

Determined admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled schools

For September 2026 entry

Determined in February 2025

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Introduction

This document sets out the local authority's admission arrangements for entry to schools in September 2026. 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 and 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.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2021, and the School Admissions Appeals Code 2022. Application guides for Primary, Phase, Secondary Phase, and LA-Managed In-Year Transfers can be found [here](#).

Proposed changes in this version of the Admission Arrangements

In order to bring RBWM in line with neighbouring local authorities, a third round of offers have been added to the coordinated scheme for September 2026 entry.

Furthermore, in light of the proposed legislative changes in the Child Wellbeing and Schools Bill (2025) there may have to be changes made to reflect the new statutory requirements. At the time of writing, the Bill is in committee, and we do not yet have a clear implementation timeline.

There are no other material changes proposed in these arrangements.

Version control

Version	Date	Author	Description
1	February 2025	SACE Team	Original version of document

List of 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 (OAAs) within RBWM are as follows:

All Saints CE Junior	A	Knowl Hill CE Primary	A
Altwood CE Secondary	A	Lowbrook Academy	A
Bisham CE Primary	A	Newlands Girls'	A
Braywick Court	FS	Oakfield First	A
Burchetts Green Infants	A	St Edmund Campion Catholic Primary	A
Charters	A	St Edward's Catholic First	VA
Cheapside CE Primary	VA	St Edward's RFE Middle	VA
Churchmead CE Secondary	VA	St Francis' Catholic Primary	A
Clewer Green CE	A	St Luke's CE Primary	A
Cookham Dean CE Primary	VA	St Mary's Catholic Primary	A
Cox Green	A	St Michael's CE Primary	VA
Datchet St Mary's CE Primary	A	St Peter's CE Middle	A
Dedworth Green First	A	The Royal	VA
Dedworth Middle	A	The Windsor Boys'	A
Desborough College	A	Trevelyan Middle	A
Eton Porny CE First	A	Trinity St Stephen's CE First	VA
Furze Platt Senior	A	White Waltham CE Academy	A
Holy Trinity CE Primary (Sunningdale)	VA	Windsor Girls'	A
Holyport CE Primary	A	Woodlands Park Primary	A
Holyport College	FS		

Key: A - Academy
 VA - Voluntary Aided school
 FS - Free school

Schools that become academies after 3 January 2025 must process applications in line with the arrangements published in this paper for admissions in September 2026. They will then be expected to determine their own arrangements for entry in September 2027.

Section 1: Admission policy for primary age schools from 1 September 2026 (primary, first, infant, and junior schools)

- 1.1 These arrangements relate to the community (C) or voluntary controlled (VC) within the local authority. The schools involved are:

Alexander First	C	Homer First	C
Alwyn Infant	C	Kings Court First	C
Boyne Hill CE Infant	VC	Larchfield Primary	C
Braywood CE First	VC	Oldfield Primary	C
Cookham Rise Primary	C	Riverside Primary	C
Courthouse Junior	C	South Ascot Primary	C
Eton Wick CE First	VC	The Queen Anne Royal Free CE First	VC
Furze Platt Infant	C	Waltham St Lawrence Primary	C
Furze Platt Junior	C	Wessex Primary	C
Hilltop First	C	Wraysbury Primary	C
Holy Trinity CE Primary (Cookham)	VC		

- 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 If the number of requests for places is equal to, or less than the number of places available, then all applicants could be offered a place at that school. 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. No places are reserved for pupils moving into a schools' designated area.

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

- 1.4 A child who is the subject of an EHCP 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 these children will count as part of the school's PAN.

Tiebreaker

- 1.5 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 to the address point of the school. Radial distance will be based on the Easting and Northing coordinates for the property and the school as defined in the Local Land and Property Gazetteer and based on the Ordnance Survey's national address system. For applicants residing outside RBWM, the residential property coordinates used will be that which is provided by the home local authority. For new build properties these coordinates may not yet be finalised by the Local Land and Property Gazetteer and therefore the coordinates available as of the closing date for applications will be used. Distances are measured using direct distance calculations within a proprietary computer system. The measurement of each distance has been calculated using Pythagoras' Theorem. The same method of calculation is used for each direct distance measured, and may be expressed up to three decimal places where necessary. In the event that two or more

children live at the same distance from the school then there will be a drawing of lots to prioritise applicants where necessary. The names will be drawn, and the whole process scrutinised by persons who are independent of the authority. The drawing of lots will not be used for multiple birth siblings (e.g., twins, triplets) from the same family tied for the final place, as all children of multiple birth will be admitted.

Children of a multiple birth

- 1.6 After the admission criteria have been applied, should applications for siblings of the same multiple birth fall either side of a school's PAN, the authority will admit above the PAN in order to allocate all siblings of the same multiple birth to the school.

Primary school entry point

- 1.7 Pupils are eligible to commence full time education from the September following their 4th birthday. However, a child does not legally have to be in full-time education until the term following their 5th birthday.

Parents and carers who feel their children are not ready to begin school full-time in the September following their 4th birthday have the option for their child to either:

- 1.8
- 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 5th birthday; or
 - Start school part-time at any stage during the Reception academic year, so long as the child then attends the school full-time from the start of term following their 5th birthday; or
 - 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. Infant Class Size Regulations apply to all admissions to these year groups, and any admissions must comply with the maximum class of 30, as summer-born or out of chronological age group admissions are not exceptions to the class size cap, as per 2.16 of the Admissions Code (2021).
- 1.9 For all situations regarding delayed entry to Reception, parents and carers should make their application at the same time as those applying for normal Reception entry stating that they wish to enter Reception in the next academic year group. Parents and carers should discuss this as soon as possible with their preferred schools and the authority.
- 1.10 For those parents and carers of summer-born children choosing to exercise their statutory right of deferral until compulsory school age, it is expected that parents and carers 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 the 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 separate CAF to those used for the chronological phase entry.
- 1.12 The Admissions Code enables a parent or carer to request that their child is admitted outside of their normal age group, and this is not restricted to Reception entry. Examples of scenarios where admitting outside of chronological year group may be appropriate include if the child is gifted and talented or has experienced problems such as ill health. In Reception entry, a parent or carer 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. The specific details for summer-born arrangements are outlined in sections 1.7-1.10, and due to the legislation, differ slightly from requesting out of year group education in other academic year groups.
- 1.13 Admission authorities are responsible for making the decision into which year group a child should be admitted. Headteachers, alongside their admission authorities, are required to make a decision based on the circumstances of the case, and consider if admitting out of chronological year group is in the best interests of the child. 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;
 - The social, emotional, or physical development of the child; and
 - Relevant research into the outcomes of summer-born and premature children.
- 1.14 If a request for an out of year group admission is denied, the admitting authority will set out clearly the reasons for its decision when informing the parents or carers of the outcome. Parents and carers do not have a right to appeal against entry into a specific year group outside of their chronological age. However, they may make a complaint to the local authority or to the school.

Appeals

- 1.15 Appeals against a decision not to offer a place at a particular school in a child's expected chronological age group 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, online, and in the relevant offer letter.
- 1.16 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, unless the admitting authority has purchased this service from the Local Authority. Appeal deadline dates may differ for own admission authority schools.

1.17 Other admitting authorities are required to notify the local authority by 1 August each year of the name and contact details of the body they have contracted to hear their appeals. Other admitting authorities within the Local Authority's area are required to notify the local authority about all appeal outcomes.

Oversubscription criteria for admission into a primary, junior, infant or first school

1.18 In line with the legislation, all children with an EHCP naming an RBWM-maintained school, will be admitted to the school. Once children with EHCPs have been allocated, remaining places will be allocated in the following descending order of priority:

1. Looked after children¹ or a child who was previously looked after². This category includes a looked after child or a child who was previously looked after but immediately after being in care became adopted³ or subject to a child arrangements' order⁴ or special guardianship order.⁵ This also includes those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted⁶
2. Children with exceptional social or medical reasons for requiring the school (as explained in 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 do not live in the 'designated area' of the school (Note 1) but have a sibling who attends the school (Note 2)

¹ Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

² Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements' order or special guardianship order).

³ This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see Section 46 adoption orders).

⁴ Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

⁵ 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).

⁶ A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

7. Children of a member of staff (Note 4)
8. Children whose parents or carers have any other reason for their preference.

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](#), and are also included in the admission policies of each school. Applicants from RBWM may use the Neighbourhood View facility on the website for information on schools and designated areas based on their address. It must also be noted that not all schools have a designated area in RBWM – some academies and free schools do not have a ‘designated area’ as part of their oversubscription criteria.
- 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 stepchild permanently living in the same family unit or an adopted or 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 an adopted or foster child to other children of the family or from a child of the family to an adopted or 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 Note 3.
- 1.22 Note 3 – Infant and Junior linked school priority. Furze Platt Junior is formally linked with Furze Platt Infant (Furze Platt Primary Federation); 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. Evidence must be provided to the Local Authority at the time of application.

Other information relevant to the application process

- 1.24 If the application is due to a house move, the applicant must provide evidence they are habitually residing at the new address, such as a completion of sale document or a signed rental agreement. Further documents may be requested to satisfy anti-fraud measures. Lists of applicable documents are included in the application [guides](#), and are also communicated via email directly to the affected parents and carers. Additional information will be required for applicants applying from abroad to verify habitual residency in the country, if necessary. This also applies to in year transfers (see 3.7). Immigration status of foreign national or newly-arrived applicants is not considered, as per the DfE [guidance](#) on this matter.
- 1.25 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents and carers will be informed of their right of appeal. The child will automatically be placed on the preferred school(s) waiting list. The waiting lists are prioritised in line with the oversubscription criteria, as published in Section 1.18 of the admission arrangements. This also applies to in year transfers (see 3.10).
- 1.26 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 an alternative or diversion school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol, if deemed appropriate under the protocol qualifying criteria.

Section 2: Admission policy for secondary age schools from 1 September 2026 (secondary, middle, and upper schools)

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and are therefore responsible for their own admission policies. Please refer to the individual schools for details of their admission arrangements. Summaries of these arrangements are included in the application guide for secondary phase admissions, found [here](#).

The local authority does not currently administer in-year admissions for any secondary schools in RBWM. When this changes, in-year transfer arrangements will be in line with the academy's oversubscription criteria and admissions policies, rather than on the in-year transfer process outlined in Section 3.

Section 3: Admission policy for in-year entry for 2025/26 (Years Reception to Year 11 only)

- 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. It applies specifically to schools where RBWM is the admitting authority.
- 3.2 Parents and carers 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 (i.e. own admission authority schools). The local authority directly manages the in-year process for the following schools:

Alexander First	C	Homer First	C
Alwyn Infant	C	Kings Court First	C
Boyne Hill CE Infant	VC	Larchfield Primary	C
Braywood CE First	VC	Oldfield Primary	C
Cookham Rise Primary	C	Riverside Primary	C
Courthouse Junior	C	South Ascot Primary	C
Eton Wick CE First	VC	The Queen Anne Royal Free CE First	VC
Furze Platt Infant	C	Waltham St Lawrence Primary	C
Furze Platt Junior	C	Wessex Primary	C
Hilltop First	C	Wraysbury Primary	C
Holy Trinity CE Primary (Cookham)	VC		

- 3.3 The relevant admission authority will make available a suitable form upon which an application may be made. 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. All admission authorities must inform parents and carers 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 six school weeks prior to hopeful entry. Applicants may state up to six preferences, but only preferences for eligible schools will be processed.
- 3.7 If the application is due to a house move, the applicant will need to provide evidence they are habitually residing at the new address, such as a completion of sale document or a signed rental agreement. Further documents may be requested to satisfy anti-fraud measures. Lists of applicable documents are included in the application [guides](#), and are also communicated via email directly to the affected parents and carers. Additional information will be required for applicants applying from abroad to verify habitual residency in the country, if necessary. Immigration status of foreign national or newly-arrived applicants is not considered, as per the DfE [guidance](#) on this matter. This also applies to entry to a relevant age group during coordinated admissions (see 1.24).
- 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 and carers 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 oversubscription criteria as published in Section 1.18 of the admission arrangements. This also applies to entry to a relevant age group during coordinated admissions (see 1.25).
- 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. A referral may be made under the Fair Access Protocol, if deemed appropriate under the protocol qualifying criteria. This also applies to entry to a relevant age group during coordinated admissions (see 1.26).
- 3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year, as PANs only apply to the academic year of entry. Community and voluntary controlled schools must not admit above their expected cohort number, except at the specific request, direction, or agreement of the authority. Voluntary aided schools, free schools and academies must notify the local authority if they choose to admit above their expected cohort number.

Section 4: Admission policy for sixth form entry in September 2026

- 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 their immediate family member, 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 carer must send a covering letter to support the application, or use the provided application form. 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 immediate family. An application to be considered under social and medical grounds can only be made for the school listed as the first preference.
- 5.3 Supporting evidence must be included from suitably qualified professional persons 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 submitted on official letterhead or clearly show origins from a registered professional email address. Any evidence must be provided at the expense of the parent or carer, though there is no expectation for parents and carers to finance evidence solely for this purpose. The parent or carer must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further, in order to fulfil its duties.
- 5.4 All schools are able to work with pupils who have special educational needs, and all schools 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 childcare 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 applications are considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences, in order to exercise their parental preferences under the Admissions Code.
- 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 a senior officer if disagreement exists. The officers assessing the strength of an application will have knowledge of the admissions process and the School Admissions Code (2021). The 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 and carers retain the usual statutory right of appeal to an independent appeal panel after allocations of places have been published, should they not receive an offer at their preferred school.

Looked after children and previously looked after children

- 5.9 When an application outside of the normal admissions round or in-year application is received to admit a looked after child or a child who was previously looked after, the authority will place the child in the school of the parent or carer's preference (including the corporate parent) unless:
- that school is unsuitable to the child's age, ability, or aptitude or to his or her special educational needs; or
 - the attendance of the child would be incompatible with the provision of efficient education for the children with whom he or she 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 exist rendering the school unsuitable.
- 5.10 The local authority has the power to direct a school to admit a looked after child where Key Stage 1 classes are already at the maximum size⁷ to comply with the infant class size legislation.

⁷ As defined in Section 1 of the School Admissions (Infant Class Sizes) (England) Regulations 2012. Infant classes (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) are limited to 30 pupils per school teacher. The definition of school teacher can be found in Section 4 of the School Standards and Frameworks Act 1998.

Section 6: Published admission numbers of community and voluntary controlled schools

School Name	2020	2021	2022	2023	2024	2025	2026
Alexander First School	30	30	30	30	30	30	30
Alwyn Infant and Nursery School	90	90	90	90	90	90	90
Boyne Hill CE Infant and Nursery School	60	60	60	60	60	60	60
Braywood CE First School	30	30	30	30	30	30	30
Cookham Rise Primary School	30	30	30	30	30	30	30
Courthouse Junior School	105	90	90	90	90	90	90
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
Hilltop First School	45	45	45	45	45	45	45
Holy Trinity CE Primary School, Cookham	30	30	30	30	30	30	30
Homer First School	45	45	45	45	45	30	30
Kings Court First School	30	30	30	30	30	30	30
Larchfield Primary and Nursery School	30	30	30	30	30	30	30
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
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	22	22	22	22	22	22	22
Wessex Primary School	60	60	60	60	60	60	60
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) – The number of school places that the admission authority must offer in each relevant age group of a school for which it is the admission authority. Admission numbers are part of a school's admission arrangements. This number 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 in the relevant age group. The PAN for Free schools and Academies is set by the Department for Education. In compulsory schooling (Reception to Year 11), the PAN will apply to the following year groups in each type of school:

Primary, First, Infant Schools – Reception Year

Junior Schools – Year 3

Middle Schools – Year 5

Secondary Schools – Year 7

Upper Schools – Year 9

Schools sometimes use the term 'PAN' for an age group that is not the relevant age group, but it is only binding on the relevant age group for that school. Schools may also use the phrases 'Agreed Admission Number' (AAN) or 'expected cohort number' to refer to the number of places available in other cohorts. Often, the number of children admitted in a year group is the same as the PAN, but this is not always the case. Parents and carers are advised to check this with the Admissions team if this is a concern during the In-Year transfer process.

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

Appeals – a parent or carer'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 known 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. RBWM residents can check which designated areas their address is in by using the Neighbourhood View tool [online](#). An address may be in the designated area for more than one school. It must also be noted that not all academies or free schools include a ‘designated area’ in their oversubscription criteria.

Education, Health, and Care Plans – Education, health and care plans are 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. They can apply at any age 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 child is subject to a child arrangements’ order and that order stipulates that the child will live with one parent or carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. Where the child lives equally with both parents and carers at different addresses the authority will consider all available evidence the parent or carer provides in order to confirm which address the authority will use to process the application, for example:

- any legal documentation confirming residence
- where the child spends the majority of the school week
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the primary contact details and home address provided to them by the parents or carers
- where the child is registered with their GP
- any other evidence the parents or carers may supply to verify the position

Applications cannot proceed if all parties with parental rights are in dispute. It is the responsibility of those with parental responsibility to agree on school selection and preference order before applying for entry, and to present the agreement in writing to the LA.

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 or carer wishes to send their child. Parents and carers 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.

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 stepchild 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.