

In-year transfers to RBWM schools

For academic year 2025/26

Changing schools mid-year

Moving into RBWM



achieving
for children

2025/26 in-year transfers: summary for parents

This guide, created by Achieving for Children (AfC) in partnership with The Royal Borough of Windsor and Maidenhead (RBWM), provides information for pupils transferring into a RBWM school outside the normal point of entry (in-year transfer).

Key information

In-year transfer applications

For those moving into or within the area, recently moved from abroad, or wishing to transfer schools.

Applies to applications for a child's existing year group, unless applying for a September entry in the next year group during the last short term.

The RBWM Admissions Team only manages in-year transfers into community and voluntary controlled schools in their administrative area. A list of schools we process in-year transfers for can be found on page 9.

Voluntary aided, academies, and free schools (including all secondary schools except for Charters School):

You must apply directly to these individual schools. The local authority cannot process these applications. A list of these schools can also be found on page 9.

Read the guide carefully as processes change annually.

- **Education, health and care plans (EHCPs):** if you child has an EHCP please do not apply via the online portal. Please contact the Special Educational Needs and Disabilities (SEND) Team.
- **Address checks:** the council will check your home address and may ask for proof to verify your address
- **Joint custody:** written permission is needed from both parents when making an application

Application timelines

Applications can be made throughout the year, but no sooner than one term before hopeful entry.

- For a 1 September start, apply from 10 June.
- For a 30 October start, apply from 1 September.
- For a 2 January start, apply from 30 October.
- For a 19 February start, apply from 1 January.
- For a 15 April start, apply from 19 February.
- For a 3 June start, apply from 15 April.

Applications for a September start received by 3 July 2026 are processed together from the first working day in July with outcomes sent by the end of July.

Applications for September start received after 3 July 2026 will be processed from end of in August in order of date received. However, outcomes will not be available until week commencing 14 September 2026.

Application process (seven steps)

Understanding admissions

- Read this in-year transfers guide.
- Understand the equal preference system for ranking schools.

Collecting information

Research schools via their websites, attend open events, and review their admission procedures.

Deciding preferences

Carefully consider oversubscription criteria, current vacancies and designated appropriate areas (catchment areas).

Apply on time

- Ensure you apply at the correct time for when you require the place.
- If you apply too soon, your application will not be processed.

Completing your application

Apply online through the RBWM admissions portal. Only one application per child is accepted. Duplicates will automatically be deleted.

Submitting your application

Ensure you press submit when your application is completed.

Being offered a school place

Offers are usually made within 15 school days via email, except for September entry (please see key dates for more information). Offers are typically made for the highest preferred eligible school. You have a right to appeal a refusal to an independent panel. You can be placed on a waiting list if your child does not get a place at a preferred school.

Other key information

Social and medical applications

Only some school accept social and medical applications. You can only apply if the school is your first preference. Please read section 4 of the guide for further details.

Oversubscription criteria

Each RBWM school has its own oversubscription criteria, summarised in section 3 of the guide. Common criteria include looked-after children, exceptional medical or social needs, children of staff, siblings, designated area residency, and proximity to the school.

Important notes

- Always read the full admission policy on individual school websites.
- Proximity to school is a common tiebreaker, but living in a designated area does not guarantee a place.
- Parents are responsible for child's transport to school.
- Fraudulent applications will result in offer withdrawal.
- Information about allocations will not be given over the phone.

The guide also includes appendices for definitions and frequently asked questions (FAQs) and provides contact details for the School Admissions Team via email (primary contact), phone (call-back service), website, application portal, and post.

Key responsibilities for parents

Understanding preferences

Parents should use all available preferences (up to six schools) and list them in order of preference (favourite to least preferred). If no preferred school places are available, the Admissions Team may offer a place at the nearest suitable RBWM school with vacancies (for RBWM residents not currently in school).

Accuracy of information

Parents are responsible for ensuring the information provided in their application is accurate, especially regarding the child's home address. Any school place obtained by deception or misinformation may be withdrawn.

Travel to school

Parents are legally responsible for getting their child to school. They should check that daily travel to and from the school is possible within a reasonable time.

Responding to offers

Parents must accept or decline their school place offer by the date in the offer letter. Failure to respond may result in the offer being withdrawn.

Communication

Parents should use the primary contact email address (rbwm.admissions@achievingforchildren.org.uk) for any questions, queries, or concerns, and for notifying the Admissions Team of any changes to their application (for example preferences or home address) after the online system closes. They should not reply to confirmation emails as they are unmonitored.

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About this guide

Achieving for Children (AfC) provides the school admissions service, in partnership with The Royal Borough of Windsor and Maidenhead (RBWM).

The information in this guide is primarily aimed at pupils transferring into a RBWM school outside the normal point of entry.

A list of definitions used within this document is available to view in appendix A.

The information was correct September 2025 and is subject to change during the academic year 2025/26.

Introduction

How to contact the School Admissions Team

Email: rbwm.admissions@achievingforchildren.org.uk

Please note: this is our primary mode of contact, and using email will get you the fastest response to your query.

Phone: 01628 683870

Please note: this is a call back service via the RBWM Customer Contact Centre.

- Contacting the Admissions Team directly by phone is not possible.
- Due to the sheer volume of calls received throughout the year, we cannot necessarily provide phone support for all who request call-backs. In times of especially high demand, the call-back service will be withdrawn without notice, in order to channel the available resources to help as many parents and caregivers as we can.
- Priority will always be given to requests where the information cannot be found on the website or in the appropriate guide, and where information has not already been provided via email.

[School admissions website](#)

[Application portal](#)

By post: School Admissions and Child Employment Team
 Achieving for Children
 Town Hall, St Ives Road, Maidenhead SL6 1RF

General information on schooling in RBWM and key dates

When can I apply for an in-year transfer?

Unlike with phase entry (so entry to reception or year 7), applications for in-year transfers can be made throughout the year. Applications should be made no sooner than one term before hopeful entry, based on a six term school year.

To start school at this time...	...you can apply from this date
1 September (term one)	June 10
30 October (term two)	September 1
2 January (term three)	October 30
19 February (term four)	January 1
15 April (term five)	February 19
3 June (term six)	April 15

Your child will be expected to start at their allocated school within the same academic year, no later than the start of the next short term. If they do not start at the school as expected, the school place will be withdrawn and offered to the next child on the waiting list.

If applying in the final short term of the current academic year to start school in the current academic year, your child will be expected to start school by the end June at the latest. If they do not start school by this time, any offer may be withdrawn and re-considered alongside any other children applying for a September start, in accordance with the oversubscription criteria. No applications for the current academic year will be accepted after 3 July 2026 unless your child is without a school place.

Applying to start in September or to remain on the waiting list for the next academic year

If you are applying to start in September, or if you are reapplying for your child to remain on a waiting list, you can apply from 10 June. All applications received by 3 July 2026 will be processed together in a batch from 4 July. We will aim to write to you by the end of July to confirm the outcome of your application. This may be after the schools close for the summer break.

Applications received after 3 July will be processed on an individual basis after the main processing exercise, in the order of the date they were received. However, outcomes will not be sent until 14 September 2026, once schools have returned from summer break.

Which schools have in-year transfers managed by the local authority?

There are 14 state-funded secondary schools and 46 state-funded primary schools in RBWM. The in-year transfer application process is different depending on the type of school you apply to.

Schools RBWM manage in-year transfers for

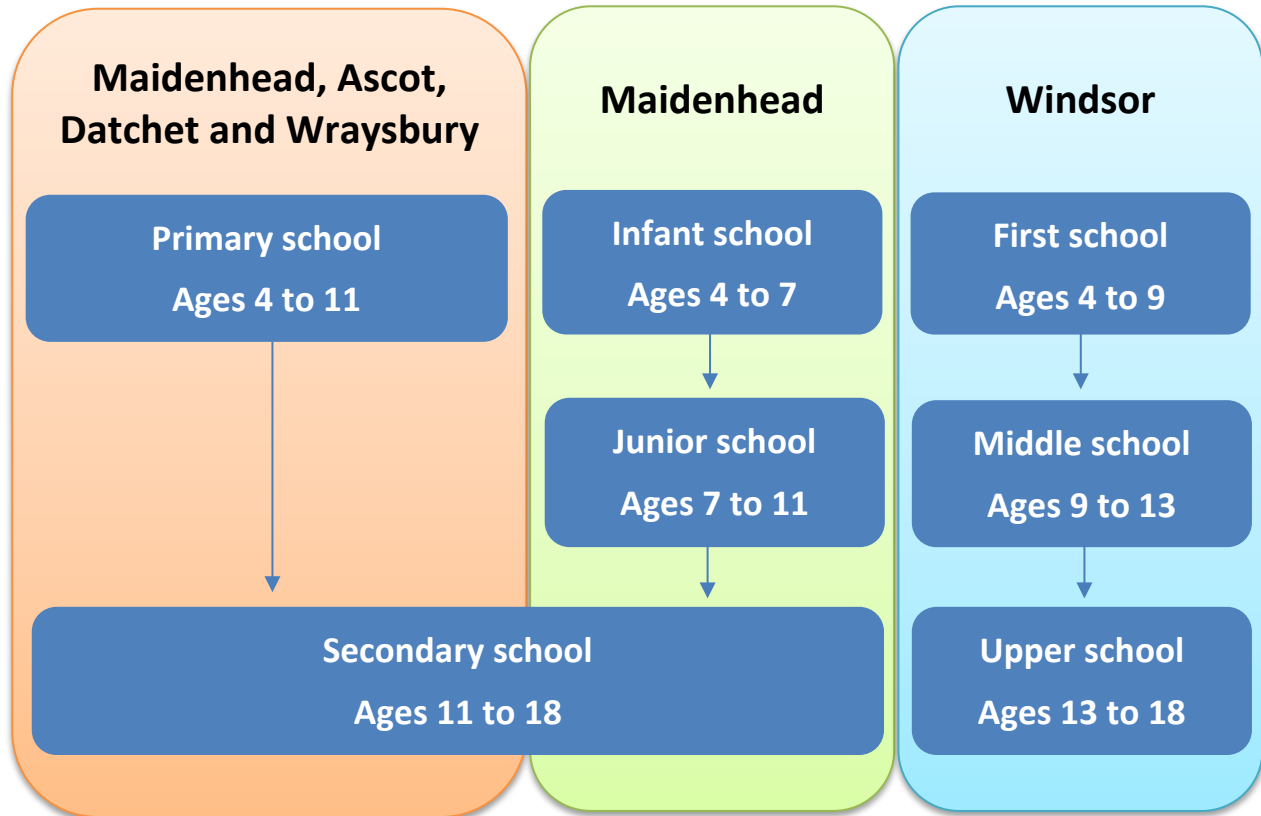
Alexander First	Furze Platt Infant	Riverside Primary
Braywood First	Furze Platt Junior	South Ascot Village Primary
Alwyn Infant	Hilltop First	The Queen Anne Royal Free CE First
Boyne Hill CE Infant	Homer First	Waltham St Lawrence Primary
Charters School	Holy Trinity CE Primary (Cookham)	Wessex Primary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

You must apply directly to the following schools for an in-year transfer place

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

The structure of education in RBWM

Children usually enter primary, first or infant school in the September following their 4th birthday. Children transfer into junior school in the September following their 7th birthday school, at the beginning of year 3. The type of school your child will attend will depend on the area of the borough in which you live.



Finding my nearest schools

[Find your nearest school on the government site for school information.](#)

1. Applying for a school place in seven steps

Step 1: understanding admissions

In-year transfers

Please read the information in this guide carefully to understand the distinct types of schools within the borough and how to make an application.

This guide is for parents or carers who want to apply for an RBWM school outside the normal rounds of admissions. This is known as an in-year transfer.

An in-year transfer application should be made if you:

- have moved into the area and do not currently have a school place for their child
- have moved within the area and wish to transfer their child to a closer school
- have recently moved to the UK from abroad
- wish to transfer your child or children from their current school to another preferred school

An in-year transfer differs from the normal phase admission, which is when a whole year group of pupils are due to transfer into a school at the first point of entry, for example: primary to secondary or first year entry into a primary school at the beginning of reception.

An in-year transfer application should only be made if you require a school place in your child's existing year group, unless it is the last short term of the academic year and you are applying for a place in the next year group for September entry. Applying for a September start in any other year other than the first accepted year for that school will be an in-year transfer. For example, applying to a primary school for a September start in any year other than reception will be an in-year transfer.

If you wish to apply for a school in any other local authority, please contact the relevant council or the school directly for further information on how to make your application. The RBWM School Admissions Team only manages in-year transfers into community and voluntary controlled schools in our administrative area. Contact details for neighbouring boroughs can be found in section 8.

Please note: even if you have been through the school admissions process before, ensure you read this guide in its entirety. There are changes made to the process every year.

A [new application portal](#) and revised admissions processes are in effect this year.

If your child has an education, health, and care plan (EHCP) in place, you are not eligible to apply through the School Admissions Team. Please contact cypds@achievingforchildren.org.uk and the SEND Team will assist you.

Understanding the preference system

During the in-year application process, you will be asked to make a list of up to six schools that you would be happy for your child to attend. This is your 'preference' list. It is important that you put your list in order from your favourite or most preferred school, down to your least preferred school.

Your preference list is your chance to have a say in which school your child may be allocated, but this does not mean parents get to choose the school their child attends.

Equal preference allocation process

Once you have constructed your preference list, it is used to check available places at your preferred schools. Each school is considered under an 'equal preference' scheme. This means that all applications are considered equally no matter which preference the school is ranked in your list. If you rank a school as your first preference you will not get priority over another applicant who has ranked it lower.

Action	Top tips
Applications should be made by completing the common application form (CAF) online.	You may list up to six schools in order of preference, depending on the type of school your child will be attending.
We put your child's name onto the applicant list for each school named on the application form.	All applications are dealt with equally. We do not look at your order of preference at this point, yet.
All the names on each school list are ranked according to the oversubscription criteria.	Your child's name will be on the list for each school named, and the schools do not know at which preference you have placed their school.
We look at the vacancies available for each school and assign children from the waiting lists to fill the vacancies.	Each school now has a list of potential applicants to fill their available vacancies.
We see how many lists your child's name appears on.	In some cases, your child's name might appear on more than one list.
Where a child's name appears on more than one list, it means that they are eligible for a place at more than one school. We will allocate a place at the highest eligible school on your list. This is the point when order of preference is considered.	Where your child appears on a list for one of your preference schools, we will then offer a place at whichever school is your highest preference. Where your child's name does not appear on any list, it means that they will not be allocated a place at any of the schools you requested. Where possible, the local authority will then allocate a place at the nearest school to you with a vacancy if your child is not already at a school to which they can feasibly commute.

Order of preference

List your school choices carefully. If your child qualifies for more than one, you'll only get an offer for the highest one on your list. Lower preferences are automatically removed so put your top choice first.

If a parent later changes their mind about school preference, they must submit a change of preference form on our website. This is why it is important to list schools carefully in order of preference from the start.

The following table illustrates the importance of the order of preference

Preference	School	Qualify for a place?	Outcome
1	Riverside Primary School	No	No current offer (waiting list)
2	Courthouse Junior School	Yes	Offer
3	Cookham Rise Primary School	Yes	Withdrawn – higher preference met
4	Braywood CE First School	No	Withdrawn – higher preference met
5	Oldfield Primary School	Yes	Withdrawn – higher preference met
6	Wessex Primary School	Yes	Withdrawn – higher preference met

In this case, should the parent or carer then decide they would actually prefer their child to attend Wessex Primary, they would have to put in a change of preference form, and hope there were still places at Wessex available by the time the change of preference form is processed. In-year transfer vacancies are taken and filled very quickly, especially in-year groups where there are few places available. This is why it is extremely important that parents and carers think carefully about their preferred schools, and list all six choices in their order of preference. You give your child the best possible chance of entry by getting your preferences in the right order at the time of application.

Changing your preferences

The request must be made by completing the 'Change of preference request form' available on the [in-year transfers webpage](#).

Please do not request a change of preference by replying to the email you received confirming that you have submitted your application. This is a no-reply email address and is not monitored by the Admissions Team. Any changes sent to this address will not be processed. When completing your change of preference form, please include any preferences you wish to keep from your original application. If you name more than six preferences, any additional preferences will be disregarded without further notice.

An auto-reply email will be your confirmation that your request has been received. We will not contact you again unless we require further information. Your change of preference(s) may not be reflected on your application on the parent portal, so please do not panic if you do not see changes to the application. All changes are made in the processing system, not on the portal, so the information is not always transferred.

Any additional questions, queries, or concerns about the change of preference process can be emailed to rbwm.admissions@achievingforchildren.org.uk.

Important points to remember

Does a school find out where I put them in my preferences list?

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them unless it is relevant to an appeal.

Have I used all my preferences?

You must list the schools in the order that you prefer them. Please make full use of your opportunity to list more than one school on your application to avoid disappointment. Putting only one preference does not mean you will be allocated a place at that school. If you do not meet the oversubscription criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school.

Have I named a school more than once?

If you name the same school more than once, it will only be considered as one preference. You would be wasting a potential choice, and we will be required to add a preference to your application in terms of distance, which may not be one of your preferred schools.

Step 2: Collecting information about schools

You should gather as much information as possible before you decide which schools you choose to include as a preference on your application.

- Read about the schools on their individual school websites and contact them to obtain a prospectus.
- Arrange to visit the school during a normal school day to see how it operates and attend any open events they hold.
- Information about the individual school and links to their school inspection reports and school performance tables are available on the school's website.
- Consider your child's particular interests and abilities, and their views on the schools visited.
- Check that daily travel to and from the school is possible within a reasonable time. Under the law, it is your responsibility as a parent or carer to get your child to school. The home to school transport support policy is available on the [school transport advice](#) website.

Step 3: Deciding which schools to include as preferences

As stated above, the legislation governing school admissions allows for a parent to express a preference for a school; this is not the same as being able to 'choose' which school your child attends. It is important that you do not assume that your child is entitled to a place at a preferred school, at a school with their siblings, at a school within your designated area or at the school nearest to your home address. This is simply not the case.

You are not guaranteed a place at any school, so be realistic with your preferences. Listing only schools which are further away from your home, risks getting no offer at all. Offers are based on criteria and distance, which varies yearly, therefore, a school place offered one year does not guarantee the same outcome the next. Also, attending a Windsor first or middle school does not guarantee a place at the next stage.

The oversubscription criteria and designated appropriate areas

If there are fewer applicants than places available for a school, every applicant will be offered a place, if a higher preference has not been met. If there are more applications received than there are places available, the school will use its published oversubscription criteria to work out which children have the highest priority and can be offered a place. Any children with an education, health, and care plan which names the school must be admitted before any other children, and will be counted in the published admission number where possible.

Designated appropriate area (also known as designated area, or catchment area)

Your home address may not be in the designated area of the school nearest to your house. It is important that you check which catchment areas include your home address before submitting your application, using the [Neighbourhood View](#) facility on the council website. Electronic copies of the designated areas are available on the [school designated areas](#) website.

Although you are not limited to designated area schools when listing your preferences, admissions priority is often given to those pupils who apply for their designated area school. However, living in the designated area does not guarantee you a place at the school.

Commonly used oversubscription criteria

Please note that the commonly used criteria regarding looked after children, or children with exceptional social or medical need are outlined in Section 4.

a) Sibling priority

All schools give some priority to siblings in their oversubscription criteria. Most parents find it easier to have their children attend the same school, but it is important to understand that having children at the same school is often not possible. Please note that there is no guarantee that we will be able to offer a sibling a place at your preferred school even if you meet the sibling criterion.

In RBWM, children are defined as siblings if:

- they are full, half, step, foster brother or sister, and
- they must permanently reside at the same admissions address, and
- they are already in attendance at the school, and

- they will still be in attendance when your child is due to start the school

It is your responsibility to give the sibling's details on your application under sibling details.

If you fail to indicate that a pupil has a sibling at the school when you are applying, your younger child will not be considered under sibling criterion.

b) Proximity to school

In most published oversubscription criteria, priority within each criterion is decided by distance, with those living closest to the school being given the highest priority. To be fair to all applicants, the council has a standard method of measuring home to school distance. This is measured in a straight line from the geographical information system (GIS) address point of the pupil's house as determined by Ordnance Survey to the designated school node of the school, using proprietary GIS software.

Please note that we cannot provide home to school distances to applicants ahead of a formal application being received and an offer being made.

Where to find vacancy information

Information about school vacancies is available from the Admissions Team on the [vacancy information webpage](#), and is updated monthly. Please note that we can only provide information at the time of request. It is impossible for us to predict vacancy information weeks or months in advance as we are processing applications daily. Your child is not guaranteed a place at a school based on the vacancy information provided.

If a school you are interested in applying for is showing as full in the relevant year group, you can still apply for your child's name to be placed on the school's waiting list. You will receive a letter to confirm the outcome of your application, and this must provide details about your right of appeal, regardless of the type of school to which you apply.

Step 4: Apply on time

Please refer to key dates to ensure you apply at the correct time for when you wish your child to start at the school.

Step 5: Completing your application

You will need to provide the following information.

- Proof of address as set out below.
- Supporting evidence if you wish to be considered under the exceptional social or medical need criterion.
- If you are moving into the UK from overseas you must provide evidence that your child has arrived in the country and is now habitually resident in the UK. As stamping visas on entry is being withdrawn from many airports, we strongly recommend keeping your child's boarding pass to demonstrate they have entered the country. It is your responsibility to provide evidence that you are resident in the UK.

You will be required to register on the [application portal](#) to complete your application online. In all cases, if you do not have internet access at home, it is free to apply online at your local library. Your child's current school or nursery may also be willing to help you make an online application.

Please note that you must have an email address to register on the admissions portal before you make an application. You must have regular access to this email address, as it will be the primary form of communication with you regarding your child's application. You will not be able to discuss the details of your child's application over the phone with the Contact Centre.

You will be able to save your application and come back to it at any time before the application deadline.

Only one application can be submitted for each child. If you try to submit more than one application for the same child, any additional applications made after the first one will be discarded automatically, without notice.

When making your application you will sign a declaration that you have parental responsibility and that you have the agreement of all people with parental responsibility to make your application, or there is a court order specifically allowing your application.

In cases of joint custody, evidence of court orders or other documentation may be required. It is not appropriate for RBWM to become involved in private disputes with parents or carers.

Any applications subject to a dispute will not be processed until agreement can be reached, and this may affect your child's chance of being allocated a place at a preferred school.

Please ensure you click the 'submit' button at the end of your application otherwise we will not receive your application, and it will not be processed.

If you need support with your online application, please contact the Admissions Team using the email address: rbwm.admissions@achievingforchildren.org.uk.

Confirmation emails

You should receive an email to confirm that your application has been received. If you do not receive this email, please check your application has been submitted.

Application submission reminders

You will be prompted by the system to submit your application if you have not done so. If you fail to do this before the closing date, your application will be treated as a late application once you do press 'submit.' Applications left in draft form will not be processed.

Paper application forms

You should apply online if possible. In exceptional cases, where an online application cannot be made following support from the admissions or library teams, we will issue a paper copy of the Royal Borough of Windsor and Maidenhead's common application form. This will be made available by emailing rbwm.admissions@achievingforchildren.org.uk and picking it up from the Town Hall when advised to do so.

If you apply on paper and do not provide an email address, you will receive a letter giving you the outcome of your application.

As only one application per child can be accepted, please only make an application either online or on paper, not both. If we receive more than one application for the same child the online application will always take precedence, regardless of the date of submission.

Step 6: Submitting your application

Before you submit your application, please check that you:

- have read and understood the oversubscription criteria and considered the likelihood that your child will qualify for a place
- are clear on the order in which you want your preferences to be listed and have placed your favourite school as your first preference
- understand how the home address will be assessed for admissions purposes
- have used all your available preferences

Please make sure you have read and understood the declaration on the online system or the bottom of the form before submitting your application. This means you are agreeing to the terms and conditions in full and understand your responsibilities as an applicant.

You cannot use the online system to update information after the closing date. You must notify the Admissions Team directly in writing, at rbwm.admissions@achievingforchildren.org.uk.

Step 7: Being offered a school place

We will make a single offer of a school place to parents or carers. For safeguarding reasons, information about your allocation will not be given over the phone by any staff member, under any circumstances.

If your child meets the oversubscription criteria for more than one school, we will look at your order of preference and offer you a place at the highest preferred school for which your child is eligible.

If your child does not meet the oversubscription criteria for any of your preferred schools and you are an RBWM resident, the Admissions Team will offer you a place at the nearest RBWM school to your home address with places remaining where possible. This kind of offer is known as a 'diversion' offer. Diversion offers will not be made automatically if your child is currently at a school where they can feasibly remain.

If you applied online, you will be sent an email with the outcome of your application.

If you applied on paper, you will be sent an outcome via email if you provided an email address on your paper form, otherwise you will be sent an outcome letter by second class post.

If your child does not get their top-choice school, they will automatically go on the waiting list for any higher preferences. If you are happy with the school you were offered and do not want to stay on waiting lists, let the Admissions Team know. Otherwise, if a place becomes available at a

higher-choice school, your current offer will be taken away and given to someone else without warning.

You must accept or decline your offer by following the instructions in your letter or email.

Please remember that you cannot use the response or confirmation emails to inform the Admissions Team of any changes to your application, including changes to your preferences or home address, as these will not be seen. Please include the name and date of birth of your child and use the email address rbwm.admissions@achievingforchildren.org.uk for any correspondence.

If parents have not responded to their offer by the date in their email, their school places may be withdrawn and offered out to the next person on the waiting list.

If you are unhappy with the school place you have been offered, we strongly recommend you accept the offer you hold. If or when another place becomes available, this will automatically be withdrawn. If you refuse the offer, your child may be left without a school place. It is your responsibility as the parent to consider your options, including making a late change of preference request to us for one or more alternative schools. Once a school place has been offered, or instructions given on how to apply through an own admitting authority to a school with guaranteed places, our statutory duty has been fulfilled, and we are not obliged to make any further offers.

If your child is of statutory school age and you refuse an offer because it is not one of your preferred schools, then you will need to consider either applying for a maintained school which has vacancies, home educating your child, or enrolment in private education. If there are no mainstream schools with vacancies within an appropriate distance from your home your application will be referred under the Fair Access Protocol.

Children missing education are automatically referred to the education welfare officers by the Admissions Team.

The school will contact you to provide you with more information and to arrange a start date.

Applications in the last short term of the current academic year requesting to start school within the same academic year, will be required to start by the end of June in that year at the latest.

If you have also applied to academies, voluntary aided or free schools, it is possible that you may end up with multiple offers. It is your responsibility to respond to these offers to say whether you wish to accept or decline promptly. Not responding to an offer may restrict a school from offering a place to another pupil who requires the place.

Withdrawing offers

Once the offer of a place has been made, the local authority may withdraw the offer only in specific circumstances. These circumstances include:

- where the offer was made in error, resulting in another child being disadvantaged, and it has not been able to resolve the error without withdrawing the offer; the offer will be withdrawn as soon as possible after the error has been discovered
- where the application is considered fraudulent or intentionally misleading

- where a parent or carer has not responded to the offer within a reasonable time
- if the family moves home between the offer being made at the start date in September, and they move to a residence where they would not have received the original offer (for example: further away from the school or in a different designated area)
- where it is possible to offer a higher named preference from the waiting list

Please note that you cannot use the online system or the website link to update your application once it has been submitted and downloaded. If you wish to make changes, you must complete a change of preference form available on our [school admissions in-year transfers page](#).

Why do we verify a child's home address?

We verify application addresses to ensure that only entitled pupils are offered places. We are required to do this by law, and it is not a reflection on whether we believe a child's living arrangements to be genuine. The verification process is outlined in more detail in Section 4.

Any school place obtained by deception, deliberate misinformation, or withholding of facts will be considered fraudulent, and you may face prosecution under several fraud legislations. We are also required to withdraw the school place and re-evaluate the application at the lowest appropriate criteria and distance. Any school place obtained by deception is deemed unfair, as another child is being deliberately denied their lawful claim to that place.

The allocation process and processing times

Your application will normally be processed within 10 school days from the date received, but may take longer if it is submitted during peak periods, for example in the final short term for a September start or over the summer break. Different processing times apply to the processing of applications for September start (as outlined above). You will be notified of the outcome of your application usually within 10 school days, and you should receive written confirmation of the outcome within a maximum of 15 school days, as long as all documentation is provided in a timely manner.

Each school has a maximum class size, and the admission authority will not be able to offer your child a place at a school which has reached its maximum, as this will prejudice the provision of efficient education or the efficient use of resources by the school. Please note that due to the infant class size regulations (ICS), the maximum class size in reception, year 1 and year 2 is 30. We cannot admit more than 30 pupils in these classes, unless they meet one of the eight exceptions to the ICS rules, outlined in 2.16 of the [Admissions Code 2021](#).

Where there are more applicants than places available, school places are allocated using the published oversubscription criteria, and this is the criteria used to determine a child's place on a waiting list.

Please note that we cannot consider any vacancy arising as a result of a child leaving a school until the current school has confirmed the child is on roll at their new school and can be deregistered from the current school. This includes potential vacancies arising over the summer break. This is due to the Pupil Registration Regulations, so parents cannot assume that because they have heard a child has left a school, that the vacancy is available in that year group.

2. Oversubscription criteria for voluntary controlled and community schools

A child who is the subject of an EHCP must be admitted to the school named in their plan even if the relevant year group is full. Where a school receives more applications than there are places available, places will be allocated in line with the published oversubscription criteria, in descending order.

1. Looked after children¹ or a child who was previously looked after. This category includes a looked after child or a child who was previously looked after, but immediately after being in care became adopted² or subject to a child arrangement order³ or special guardianship order⁴, including children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (see note 1e).
2. Children with exceptional medical or social reasons for requiring the school (as explained in section 4 of this document).
3. Junior schools only: children attending a linked infant school (see note 4).
4. Children who live in the 'designated appropriate area' of the school (see note 2) and who have a sibling who attends the school (see note 2).
5. Children who live in the 'designated appropriate area' of the school (see note 2).
6. Children who have a sibling who attends the school (see note 3).
7. Children of a member of staff (see note 5).
8. Children whose parents have any other reason for their preference.

Tiebreaker

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school 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 (for example families living in flats) and there are fewer places available, then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

Note 1: Looked after children and previously looked-after children.

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

¹Looked 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 All children adopted from local authority care.

³ Under the terms of the Children Act 1989.

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

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

Previously looked after children includes children who immediately after being in public care were adopted or subject to a child arrangement order under the terms of the Children Act 1989 or children subject to a special guardianship order which is defined under Section 14A of the Children Act 1989 as an order appointing one or more individuals to be a child's special guardian (or special guardians). Internationally previously looked after children are children who have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted. Examples may include:

- an Article 16 Report – this applies to Hague convention adoptions and will have been issued by the central authority
- information provided by an adoption agency, either in the UK or overseas
- information provided by an organisation that provided care for the child
- a report or letter from another agency or organisation that has been involved with the child

Note 2: Designated appropriate areas

Maps of the current designated areas may be viewed on the [school designated areas webpage on AfCinfo](#). Alternatively, RBWM applicants can use the [Neighbourhood View facility on the council website](#) for information on schools based on their address.

Note 3: 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 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 note 4.

Note 4: 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

Note 5: Children of a member of staff

Priority will be given where the member of staff:

- has been employed at the school for two or more years at the time at which the application for admission to the school is made
- is recruited to fill a vacant post for which there is a demonstrable skill shortage

You must email us directly with evidence that you meet the staff priority requirements when applying.

3. Oversubscription criteria: Charters School

Please refer to the [Charters website](#) for the full admissions policy. It is your responsibility to read the full policy on the school's website before making your application.

School details

Type of school:	Co-educational academy
Address:	Charters Road, Sunningdale, Ascot SL5 9QY
DfE code:	868/4029
Admission number:	270
Headteacher:	Mr John Fletcher
Age range:	11 to 18
SIF required:	No
Email:	charters@chartersschool.org.uk
Website:	www.chartersschool.org.uk
Phone:	01344 624826

About the school

Charters School, an academy, is an 11 to 18 mixed comprehensive school of 1,700 pupils with over 350 students in the Sixth Form.

The school provides a complete range of opportunities for successful personal development through structured programmes within a supportive environment. Educational achievement is valued for all individuals and appropriate attention is given to the needs of all students, from those with learning difficulties to those with Oxbridge potential. A significant focus is placed on the development of employability skills through the Careers Education Programme we have in school, in conjunction with our extensive extracurricular programmes to develop leadership skills. Students from all ability levels consistently perform better than similar students nationally, with over 90% of Sixth Form students going onto university or high level apprenticeships each year with **11** students gaining a place at Oxbridge in the four years leading to 2025, a superb outcome for a state school with a truly comprehensive intake.

The law requires the school to admit students with an education, health, and care plan where a local authority has specifically named Charters School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. In the event of a late application, the school can be required to admit even if the admission number has been reached.

Places allocated to children with an EHCP admitted to the Learning Support Centre will be included within the admission number (to be limited to the maximum capacity of the Learning Support Centre).

In the event of there being greater demand for admission than there are places available, places will be offered using the following criteria in the following order.

1. Looked after children. This category includes a 'looked after child' or a child who was previously looked after but, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children with exceptional medical or social reasons for requiring the school.
3. The children of staff in either or both of the following circumstances:

- a. where the member of staff has 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 skills shortage*
4. Children who live in the 'designated area' of the school and who would have a sibling** at the school at the time of admission of the child for whom a place is sought.
5. Children who live in the 'designated area' of the school.
6. Children who would have a sibling** at the school at the time of admission of the child for whom a place is sought.
7. All other applicants.

If Charters School does not have places for all the children in a particular category, the following tiebreaker will be applied to prioritise places.

Proximity to the school. This will be measured in a straight line from the front door of the student's house to the door of the main reception area 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 (for example, families living in flats) and there are fewer places available than random allocation will be used to decide which child will be allocated the remaining places. In the event that parents have shared responsibility for a child following the breakdown of their relationship and the child lives for part of the week with each parent, the relevant distance will be measured from the front door which is closest to the school.

* The first Full Trustee Board meeting in each academic year, in September, will receive information from the headteacher about the current subject or skills shortage.

** The term 'sibling' 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. Qualification for sibling status is made on the basis that the student who is the older sibling will be on roll at the school in Years 7 to 10 on the date of application of the child for whom a place is being sought. Siblings in Year 11 or the Sixth Form are not eligible under the sibling criteria.

Within Criterion 4 and 6, preference will be given to siblings** of students in the Learning Support Centre, who will be allocated places before other siblings**.

4. Common areas of query and special circumstances

Looked after children or previously looked after children

These terms refer to children who are in the care of a local authority⁵ or being provided with accommodation by a local authority, children who were previously looked after but ceased to be so because they were adopted⁶ or became subject to a child arrangement order or special guardianship order and children who appear (to the admitting authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

Evidence required for a child who is currently in the care of a local authority or being provided with accommodation by a local authority

You must enclose a letter from the child's social worker which confirms that the child is currently subject to a Section 20 Children Act 1989 agreement (signed by parents and the local authority) or a current interim care order or a current final care order.

Evidence required for a previously looked after child

You must provide documentary evidence to show that the child was in care immediately before the adoption, child arrangements order, or special guardianship order, along with a copy of the relevant order from the following list:

- an adoption order made under the Adoption Act 1976 or Adoption and Children's Act 2002
- a child arrangements order settling the arrangements around the person with whom the child is to live with under Section 8 of the Children Act 1989 (as amended by Section 12 of the Children and Families Act)
- a special guardianship order appointing one or more individuals to be a child's special guardian(s) under Section 14A of the Children Act 1989

Evidence required for children who have been in state care outside of England

Documentary evidence of adoption such as:

- an adoption order from a UK court
- an adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland
- an Article 23 Certificate: this applies to Hague convention adoptions, and will have been issued by a central authority
- official documentation from the relevant court or state authorities in the country of adoption, confirming that the child was adopted. In this case further information may be required including:
 - a certified document obtained from the embassy of the country of origin
 - a letter from the adoption agency
 - a letter from another agency or organisation that has been involved with the child

⁵ In accordance with Section 22 of the Children Act 1989.

⁶ Under the Adoption Act 1976 or Adoption and Children Act 2002.

- documentary evidence that a child was previously looked after. The child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted. Examples may include:
 - an Article 16 Report – this applies to Hague convention adoptions and will have been issued by the central authority
 - information provided by an adoption agency, either in the UK or overseas
 - information provided by an organisation that provided care for the child
 - a report or letter from another agency or organisation that has been involved with the child

Exceptional social or medical need (SEMC)

If your child or a close family member has a serious, exceptional social, emotional, or medical need, you may request that they be given priority for a specific school under SEMC. This is only considered in rare cases and must be clearly supported by professional evidence.

To apply under SEMC

- Only if the school includes SEMC in its oversubscription criteria.
- It must be for your first-choice school, and it must use SEMC in its admissions policy.
- You must submit a SEMC form and evidence with your in-year application.
- Include:
 - why only that school can meet your child's needs
 - why your nearest school is not suitable (if it's not the one you're applying to)
 - a letter from a qualified professional (for example: doctor, consultant, or social worker) where applicable
- Email everything to: rbwm.admissions@achievingforchildren.org.uk

Which schools does RBWM assess SEMC applications for?

Please see list of schools we manage in-year applications for on page 9 of this guide

What doesn't count as SEMC

These do not qualify unless they are part of a very rare and exceptional case:

- common conditions like asthma, allergies, diabetes, eczema
- emotional issues like anxiety or school refusal (all schools support these)
- bullying concerns or past incidents
- family or work transport or childcare reasons
- keeping friends together or school clubs
- a headteacher's letter from the preferred school (conflict of interest)

How the decision is made

- Two officers review your case independently and confidentially and decide based on the strength of evidence. If the officers do not agree on the outcome, a third independent officer will review the case.
- If SEMC is approved and a place is available, your child may be offered one on National Offer Day.
- If the school is full, they'll be added to the waiting list with SEMC priority.
- If rejected, your application still goes forward under normal criteria. There is no separate appeal for SEMC decisions, but you can appeal the school offer.

Further details can be found on the [social and medical criterion section of our website](#).

Admission of children outside their chronological age group

The relevant legislation can be found in section 2.18 of the [School Admissions Code 2021](#).

RBWM strongly encourages children to be educated in their chronological age group, even if they have SEND or speak English as an additional language. However, in rare cases, a child may be educated one year above or below their age group.

If you are thinking of applying out of year group

It is RBWM's policy that children should move with their chronological age peers, including children with special educational needs and those with English as an additional language. The relevant legislation can be found in section 2.18 of the [School Admissions Code 2021](#).

Exceptionally, a child may be educated with a peer group one year younger or one year older than their chronological age. This needs careful thought. Once placed in a younger age group it is exceedingly difficult for a child to return to their chronological age group successfully. Equally, once accelerated it is exceedingly difficult for a child to return to their age group without feeling demotivated.

Additional guidance about how the process works and your responsibilities can be found on the individual schools' websites.

Implications for pupils admitted outside their expected year

- Where placement in a younger year group is maintained, phase transfers, SATs, GCSEs, and school leaving are reached a year or more late. Young people cease to be classed as being 'of statutory school age' the last Friday of June in the school year in which they turn 16 years of age. Therefore, if they are being educated in a younger year group, the school must make provision for them until the date they are due to leave school, meaning they are educated for longer, at the school's expense.
- Where placement in an older year group is maintained, the consequence is that the child will reach the next phase transfer, SATs or GCSEs, and school leaving point a year or more early. Young people do not cease to be of statutory school age until the last Friday of June in the school year they turn 16 years of age and as such would have to negotiate transfer early to a school sixth form or further education college, which would not be guaranteed, and may raise safeguarding concerns.

- As there is an obligation to be in education or training until the age of 18, a pupil who spends an additional year in school may reduce the time they spend in post-16 education or training. This may limit their capacity to achieve qualifications.
- Parents, carers, and schools also need to take into account the social and emotional needs of the child when accessing careers information, pastoral care, relationship education and other personal, social, health or economic (PSHE) topics. Children should be exposed to these topics at the appropriate level of development, and there are significant consequences if this is done before a child is ready, and also if it is left too late to be of use to the child as they develop.

The implications for being educated out of year group extend to every single time your child transfers to another school. At no point is it guaranteed that your child will be allowed to remain with their new cohort, and your child may be required to resume their expected cohort at any time a transfer occurs.

Procedure for applying out of chronological age group:

Complete the application form below to make a request to be taught out of chronological age group. This form will be shared with the school or schools to ensure they are in agreement.

[Apply to be taught out of chronological age group](#)

Decisions on delayed entry are made by the governors of academies, free schools and church aided schools. The decision for community schools and voluntary-controlled schools is made by the local authority's School Admissions Team. In all cases the local authority's School Admissions Team (the council) will email you once a decision has been made. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social, and emotional development, their medical history and the views of a medical professional, where relevant, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the head teacher of the school concerned.

If agreement is given to delay your child's start to school, we will send you the correct form to apply. You will not be able to apply via the portal.

You will only be able to apply to schools where we have agreed you can apply.

If the request is refused, there is no right of appeal against the decision.

Why do we verify a child's home address?

Address verification is not the same as identity verification

As part of the school admissions process, RBWM places a strong emphasis on verifying the home address provided in your application, as school offers are often made based on distance from the school. This is a legal requirement to prevent fraudulent applications and to ensure fairness.

Only one address can be used per child, and it must be their permanent residence. You may be asked to provide supporting documents, especially if you've recently moved, are in a joint custody

arrangement, or if your address can not be verified. In cases where the address cannot be verified, the school place could be withdrawn even after it has been offered. To avoid delays or complications, it is best to upload all relevant documents to the admissions portal when applying.

Any school place obtained by deception, deliberate misinformation, or withholding of facts will be considered fraudulent, and you may face prosecution under several fraud legislations.

We are also required to withdraw the school place and re-evaluate the application at the lowest appropriate criteria and distance. Any school place obtained by deception is deemed unfair, as another child is being deliberately denied their lawful claim to that place.

It is your responsibility as the applicant to provide evidence to support your application.

As part of the admissions process, we will check council records to confirm that the address you have given on your application is your child's permanent home address. We recommend applying in the name of whichever parent or carer is named on your council tax account.

What is considered my child's admission address?

We will decide whether to accept an address for admission purposes in accordance with the guidance set out below. This guidance should be read in its entirety.

The address you give us on your application must be your child's permanent address or where they spend most of the school week in the case of joint custody arrangements. This decision is made at the date of application, and where they will be living when they join the school is also considered.

The assessment of the permanent address for admissions purposes is set out below.

Permanent address for admissions purposes

- Your home address must be where you live with your child. The exception to this is if you can prove that your child lives elsewhere with someone who has legal care and control of your child. This must be due to a formal fostering arrangement through social services, and official letters from the professionals involved are submitted to confirm this at the time of application.
- A child's home address should 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. We cannot accept the address of a relative (unless it can be evidenced that the applicant and the child live there as a long-term and permanent arrangement), friend or childminder, a temporary address, or an address of a house you intend to move to, or a commercial address.
- If you own or rent a property, which is used, or has previously been used, as your home address which is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as temporary, even if the property which is further away is not available for you to inhabit. It is your responsibility to provide the Admissions Team with information on the properties that you are connected to for us to make an assessment on whether a property can reasonably be disregarded for admission purposes. The aim is to show that the original property cannot be used by your family, to a level beyond a reasonable doubt. The individual circumstances will be considered by two or more officers who will make an evidence-based

decision individually and then together, referring to another officer where disagreement exists. If you are unsure of how your particular circumstances would be treated in this event, please email us for advice on your next steps, at rbwm.admissions@achievingforchildren.org.uk

- If you rent a property, we must consider any break clauses included in the tenancy agreement when assessing the permanency of your address. If your tenancy agreement expires prior to the start of term, we will require further verification of continued occupancy following the date of expiration, even if this is after the school place has been offered. Failure to provide evidence of continued occupancy will result in the withdrawal of the school place.
- If you use an incorrect address or you do not inform the Admissions Team of other properties which you are connected to, this will be treated as an attempt to obtain a school place based on false information, and any offers made will be withdrawn in accordance with the School Admissions Code 2021.
- If the Admissions Team does not receive the evidence required to verify your home address within the deadline given, the application will be considered under the lowest category on the oversubscription criteria, with no distance priority applied.
- If you are applying from abroad and you own a property that you will be returning to, which has previously been used as the family home and for which you can prove will be available for you to live in when you return, we will apply the address for admissions purposes. If you intend on renting a property or you cannot provide evidence that a property that you own will be available to you and your family upon your return, we cannot apply the address for admissions purposes until you have arrived, and you can prove that you and your family are habitually resident in the property. If we do not receive sufficient proof of address before your arrival, your application will still be processed, however, we will not apply distance or criterion priority until we have received evidence. We cannot accept a temporary address or an address of friends or relatives. It is your responsibility to let us know when you have arrived and provide evidence that you are habitually resident in the property.

Special categories of residence

Crown Servants and Armed Forces

If you are a Crown Servant or Armed Forces family, please see the relevant section below on how your addresses are verified, as your situation is unique.

Barge or boat dwellers

For admission purposes, the address used for occupational bargees or boat dwellers, will be the sorting office or main post office address, closest to the place of mooring as of the deadline date. Proof in the form of a licence will be required and must be submitted at the time of application.

Travelling families

Children of, or who identify as, Gypsies, Roma, Travellers are considered in a different manner. Proof of address for voluntary controlled, community schools and any academy or free schools which buy back into our admissions services will not be required for traveller families where the address is confirmed by the Traveller Education Service. For admissions purposes, children meeting this criterion are defined by RBWM as children who have lived in a mobile home, traveller housing or caravan for the last two years and whose families are planning to continue to do so for at least a further 12 months from the point of application. Groups considered under this element

of the protocol are Irish Travellers, Scottish or Welsh Travellers, Roma People (including British Romany Gypsies), New Age Travellers, or Travelling Show People.

Living in accommodation tied to your job

If you live in accommodation that is provided for you as a condition of your contract, you will need to provide your contract, or a letter from your employer confirming that you are in a residence tied to your occupation. This may apply if you reside in a boarding school, hotel or resort, a polo or horse racing facility, or you are employed as live-in private staff, such as a chef, caretaker, governess, tutor, or housekeeper. The letter should be from someone senior enough to verify your position, such as a bursar, HR professional, or owner of the facility.

Joint custody arrangements

Due to the complex legal framework around school funding, admissions, and governance, applications must be made by a single applicant using one residential address, this is called a single-point-of-entry system. When parents live separately, this requires agreement between both parents.

Key points

- Parents with joint custody must indicate this on the application and provide contact details for both parents, ensuring fair communication.
- Failure to disclose a joint custody arrangement when one exists may be treated as fraudulent and lead to further action.
- If equal contact with both parents is impossible or unsafe, contact the Admissions Team early. In some cases, contact may be limited to one parent.
- Admissions staff cannot share school preferences or their order with anyone who is not the applicant, even if they share parental responsibility.
- Parents must collectively decide and agree on applications; the Admissions Team cannot intervene or mediate disputes unless safeguarding concerns arise.
- Written agreement from both parents is required before processing any application for phase transfer or in-year transfer. This agreement can be informal, for example, an email from both parents' registered email addresses confirming agreement is sufficient.
- Without this written agreement, admissions cannot proceed and no school offers will be made.
- This requirement also applies when accepting or rejecting offers, so parents should allow time to reach agreements to meet statutory deadlines.
- If one parent has full custody and can provide evidence, no agreement from the other parent is needed.

Address and residence for admissions

- The application must be based on the address where the child lives most of the time.
- For shared custody where the child spends time at two addresses, the home address used will be where the child spends most of the school week.

- If there is no formal legal arrangement, the Admissions Team will consider all evidence provided to decide which address to use.
- If residence is equally split or unclear, the following will be considered when deciding the address for admissions purposes:
 - legal documents confirming residence
 - pattern of residence, including school nights spent at each address
 - duration of the current arrangement and any planned reviews
 - information from current or previous schools regarding addresses and contact details
 - which parent receives Child Benefit, Tax Credit, or Universal Credit for the child. HMRC will give it to the parent who the child lives with most of the time. In accordance with the Child Tax Credit Regulations 2002 and The Universal Credit Regulations 2013, you must have parental responsibility for the child you wish to claim for, and you must also be the primary caregiver or parent with main responsibility of the child
 - the address where the child is registered with a GP
 - any other supporting evidence parents provide
- Applications cannot progress if parental disputes remain unresolved

Should your custody arrangements change at any point in the future, you must keep school admissions informed, as it will affect the admissions processes for all your children while they are of compulsory school age.

Applying to RBWM schools from abroad or from elsewhere in the UK

Applications for overseas pupils are considered in accordance with guidance received from the Department for Education ([DfE](#)) and in consultation with the [Home Office](#).

If you're applying for a school place in England from overseas, please note the following:

Check your right to reside

If you and your child are not UK or Irish nationals, you must ensure you have the legal right to live in the UK before applying. It is your responsibility to check this, not the school's or local authority's.

Applying from abroad

You can apply before arriving in the UK. However, your current overseas address will be used when considering your application, and you won't receive priority based on distance or criteria.

Returning to a UK Home

If you are returning to a property that you own and have previously lived in as a family home, and you can prove it will be available for you to live in again, your application will be assessed from this address.

Other UK addresses

If you're not returning to a home you own and previously lived in, your application will only be updated once you are permanently and habitually living at a UK address. Temporary addresses or those of friends and relatives will not be accepted.

Verification of address

Any offer made is provisional until your address is confirmed. If there is a dispute, the application will be paused for investigation.

Proof of residence

You must provide proof that your child lives in the area before the school year or term begins. Without this, the offer will be withdrawn.

Children with an education, health and care plan

If your child has an education, health and care plan, the application process is slightly different due to their individual needs. Please do not apply through the standard school admissions **process**.

- Visit the [phase transfer with an EHCP webpage](#) for more information.
- Contact the SEND Team at: cypds@achievingforchildren.org.uk or telephone: 020 8547 8610 or 07783 806 246

Children of Crown personnel, including His Majesty's Armed Services

RBWM recognises the unique challenges faced by Armed Forces families and Crown Servants who may need to relocate frequently, including from overseas. The admissions process takes your circumstances into account, in line with national guidance.

Key points for families with a confirmed posting or relocation

If you are a Service family with a confirmed posting, or a Crown Servant returning from overseas, you can:

- apply for a school place in advance of moving to the area, as long as:
 - a place is available
 - you provide an official letter from your employer confirming your relocation date and that your new address will be in RBWM
 - your posting begins before the requested start date
- use your future address for admissions purposes, even if you haven't moved in yet. You can also use a Unit or quartering address as your child's home address, if you prefer
- no council tax or tenancy proof is needed for Service or Crown accommodation. However, once you arrive, you'll need to show proof that you and your child live at the stated address, to confirm residency – this applies to all applicants as part of anti-fraud checks

The Admissions Team cannot reserve school places specifically for Service children, and oversubscription criteria still apply to all applications equally

Important: if a school is already full, we cannot ask them to exceed their class size limits to accommodate a new Service child.

Need help or advice?

The Children's Education Advisory Service (CEAS), part of the Ministry of Defence, offers advice and support for Service families on all school-related matters.

- Address: Building 190, Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
- Email: RC-DCS-HQ-CEAS@mod.gov.uk (Best way to contact)
- [CEAS website](#)

RBWM is committed to the Armed Forces Covenant and will do everything possible to support Service families through the admissions process, while also staying within the bounds of admissions legislation.

Twins, triplets, and other children of multiple births

If you are applying for a school place for twins or multiple birth siblings:

- When only one place is available, and the next eligible applicant is part of a twin or multiple birth group applying to the same mainstream school, all siblings will be offered a place, even if this exceeds the school's published admission number.
- If one of your children has an EHCP that names a particular school:
 - Their place is managed separately by the SEND Team
 - You must inform the School Admissions Team so the other siblings' applications can be considered alongside it.

Important: it can happen that twins or triplets in this situation will be allocated to different schools. If you wish to avoid this, you might consider making an application for just one school for all your multiples using social and medical grounds to argue that this is the only suitable school, due to your child with an EHCP naming the school as the most appropriate provision.

5. Infant class size regulations (ICS)

By law, infant classes (reception, year 1, and year 2) must contain no more than a maximum of 30 pupils per qualified teacher. There are only a small number of permitted exceptions whereby an infant class can exceed this number. These exceptions are as follows.

- Children admitted outside the normal admissions round with an EHCP specifying a school.
- Looked after children and previously looked after children admitted outside the normal admissions round.
- Children admitted, after the initial allocation of places (during the normal round of admissions phase transfer), because of a procedural error made by the admission authority or local authority in the original application process.
- Children admitted after an independent appeals panel upholds an appeal (please see limited grounds of appeal below).
- Children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance.
- Children of UK Service personnel admitted outside of the normal admissions round.
- Children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil.
- Children with an EHCP who are normally taught in a special educational need's unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

Pupils admitted for the above reasons are classed as 'excepted' pupils only until the number on roll drops back to 30.

6. Waiting lists and how they work

RBWM schools' waiting lists

A waiting list will only exist when there are more applicants for a particular school, than there are places available. To begin with, the waiting lists will contain the names of all children that applied to that school, and did not gain a place, as long as that school is a higher preference than the school they were offered.

Your child will automatically be added to the waiting list for any higher preference schools that you ranked above the school you were allocated. Any requests to be added to the waiting list of a school which was a lower preference than the school offered are not valid and will not be processed. If you change your mind about the school you want, you need to complete a change of preference form on our website.

Important notes about waiting lists

- Not first-come, first-served: waiting lists are ordered by the school's oversubscription criteria, not by the date you applied.
- If another child meets a higher priority criterion or lives closer to the school, they will be placed above your child, even if they applied later.
- Your child's position on the list can move up or down as new applications come in.

Accepting or rejecting a place

If you decide to keep the school place you've been offered:

- You must tell the Admissions Team if you no longer want to stay on the waiting list for higher preference schools.
- If you don't inform them and your child is later offered a place at a higher preference school, the original offer will be withdrawn and given to another child without notice.

Other points of note

- Applications will be added to the waiting lists in criteria order. Any changes of address and change of preference will be processed, and may affect your waiting list position.
 - Waiting list positions are subject to change. You should be aware that if an application is received for a child who has a higher priority under the school's oversubscription criteria, it will affect your child's position on the waiting list. Positions can move down as well as up on the list.
 - The Admissions Team only have access to waiting list positions for community and voluntary controlled schools. All other schools should be contacted directly.
- [Full information on waiting lists on the AfCinfo website.](#)

Waiting lists for schools in other local authorities

Schools in other local authority areas may also have different processes for managing their waiting lists.

7. Appealing a decision on a school place

If your child is not offered a place at one or more of your preferred schools, even if they have a place at another school, you have the legal right to appeal.

If you are appealing for an infant class (reception, year 1, and year 2), your appeal will be subject to infant class size regulations. Please ensure you read the information on the infant class size regulations on the [Local Government and Social Care Ombudsman website](#). See section 5 for further details.

What happens during an appeal?

- Your appeal is heard by an independent appeal panel, separate from the school or admissions authority.
- The panel members are carefully selected to be impartial and fair.
- You can attend the hearing to explain your case, but children are not allowed to attend.
- The panel considers both your reasons for appealing and the school's reasons for refusing a place.
- The admissions authority must follow the published admission criteria and cannot offer places beyond the school's official limit (published admission number, or PAN).

Appeal panel decision

- The panel's decision is final and binding on you, the school, and the local authority.
- For RBWM schools, you can find more appeal information on the [borough's school appeals website](#).

How to appeal for RBWM schools

The borough's school appeals service is independent of the Admissions Team. You can lodge an appeal online on the [borough appeals website](#) to appeal for the following schools.

Alexander First	Holy Trinity CE Primary (Cookham)
Alwyn Infant	Homer First
Boyne Hill CE Infant	Kings Court
Braywick Court	Larchfield Primary
Braywood CE First	Lowbrook
Charters School	Oakfield First
Clewer Green CE	Oldfield Primary
Cookham Rise Primary	Riverside Primary
Courthouse Junior	St Edmund Campion Catholic Primary
Dedworth Green First	St Edward's Catholic First
Eton Porny CE First	St Francis Catholic Primary
Eton Wick CE First	Waltham St Lawrence Primary
Furze Platt Infant	The Queen Anne CE First
Furze Platt Junior	Waltham St Lawrence Primary
Hilltop First	Wessex Primary

If you would like to appeal for a school not listed above, please contact the school directly for information about how to appeal. For information about appealing for a school place in another council area, please contact the school or relevant council directly. Contact details for neighbouring boroughs can be found in section 8.

Please contact democratic.services@rbwm.gov.uk for more information on application deadlines.

Pending the outcome of your appeal, your child will be offered a school place at a lower named preference school where possible, or at the nearest appropriate school with a place available. If an appeal is unsuccessful there is no automatic right to a further appeal within the same academic year unless there are significant and material changes in the circumstances of the parent or carer, child, or school since the time of the original appeal.

How infant class size regulations affect the admissions appeal process

If an infant class exceeds 30 pupils, for any reason other than those permitted exceptions listed above, then the school is required to take 'relevant measures.' 'Relevant measures' would mean a school would be required to employ an additional teacher and may also be required, in extreme circumstances, to provide an additional classroom. Either would involve significant expenditure.

Due to this, appeals for school places in infant classes which total 30 students are heard under infant class size regulations. These regulations remove the discretion from the appeal panel to consider individual extenuating circumstances when deciding whether to offer children a place, unless they find that your appeal is covered by one of the following relevant grounds.

- It finds that the admission of additional children would not breach the infant class size limit.
- That the child would have been offered a place if the admission arrangements (as published under Section 92 School Standards and Framework Act (SSFA) 1998) had been correctly and impartially applied.
- The child would have been offered a place if the arrangements had not been contrary to mandatory provisions in the School Admissions Code and the SSFA 1998.
- That the decision to refuse admission was not one which a reasonable admissions authority would have made in the circumstances of the case. For a panel to determine that an admission authority's decision was unreasonable, it will need to be satisfied that the decision to refuse to admit the child was perverse in the light of the admission arrangements. That is, it was beyond the range of responses open to a reasonable decision maker, or was a decision which was so outrageous in its defiance of logic or of accepted moral standards that no sensible person who had applied their mind to the question could have arrived at it.

If your appeal does not meet one of these grounds, then your appeal will not be successful. You should keep this in mind when considering whether to appeal for a school which is covered by infant class size law. The Local Government Ombudsman office has produced a [fact sheet for parents and carers on infant class size appeals](#).

Fair Access Protocol (FAP)

RBWM operates a Fair Access Protocol. This protocol exists to ensure that applications for hard-to-place children, received outside the normal admissions round, are considered promptly and that places are allocated at suitable schools.

Hard-to-place children are described in the Fair Access Protocol as including, but not restricted to, the following:

- children subject to a child in need plan, a child protection plan, having had a child in need plan or a child protection plan within 12 months at the point of being referred to the Fair Access Protocol
- children living in a refuge or in other relevant accommodation at the point of being referred to the FAP
- children from the criminal justice system
- children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded, but are deemed suitable for mainstream education
- children with special educational needs (but without an EHCP), disabilities or medical conditions
- children who are carers
- children who are homeless
- children in formal kinship care arrangements
- children of, or who are, Gypsies, Roma, or Travellers. For admissions purposes, these are defined by RBWM as children who have lived in a mobile home, traveller housing or caravan for the last two years and whose families are planning to continue to do so for at least a further 12 months from the point of application. Groups considered under this element of the protocol are: Irish Travellers, Scottish or Welsh Travellers, Roma People (including British Romany Gypsies), New Age Travellers Travelling Show People. This is to ensure these are admitted to school with minimum delay and to maximise what may be a short-term period of education
- children who have been refused a school place on the grounds of their challenging behaviour and referred to the FAP in accordance with paragraph 3.10 of the code
- children for whom a place has not been sought due to exceptional circumstances
- children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home. This does not include circumstances where a suitable place has been offered to a child and this has not been accepted
- previously looked after children for whom the local authority has been unable to promptly secure a school place

This list is not exhaustive. More [information about the Fair Access Protocol is on the AfCinfo website](#).

Applications which are suitable for consideration under the Fair Access Protocol are sent to the Fair Access Panel. The Fair Access Panel meets monthly to discuss cases and to ensure, where appropriate, a suitable school place is allocated.

The process is designed to ensure that pupils are allocated to schools which are able to provide appropriate support for them. The aim is to make sure children are allocated to the most appropriate school, as quickly as possible, to give them the optimum opportunity to achieve.

The process is also designed to ensure that no school, including those with vacancies, is asked to take more than its fair share of children who have been excluded or who exhibit challenging behaviour. Allocating a child with challenging behaviour to a school which already has a disproportionate number of children with challenging behaviour can be detrimental not only to the child entering the school, who may not receive the necessary support, but also the children already being educated in the school. The Fair Access Panel must balance this and ensure a fair allocation of these children to all schools.

Any applicant referred to the Fair Access Panel will be notified of this in writing and informed of the date when the Panel is due to meet to discuss your application.

Fair Access Protocols are managed in line with the DfE's [statutory guidance](#) from August 2021.

8. Useful contact details

The Royal Borough of Windsor and Maidenhead

Appeals helpline	01628 796319
Home to School Transport helpline	01628 796666
Special Educational Needs helpline	01628 796779
Contact the Admissions Team by email on	rbwm.admissions@achievingforchildren.org.uk

Neighbouring local authorities

Buckinghamshire County Council	01296 395000
Bracknell Forest Borough Council	01344 354023
Slough Borough Council	01753 875700
Surrey County Council	0300 2001004
Reading Borough Council	0118 9373777
Wokingham District Council	0118 974 6000

Other useful telephone numbers

Department for Education (DfE)	0808 1008000
Independent Schools Council information service	020 77667070
Local Government Ombudsman	0845 6021983
Diocese of Oxford – Board of Education	01865 208237
Catholic Diocese of Portsmouth	01329 835363

Free school meals

To receive free school meals, applicants must be receiving one of the following.

- Income support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under part IV of the Immigration and Asylum Act 1999
- The 'Guarantee' element of State Pension Credit
- Child Tax Credit (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit (exceptions apply)

Please speak to your child's allocated school about making an application. Admissions cannot assist with these enquiries.

Home to school transport support

Some children and young people may qualify for help with transport to and from school if they live more than a certain distance from their nearest school, or if they have special educational needs and disabilities which means they cannot walk safely to school.

The council provides this support in line with national guidelines and legislation, which means that some children and young people may be eligible for free home to school transport. The full home to school transport policy and information on how to apply is available on the [school transport webpage](#).

9. Appendix: definitions

Definitions of terms and acronyms used in this guide.

- **Achieving for Children (AfC)**
- **Academic year:** a period commencing with 1 August and ending with the next 31 July, as defined by Section 88M of the SSFA 1998.
- **Admission arrangements:** the overall procedure, practices and oversubscription criteria used in deciding the allocation of school places including any device or means used to determine whether a school place is to be offered.
- **Admission authority:** the body responsible for setting and applying a school's admission arrangements. For community or voluntary controlled schools, this body is the local authority unless it has agreed to delegate responsibility to the governing body. For foundation or voluntary aided schools, this body is the governing body of the school. For academies, this body is the academy trust.
- **Admission number or 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. PANs apply to the following year groups.
 - **Reception:** infant, first and primary schools only
 - **Year 3:** junior schools only
 - **Year 5:** middle schools only
 - **Year 7:** secondary schools only
 - **Year 9:** upper schools only

All other year groups have a maximum expected capacity, above with it would be prejudicial to the effective education and efficient use of resources if more children were admitted to that cohort.

- **Banding:** a system of oversubscription criteria in which all children applying for a place at a banding school are placed into ability bands based on their performance in a test or other assessment. Places are then allocated so that the school's intake either reflects the ability profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority ability profile or the national ability profile.
- **Buy back validation service:** a service which own admission authority schools buy back into whereby the local authority grades applications and maintains their waiting lists in accordance with the school's oversubscription criteria and admission arrangements on behalf of the school.
- **Catchment area:** see designated area.
- **Common application form (CAF):** the form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local coordination scheme, during the normal admissions round. Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish. These forms are the same for all schools.

- **Composite prospectus:** this guide is the composite prospectus. This is the prospectus that a local authority is required to publish by 12 September in the offer year. This prospectus must include detailed admission arrangements of all maintained schools and academies in the area (including admission numbers and catchment areas).
- **Coordination (also known as the coordinated scheme):** the process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to coordinate the normal admissions round and late applications for primary and secondary schools in their area. There is no requirement for local authorities to coordinate in-year admissions, but they can offer to do so if they wish. Own admission authority schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.
- **Determination year:** the school year immediately preceding the offer year. This is the school year in which admission authorities determine their admission arrangements.
- **Determined admission arrangements:** admission arrangements that have been formally agreed by the admission authority, for example, agreed at a meeting of the admission authority and the decision recorded in the minutes of the meeting.
- **Diversion offer:** this is an offer given to a parent for a school that is not listed on their preferences. It is a legal requirement that should a place not be available at a preferred school that the local authority 'divert' the application to the nearest school with an available place appropriate for this child. Where this is not possible, the local authority is required to inform you of where schools are with available places, so that you can apply directly to the schools themselves.
- **Designated area (DA):** also known as the designated appropriate area, or the catchment area. A geographical area, from which children may be afforded priority for admission to a particular school. A designated area is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements.
- **Designated school node (DSN):** this is the single point of entry where all pupils can safely gain access to the school. It is usually on, or near the front gate of the school. As many schools have multiple gates for pupil entry, it is fairer to all applicants to measure to a single point, rather than to any point on the school's boundary.
- **Education, health, and care plan (EHCP):** a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. These are plans for children with significant disabilities or complex educational needs. They come with their own funding, and their own laws and regulations. Children with EHCPs have different requirements for admissions, and their needs are protected in UK law. EHCPs replaced the terminology 'statement of special needs.'
- **Fair Access Protocol (FAP):** the process whereby vulnerable children and children unable to gain school places are placed in schools outside the normal admissions processes.
- **Governing bodies:** school governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.

- **Grammar schools (designated):** these were the 163 schools that were designated under Section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by Section 104(2) of that Act as a school which selects all (or substantially all) of its pupils on the basis of general (academic) ability. At the time of publication, most grammar schools have converted to academy status.
- **Home local authority:** a child's home local authority is the local authority in whose area the child resides.
- **Infant class size exceptions:** the School Admissions (Infant Class Sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15 of the Admissions Code.
- **Infant class size limit:** section 1 of the SSFA 1998 limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher.
- **In-year application:** an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year; or it is for the admission of a child to an age group other than a relevant age group.
- **Late application:** late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.
- **Local Government and Social Care Ombudsman:** an independent, impartial, and free service that investigates complaints about maladministration of certain public bodies.
- **Looked after children:** children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. See also previously looked after children.
- **Maintaining local authority:** the area in which a school is located is referred to as the maintaining local authority. RBWM is the maintaining authority for all schools named in this publication.
- **National Offer Day (NOD):** the day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).
- **Nodal point:** see also 'designated school' node. A fixed geographical point, other than the location of the school, from which children may be afforded priority for admission to a particular school, based on the distance from the child's home to the nodal point. A nodal point is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements. The selection of such a point must be clearly explained and made on reasonable grounds.
- **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 National Offer Day as defined above.

- **Own admitting authority (OAA):** these are schools that are independent of the local authority. The term covers academies, free schools, and some faith schools.
- **Offer year:** the school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
- **Oversubscription:** where a school has a higher number of applicants than the school's published admission number.
- **Oversubscription criteria:** this refers to the published criteria that an admission authority applies when a school has more applications than places available to decide which children will be allocated a place.
- **Published or pupil admission number PAN:** this is the total number of places available at the school, in the relevant year group.
- **Primary school:** this will mean primary, first, infant, or junior school unless otherwise differentiated.
- **Previously looked after children:** 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).
- **Reception class:** defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged 5 and any children who are under or over 5 years old whom it is expedient to educate with pupils of that age.
- **Relevant age group:** the age group to which children are normally admitted. This is also referred to as their expected or chronological age group or cohort. Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
- **School year:** the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
- **Schools adjudicator:** statutory officeholder who is appointed by the Secretary of State for Education, but is independent. The schools adjudicator decides on objections to determined admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools. The schools adjudicator also deals with referrals of directions by local authorities to maintained schools to admit a child and provides advice on requests to the Secretary of State by local authorities to direct academies to admit children.
- **Social and medical consideration (SEMC):** also known as social, emotional, and medical consideration. This is an application for a specific school, based on its unique ability to provide for the specific needs of a child. Only a small number of, if any, applications are successful in any application year.
- **Secondary school:** this will mean secondary, middle, or upper school unless otherwise differentiated.

- **Supplementary information form (SIF):** this is a form requested by some schools that contains extra information to help the school decide which oversubscription criteria is most appropriate. These forms may ask questions about religious attendance, pupil premium information, staff children information, or other information required by the individual school.
- **The Royal Borough of Windsor and Maidenhead (RBWM)**
- **Twice-excluded pupils:** a child who has been permanently excluded from two or more schools.
- **Waiting lists:** a list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.

Please see the [admissions website](#) for a range of FAQs. If you cannot find your answer in this guide or on the website, please email us on rbwm.admissions@achievingforchildren.org.uk.