Primary School, Cookham	30	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	30	30		
Holyport College	Year 7 entry	Day places	22	26	26	26	26	52	52
		Boarding places	18	18	18	18	18	18	18
	Year 9 entry	Day places	44	26	26	26	26	26	26
		Boarding places	36	18	18	18	18	18	18
Homer First School	45	45	45	45	45	45	45		
Kings Court First School	45	45	45	45	45	45	45		
Knowl Hill CE Primary School	13	30	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	192	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		
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	60	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	260	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	22	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	208	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. 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.

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

**For September 2021 entry**

Determined on XX

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## Section 1: RBWM co-ordinated scheme (2021/22 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 2021.

Table 1

Academic year of entry	Applicable birth date range * for September 2021 entry	School type
Primary age schools		
Year Reception entry	01/09/2016 – 31/08/2017	Primary, First or Infant school
Year 3 entry	01/09/2013 – 31/08/2014	Junior school
Secondary age schools		
Year 5 entry	01/09/2011– 31/08/2012	Middle school
Year 7 entry	01/09/2009 – 31/08/2010	Secondary school
Year 9 entry	01/09/2007 – 31/08/2008	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 2020  
Secondary Age Schools    9 September 2020

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 2021  
Secondary Age Schools    31 October 2020

- 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 2021  
Secondary Age Schools    16 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	27/11/2020	15/02/2021
Provide preference lists to other admitting authorities within RBWM	16/12/2020	26/02/2021
Receive ranked lists from other admitting authorities within RBWM	11/01/2021	19/03/2021
Exchange offer data with other LA's	25/01/2021 to 15/02/2021	24/03/2021 to 02/04/2021
Finalise Allocations	19/02/2021	09/04/2021
National Offer Date	01/03/2021	16/04/2021

### 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    1 March 2021  
 Primary Age Schools        16 April 2021

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 15 March 2021  
Primary Age Schools 30 April 2021

Applicants will be automatically added to the waiting list for higher schools than the one offered and will be advised to notify the Admissions team in writing if they do not want their child to be included on the waiting list. 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 no later than the 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 who have not bought back into the RBWM validation service are responsible for allocating places from the waiting list, but the offer must be communicated to the applicant via the local authority to ensure that only one valid offer is held at any given time.
- 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 2021 entry

Table 3

<b>Primary, first, infant and junior school admissions</b>	
<b>Date</b>	<b>Action</b>
October 2020	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 2020	Online system opens for primary, junior and first school applications
15 January 2021	Closing date for applications
29 January 2021	Extended deadline date for exceptional applications which were received after the closing date
15 February 2021	Information exchanged with other local authorities
26 February 2021	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
19 March 2021	Other RBWM admitting authorities to advise LA of application rankings
2 April 2021	Finish co-ordination with other local authorities
16 April 2021	National Offer Day Advise schools of initial allocations
17 April 2021	Processing of late applications begins
30 April 2021	Parents accept or decline offers
24 May 2021	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 2021	LA to advise schools of final allocation details Schools to send out registration forms. Appeals are heard
<b>Secondary, middle and upper school admissions</b>	
<b>Date</b>	<b>Action</b>
September 2020	Admission into Secondary School booklet published online. Information letters sent out to parents via schools
9 September 2020	Online system opens for secondary, middle and upper applications
31 October 2020	Closing date for applications
16 November 2020	Extended deadline date for exceptional applications which received after the closing date
27 November 2020	Information exchanged with other local authorities
16 December 2020	Information provided to other RBWM admitting authorities (voluntary aided schools, free schools and academies)
11 January 2021	Other RBWM admitting authorities to advise LA of application rankings
15 February 2021	Finish co-ordination with other local authorities
1 March 2021	National Offer Day Advise schools of initial allocations
2 March 2021	Processing of late applications begins
15 March 2021	Deadline for parents to accept or decline offers
5 April 2021	Offer letters 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 2021	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	2015	2016	2017	2018	2019	2020	2021	
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	90	90	90	90	
Bisham CE Primary School	16	16	30	30	30	30	30	
Boyne Hill CE Infant and Nursery School	60	60	60	60	60	60	60	
Braywick Court School	30	30	30	30	30	30	30	
Braywood CE First School	30	30	30	30	30	30	30	
Burchetts Green CE Infants School	20	20	25	25	25	25	25	
Charters School	240	240	270	270	270	270	270	
Cheapside CE Primary School	16	16	30	30	30	30	30	
Churchmead School	140	140	140	110	110	110	110	
Clewer Green CE School	60	60	60	60	60	60	60	
Cookham Dean CE Primary School	26	27	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	90	
Cox Green School	176	176	206	206	206	206	206	
Datchet St Mary's Academy	30	30	30	30	30	30	30	
Dedworth Green First School	30	30	30	30	30	30	30	
Dedworth Middle School	120	120	150	180	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	223	223	223	253	253	
Hilltop First School	45	45	45	45	45	45	45	
Holy Trinity CE Primary School, Cookham	30	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	30	30	
Holyport College	Year 7 entry	Day places	22	26	26	26	52	52
		Boarding places	18	18	18	18	18	18
	Year 9 entry	Day places	44	26	26	26	26	26
		Boarding places	36	18	18	18	18	18
Homer First School	45	45	45	45	45	45	45	
Kings Court First School	45	45	45	45	45	45	45	
Knowl Hill CE Primary School	13	30	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	192	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	
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	60	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	260	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	22	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	208	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.