

Transferring to
Secondary, Middle
and Upper School

Admission to Windsor and Maidenhead's Secondary Schools

For September 2023 Entry

Introduction

The school admissions service is provided by Achieving for Children, in partnership with the Royal Borough of Windsor and Maidenhead council.

The information in this guide relates to the school year beginning September 2023. It is primarily aimed at pupils transferring to middle school at the end of Year 4, secondary school at the end of Year 6, and upper school at the end of Year 8. The guide also includes information on applying to transfer to a university technical college or studio school at the end of Year 9.

When the guide refers to 'secondary' school, this will mean secondary, middle, or upper school unless otherwise differentiated.

The normal admissions round is defined as the period when parents are invited to make an on-time application for transfer to secondary school and a determination is made by the authority on the national offer date.

The information was correct in September 2022 and is subject to change during the academic year 2022-23.

Responsibility for information printed here relating to academies, voluntary aided schools, free schools, university technical colleges or studio schools lies with the governing body of the school concerned, and not with the Royal Borough of Windsor & Maidenhead Council or Achieving for Children.

When providing supporting documentation, please provide copies as we will not be responsible for the return, loss or damage to any original documents supplied.

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Closing date for on-time applications is 31 October 2022

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SECTION 1: Types of School in the Royal Borough of Windsor & Maidenhead and Key Dates

There are 14 state-funded secondary schools, all of which are their own admission authorities¹ in the Royal Borough of Windsor & Maidenhead which fall into the following categories (some of these schools buy back into the local authority's buy back validation service²):

Voluntary aided schools: Supported by the Church Diocesan Boards and the local authority. The governors are responsible for setting the admissions policy.

Churchmead CE Secondary School

St. Edward's Middle School

Academies: An all-ability school that is run by an academy trust and its governors independently of the local authority and is funded entirely by central government. The governors are responsible for setting the admissions policy.

Altwood CE Secondary School

Newlands Girls' School

Charters School

St. Peter's CofE Middle School

Cox Green School

Trevelyan Middle School

Dedworth Middle School

The Windsor Boys' School

Desborough College

Windsor Girls' School

Furze Platt Senior School

Free Schools: An all-ability school which is run by the governing body independently of the local authority and is funded directly by central government. They are set up to meet the needs of the local community. The governors are responsible for setting the admissions policy.

Holyport College

¹ Own admission authority schools are independent of the local authority.

² 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.

The Structure of Education in The Royal Borough of Windsor and Maidenhead

In all areas of the Royal Borough other than Windsor, children transfer to secondary school at the beginning of Year 7.

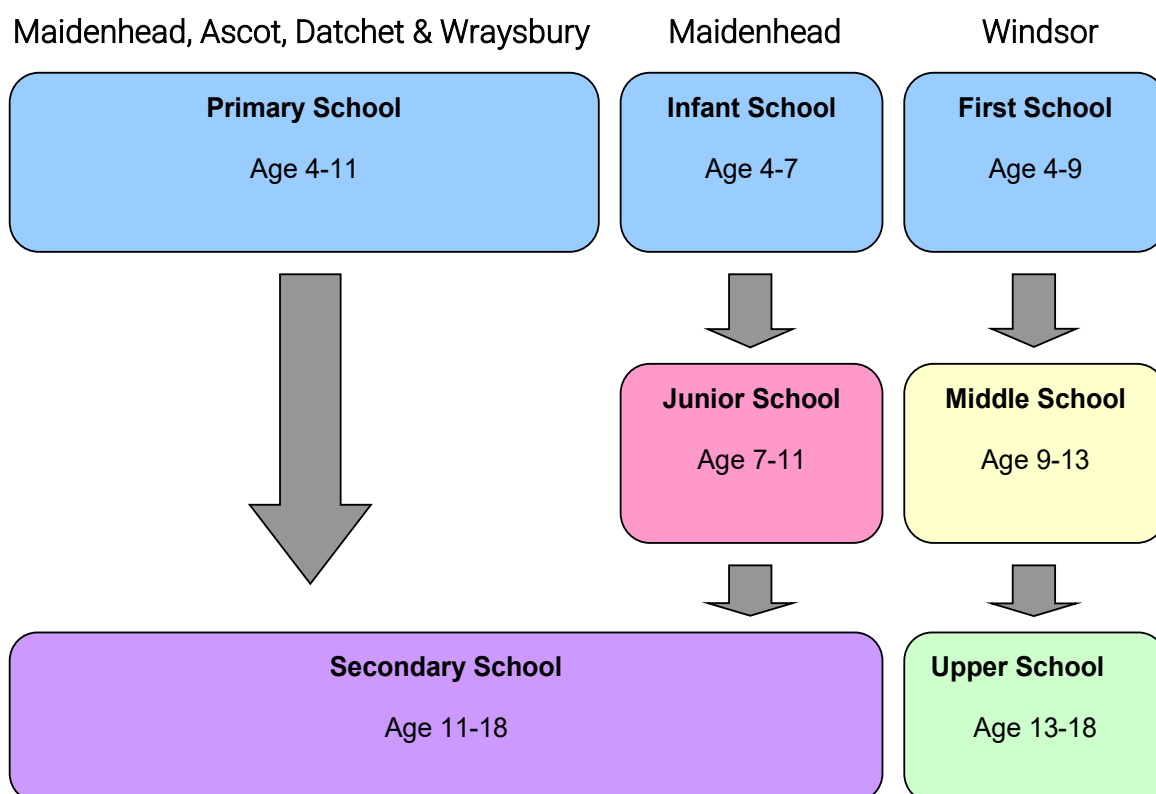
In Windsor there is a different pattern of education with children transferring to Middle school at the beginning of Year 5, and to Upper School at the beginning of Year 9. Holyport College also have a separate admission into Year 9.

For clarity, when applying for a school place in the normal round of admissions:

- Only secondary schools (where the first point of entry is year 7) can be named on an application for entry into year 7 at a secondary school in September 2023.
- Only middle schools (where the first point of entry is year 5) can be named on an application for entry into year 5 at a middle school in September 2023.
- Only upper schools (where the first point of entry is year 9) can be named on an application for entry into year 9 at an upper school in September 2023.

First and Middle Schools - A school may give priority to applications from pupils attending a Windsor First School but attendance at a Windsor First School does not guarantee admission into a Windsor Middle School on secondary transfer.

All other admissions are considered an In-Year Transfer and are outside the normal admissions round. Full details on how to make an in-year application are explained in the 'Guide to In-Year Admissions' available on our website www.rbwm.gov.uk.



Information on applying to transfer to a university technical college or studio school at the end of Year 9 can be found in Section 5.

Key Dates for Admission in September 2023

The co-ordinated admissions scheme operates from 9 September 2022 to 31 August 2023. The RBWM co-ordinated admission scheme establishes the method for processing and co-ordinating applications for school places in the normal admissions round and ensures that parents complete an application form via their home authority, irrespective of where their preferred schools are located, and receive only one offer of a school place via their home local authority.

This is a brief outline of the admissions process and full information on the process and the responsibilities of the applicant can be found in the body of the guide. The co-ordinated admissions policy is available to download on www.rbwm.gov.uk

Process	Date
Applications Open	09 September 2022
Deadline to submit on time applications Including Supplementary Information Forms (SIFs) and social and medical applications	31 October 2022
Extended deadline for exceptional circumstances For applications that could not be submitted on time due to exceptional circumstances (proof must be provided) and changes of addresses to be considered in the first round of allocations	15 November 2022
National Offer Day Online applicants will be sent an email informing them of the outcome. Paper form applicants will be sent a letter via 1st class post if no email address was provided.	01 March 2023
Deadline to Respond to School Place Offer	15 March 2023
Deadline to submit late application To be considered in the second round of allocations commencing 04 April 2023. Applications received after this date will be processed after the second round of applications is complete.	15 March 2023
Deadline to Submit Appeals to be Heard in First Round These dates are for appeals heard by RBWM Services. Own admitting authority schools' dates may vary.	To be confirmed
Second Round of Allocations Further offers will be made from the waiting list as places become available for all applicants.	04 April 2023
Main Round of Appeals are Heard	May/June 2023
Start of Autumn Term Exact date and times to be advised by schools.	September 2023

Closing date for on-time applications is 31 October 2022

Dates of Open Events for Windsor and Maidenhead Schools

This information is intended for guidance only. The dates below have been published by the schools at the time of writing this guide. If you require any information relating to open days and tours or if the information is not available on this page, please contact the schools directly.

Please contact schools to confirm times and to register for open events. Contact details for each school can be found in Section 4.

School	Date and Time
Altwood CE Secondary School	Monday 29 September – 18:00-19:00
Charters School <i>*The open mornings are a great opportunity for students to have a look around the school</i> <i>*Bookings for both the tours and evening presentation is essential – please make a note of your tour number as you will need this on the day.</i>	Tuesday 4 October 2022 - 09:00-11:00 (Tours) Wednesday 5 October 2022 - 09:00-11:00 (Tours) Thursday 6 October 2022 - 09:00-11:00 (Tours) 18:00-19:30 Headteacher Presentation to Parents/Carers only
Churchmead School	Please contact the school for details
Cox Green School	Thursday 15 September 2022 - 17:00-20:00 <i>Headteacher speeches at 17:00, 17:45 and 18:30</i> Thursday 29 September 2022 - 09:00 Tuesday 11 October 2022 - 09:00 Monday 17 October 2022 – Strictly by appointment
Dedworth Middle School	Thursday 29 September 2022 – 18:00-20:30 <i>Headteacher speeches at 18:00 and 19:15</i> <i>School tours throughout the evening</i> Tuesday 4 October 2022 – 09:00-10:30 Monday 10 October 2022 – 09:00-10:30
Desborough College	Thursday 22 September 2022 – 17:00-20:00 <i>Principal speeches at 17:30 and 18:30</i>
Furze Platt Senior School	Thursday 6 October 2022 – 18:00-21:00
Holyport College	Wednesday 28 September 2022
Newlands Girls' School	Tuesday 4 October 2022 – 17:00-20:00
St. Edward's Middle School	Monday 26 September – 09:15 Wednesday 28 September – 09:15 Thursday 6 October – 18:00-20:00
St. Peter's CofE Middle School	Tuesday 4 October 2022
Trevelyan Middle School	Please contact the school for details
The Windsor Boys' School	Thursday 22 September 2022
Windsor Girls' School	Please contact the school for details

Admission of Children Outside of Their Normal Age Group

It is the Royal Borough's policy that children should move with their chronological age children, including children with special educational needs and those with English as an additional language.

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 very difficult for a child to return to their chronological age group successfully. Equally, once accelerated it is very difficult for a child to return to their age group without feeling demoralised.

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

Additional guidance about how the process works and your responsibilities can be found on the [School Admissions Policies](#) Website – [Out of Year Group Admissions for Windsor and Maidenhead Schools](#)

Implications for pupils who are placed outside their chronological age group

- 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.
- 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.
- 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 which may limit their capacity to achieve qualifications.

SECTION 2: Seven Steps in Applying for a Secondary School Place

Children born between the following dates are eligible to transfer to secondary school in September 2023 as part of the normal admissions round:

- Middle school – 1 September 2013 and 31 August 2014
- Secondary school – 1 September 2011 and 31 August 2012
- Upper school – 1 September 2009 and 31 August 2010

Step 1: Understanding the Admission Process

You apply for a school place through your home council even if the school you are applying for is outside of your home local authority. This is the council where you live and pay your council tax.

The application process is the same if you are applying for a grammar school in another local authority. We will notify the relevant local authority of your interest in the school(s) and inform you of the outcome of your application on National Offer Day. Questions relating to the transfer testing process itself should be directed to the local authority where the child intends to sit the test – we do not have any information on this process.

Please be aware of the following important deadlines and the process to request a change of preference:

Monday 31 October 2022 - All parents must make their application by the national deadline of Monday 31 October 2022 for the application to be considered in the first round of allocations on Wednesday 1 March 2023.

Applications submitted after the deadline will be considered late, unless there are exceptional reasons for it being late, and it can be reasonably assumed that your application could not be made on time, and then no later than Tuesday 15 November 2022. A late application will only be accepted where you are able to provide proof that there are exceptional reasons why you made a late application

Parents of children who are sitting the transfer test for grammar schools **must not** wait for the test results before making their application. This will not be considered an exceptional reason for delaying your application and your child's preferences will only be processed in the second round of allocations on Tuesday 4 April 2023.

Tuesday 15 November 2022 - Deadline for late applications for exceptional reasons, change of preferences and for verified changes of address to be considered in the first round.

Important Things to Remember

Applying for Secondary School (Entry into year 7) - You can apply for up to six secondary schools on one form. **You can only list secondary schools where the first point of entry is year 7.** If you wish to transfer into year 7 at a middle school (where the first point of entry is year 5), this is considered as an application outside of the normal admissions round and will require a separate in-year transfer application.

Applying for Middle School (Entry into year 5) – Applications to transfer from first to middle school in Windsor will be limited to the four Windsor middle schools unless you are applying for middle schools outside of the borough, in which case, you can list up to six schools. **You can only list middle schools where the first point of entry is year 5.**

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If you wish to transfer to a primary school (where the first point of entry is reception) for a Year 5 place, this is considered as an application outside of the normal admissions round and will require a separate in-year transfer application.

Applying for Upper School (Entry into year 9) – Applications to transfer from middle to upper school in Windsor will be limited to one Windsor upper school (The Windsor Boys' and Windsor Girls') unless you are applying for an upper school outside of the borough, in which case, you can list up to six schools. **You can only list upper schools where the first point of entry is year 9.** If you wish to transfer to a secondary school (where the first point of entry is year 7) for a Year 9 place, this is considered as an application outside of the normal admissions round and will require a separate in-year transfer application.

Supplementary Information Forms (SIF): You should check whether you need to complete a supplementary form (SIF) for any of the schools you are applying for. If the school is out of the Royal Borough, please refer to the relevant local authority or contact the school.

National Offer Day: If you apply online, you will find out which school you have been offered on 1 March 2023 via email. You can also log into your online account to find out the outcome of your application on national offer day. If you apply on a paper form and you have not provided an email address, you will receive a letter which will be sent out by first class post on 1 March 2023 (Please allow two to three days for the letter to be delivered; The earliest we can reissue letters is 7 March 2023).

School preferences: 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.

You must list the schools in the order that you prefer them, including any out of borough schools. Please make full use of your opportunity to list more than one school on your application to avoid disappointment. You are NOT guaranteed a place at a school if you only list one option.

Putting only one preference does not mean you will be allocated a place at that school. **If you do not meet the admissions 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. Do not name the same school more than once; it will only be considered as one preference.

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. If you rank a school as your first preference you will not get priority over another applicant who has ranked it lower.

Order of preference: You should think carefully about your order of preference when you decide how to list the schools for which you are applying. This is because if your child qualifies for a place at several schools, you will only be made one offer, to the school with the highest preference for which your child is eligible. Any offers to a lower preferred school will be automatically withdrawn to ensure each child only receives one offer.

The following example illustrates the importance of the order of preference

Pref	School	Qualify for a place	Outcome
1	Altwood CE Secondary School	No	No Current Offer (waiting list)
2	Cox Green School	Yes	Offer
3	Churchmead School	No	Withdrawn – Higher pref met
4	Burnham Grammar School	Yes	Withdrawn – Higher pref met
5	Holyport College	Yes	Withdrawn – Higher pref met
6	Newlands Girls' School	Yes	Withdrawn – Higher pref met

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Equal preference allocation process

Please note that this is only a summary, and you should read the guide in full for information on the process and your responsibilities.

Action	Top Tips
1. Apply to the local authority to which you pay your council tax.	Make sure you apply to your home local authority by 31 October 2022.
2. Applications should be made by completing the Common application form online . <i>*If you need to, you can request a paper copy of the form by emailing rbwm.admissions@achievingforchildren.org.uk or by visiting the Town Hall in Maidenhead</i>	You may list up to six schools in order of preference, depending on the type of school your child will be attending.
3. We put your child's name onto the list for each school named on the application form.	Applications received before the closing dates are not dealt with on a first come first serve basis. We do not look at your order of preference at this time.
4. 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 on the application.
5. We look at the published admission number (PAN) for each school and mark the names of children at the top of each list up to the PAN.	Each school now has a list of potential applicants up to their PAN.
6. 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. In rare cases, they might not appear on any list.
7. Where a child's name appears on more than one list, it means that s/he is 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's name does not appear on any list, it means that s/he will not be allocated a place at any of the schools you requested. The home authority will allocate a place at the nearest school to you <u>with a vacancy</u> where your child meets the oversubscription criteria, where possible.

Changing Your Preferences After the Closing Date

The request must be made by completing the Change of Preference Request Form on the [website](#).

Any change of preference requests received after Tuesday 15 November 2022 will not be processed until the second round of allocations on Tuesday 4 April 2023.

There will be no exceptions to this deadline.

Do not use the Citizens Portal to request any change after 31 October 2022. The system will be open for primary applications only after this date. The Admissions team will not be notified of any change to a secondary application and your request will not be processed.

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Do not request the change 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. The auto reply email will be your confirmation that your request has been received. We will not contact you further unless we require further information.

Do 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.

Your change of preference(s) will not be reflected on your application on the Citizens Portal. This facility is used to download information provided by the parent only. The change will be made in the back-office application. We do not have the resources to provide proof that the change has been made.

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

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. A list Royal Borough of Windsor & Maidenhead schools and their oversubscription criteria has been included in this brochure (section 4). Arrange to visit the schools.
- Arrange to visit the school during a normal school day to see how it operates.
- Look at the school's admission procedures on their website. A summary of the admission rules for each Royal Borough school has been included in Section 4.
- 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. 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 borough website www.rbwm.gov.uk.

Step 3: Deciding which school(s) to include as a preference

The regulations allow 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. You should not make any assumptions that your child is entitled to a place at a preferred school, at a school within your designated area or at the school nearest to your home address. You are not guaranteed a place at a preferred school, and it is important to be realistic when considering which schools, you name as preferences. Distances of proximity vary every year and you should consider using all the available preferences, including local schools which have consistently reached your address in past allocations.

The Admission Criteria

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

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Education, Health and Care plan (EHCP) which names the school must be admitted before any other children and will be counted in the published admission number.

The oversubscription criteria for each Windsor and Maidenhead school are summarised on the individual school pages in section 4. Make sure you understand the admission criteria and address any questions directly with the school.

Designated Area (also known as catchment area)

All the secondary schools within the Royal Borough have designated areas. All Maidenhead secondary schools share the same designated area, except Holyport College which has its own designated area for Year 7-day place applications. Residents living in the designated area for Holyport College are also in the designated area for the other Maidenhead secondary schools.

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 [Know Your Neighbourhood](#) 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 usually 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 if the school is oversubscribed.**

How Places Were Offered in Previous Years

Please look carefully at the admission criteria and how places were offered in previous years for each school. This information does not guarantee you a school place but will help you to consider whether you are likely to be more successful in gaining a place or not.

If proximity to school is used as a criterion or tiebreaker, your chances of obtaining a place at a school a long way from where you live may be less than at a school nearer to your home. You should consider naming your designated area school as one of your preferences and to use **all** your preferences. This will maximise your chances of being offered a preferred school.

You will find details of how places were offered in previous years on the council website www.rbwm.gov.uk. **You may have to contact some academies and voluntary aided schools directly for this information.**

Please note that the criterion and furthest distance offered shown in this data is at the initial allocation date of 1 March (National Offer Day), or the next working day after this date.

Commonly Used Over-Subscription Criteria

Please refer to the full admissions policy of each individual school to see whether the following criterion form part of the oversubscription criteria, and for any variation to the following definitions.

Looked After Children or Previously Looked After Children

Children who are in the care of a local authority³ or being provided with accommodation by a local authority, children who were previously looked after but ceased to be so because they were adopted⁴ or became subject to a child arrangement order or special guardianship order

³ In accordance with section 22 of the Children Act 1989

⁴ Under the Adoption Act 1976 or Adoption and Children Act 2002

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and 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.

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 parent(s) 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 Act 2002; or
- 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); or
- 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 a Child 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; or
- 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; or
 - A letter from another agency or organisation that has been involved with the child
- 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

All Royal Borough of Windsor and Maidenhead schools have experience of dealing with children with different social and medical needs. It is expected that no more than a small number of applications will be given this criterion in a year, if any at all. The threshold of acceptance is exceptionally high. Such difficulties must be so exceptional as to be very uncommon in the general population.

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Some schools will consider an application under this category only where the parent or carer can demonstrate a **wholly exceptional** medical or social requirement why the preferred school is the only suitable school for their child, and the difficulties likely to be caused by not attending that school. Specific details of the requirements for the individual schools where this criterion applies are available on their website and summarised in **section 4 of** this guide.

Providing evidence does not guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the case and whether the evidence demonstrates that a placement should be made at a particular school above any other.

The social or medical need can apply to the child or another member of the family.

Awarding this criterion does not guarantee that a school place will automatically be allocated at the school. If the school is full in the relevant year group, your child will be added to the waiting list with the appropriate social and medical criterion, giving them priority on the waiting list over other children who fulfil lower criteria.

The local authority only assesses social and medical needs applications for the following own admission authority schools that buy back into the local authority's admissions service:

Charters School
Dedworth Middle School
Desborough College
Holyport College

Newlands Girls School
The Windsor Boys' School
Windsor Girls' School

Specific details of the requirements for academies, voluntary aided and free schools where this criterion applies is available on the individual school's website. If the school you would like to apply for under the social and medical criterion is not listed above, please contact the school directly for information about how to apply under this criterion.

The strength of your application 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. Those officers assessing the application will have knowledge of the local authority's admissions process and the School Admissions Code 2021. The officers will note collectively their reasons for any rejection of the application under this criterion.

Parents or carers whose cases are heard before the main allocation will be notified of their outcome in writing on national offer day (1 March 2023), at the same time as they find out which school their child has been offered. Parents who submit a late application under this rule after the main allocation round will be notified of the outcome in writing once the decision has been made.

It is very important to provide this evidence by the closing date, **31 October 2022** as the Admissions team will only consider the application once during the process and if further documentation arises after the initial assessment has taken place, a decision will be made, at the officers' discretion, as to whether another assessment will be made. Requests or additional evidence received after the closing date for application will only be considered where the reasons for the late submission are exceptional, and it can be reasonably assumed that it could not be made on time.

The Local Authority's decision is final and there will be no right of appeal to officers against refusal to consider an application under this category. If your child has not been offered a place at your preferred school, you will have a legal right of appeal to an independent appeal panel. During the appeal you will be able to explain why you would like your child to attend a

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particular school and can include the evidence you provided to support your social/medical application as part of your appeal submission.

We will only consider a social and medical application for the first preference school named on the application where it forms part of the oversubscription criteria.

Where the local authority assesses the application on the school's behalf, all applications are considered individually must be submitted by the closing date and **must** include:

- A completed social/medical application form (please email rbwm.admissions@achievingforchildren.org.uk to request a form) or a letter explaining the reasons for applying under this criterion.
- Your application form or letter must provide **all** of the following:
 - Why the preferred school is the **only** suitable school for your child, and the difficulties likely to be caused by not attending it.
 - If the requested school is not the nearest school to the child's home address, you must provide clear reasons with supporting evidence why the nearest school is not appropriate. A statement must be included giving permission for the local authority to make such enquiries as it thinks necessary to investigate the matter further.
 - Supporting evidence specifically in relation to your current school application, that gives reasons and provides information why only the preferred school can meet a child's individual needs, and the effect on your child if they do not attend this school. This evidence must be on headed writing paper from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist, or a senior social worker.

Evidence from members of the family, friends or a childminder will not normally be acceptable. It is the applicant's responsibility to provide the supporting documentation.

Please note that hospital appointment letters or prescriptions are not considered relevant documentary evidence.

It is not appropriate for the headteacher of the school you are applying for to provide supporting evidence as this will be considered conflict of interest in the decision-making process. Where we feel it is appropriate, we may liaise with the school during our assessment process, to request their views, however, as the admitting authority for community and voluntary controlled schools, the final decision will be made by the local authority.

Please scan the supporting documents and send them to rbwm.admissions@achievingforchildren.org.uk. All information provided is treated in the strictest confidence.

Applications lacking external objective evidence will be rejected under this category without further assessment. Any rejected application will then be considered under the next highest appropriate category for the child.

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Please be aware of the following when considering whether to apply under the social or medical needs criterion:

- **Special Educational Needs:** All Royal Borough schools can provide support for a child's educational needs. If your child may need additional support in school, but they do not have an education, health and care plan, we will not consider their application for a

higher priority under this criterion. Special educational needs include the following non-exhaustive list of conditions:

Autism spectrum disorder	ADHD
Dyslexia	ADD
Dyscalculia	Speech and language difficulties.
Dyspraxia	

If you are a resident of the Royal Borough and consider that your child's special educational needs can only be met by attendance at a specific school, please contact the Children and Young People Disability Service to discuss the assessment process for an Education, Health and Care Plan (cypds@achievingforchildren.org.uk).

- **Medical Needs:** All Royal Borough schools are expected to manage medical needs. An application with medical evidence may be agreed where a child has an exceptional illness or disability (for example, limited mobility) which means that a child can only reasonably attend one school. We will not consider common ailments as exceptional medical needs, such as the following non-exhaustive list of conditions:

Asthma	Where the dispensing of medication
Eczema	may require further training of school
Allergies	staff.
Diabetes	

- **Emotional Needs:** All schools are expected to appropriately support their pupils' social and emotional needs, including anxiety and stress-related conditions, and applications on this basis will not be considered under this criterion.
- **Bullying:** All schools are required to have a behaviour policy that includes measures to prevent all forms of bullying among pupils and will not be considered under the social/medical criterion.
- **Domestic arrangement:** Joint care arrangements childcare arrangements, transport arrangements, your place of work, or the need to leave or meet children at more than one school at the same time, will not be considered under this criterion without accompanying exceptional medical or social reasons.
- **Personal Preferences:** A preference to keep your child with their current friendship group, the fact that your child attended a nursery associated with the particular school, a preference to attend or not attend a particular faith school, a preference for a single gender school, or a preference for a particular subject to be included on the curriculum, will not be considered under this criterion.

The Admissions team will consider whether there is other support available to support the child or family member accessing another school, for example the duty for all schools to make reasonable adjustments for a child or family member under The Equality Act 2010. It is unlawful for any school to discriminate against a pupil or prospective pupil by treating them less favourably because of a protected characteristic.

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Sibling priority

There is no guarantee that we will be able to offer a sibling a place at your preferred school even if you meet the criterion.

All the secondary schools give some priority to siblings in their oversubscription criteria.

In the Royal Borough children are defined as siblings if:

- they are full/half/step/foster brother or sister; and
- they live at the same address; and
- they are already in attendance at the school; and
- they will still be in attendance in September 2022 in Years 8 - 11.

Qualification for sibling status is made on the basis that the pupil already at the school will be of compulsory school age and will remain on roll at the school at the time of application and at the time your child is due to start school. Attendance of a sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 and 13) does not confer sibling status. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age.

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

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 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.

Please refer to the individual school's published admissions policy for information on how places are allocated if two or more children live at the same distance from the school.

We will not provide home to school distances to applicants ahead of a formal application being received and an offer being made. There are public websites available which can provide this information.

Step 4: Completing your application

Only one application can be submitted for each child. 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 allowing your application.

It is not appropriate for the Council to become involved in private disputes with parents or carers. You should attempt to resolve the matter of school preference between yourselves and inform us in writing which application should be processed, or through the Family Court by way of a Specific Issue Order.

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.

- Apply online between Friday 9 September 2022 and 31 October 2022 through the council where you pay your council tax, even if you are naming a school which is not in your local authority on your application

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RBWM Residents: Apply online by going to www.rbwm.gov.uk.

The online application system is quick, easy, and reliable, and can be accessed using a PC, laptop, or mobile/tablet devices. The application process will guide you through each step and there are clear prompts to ensure you complete all the required sections. Your details are safe and secure, and you can view your application at any time. **Please ensure you click the 'submit' button** at the end of your application otherwise we will not receive your application.

You must have an email address to register on the Admissions portal before you make an application. You cannot use the online system to update information after the closing date for applications. You must notify the Admissions team directly in writing, using the contact information listed on the inside cover of this guide.

The online system will close at 11.59pm on 31 October 2022

If you do not have internet access at home it is free to apply online at your local library, or your child's current school may be willing to help you make an online application.

Confirmation Email

You will receive an email to confirm that your application has been received. If you do not receive this email and it is not in your spam or junk folders, log back into the online system to make sure you submitted your application correctly. You will no longer have an option to request your offer letter by post when making an online application. If you change this option on the system, the notification of your offer may be delayed.

Support is Available

If you need support with your online application, please contact the Admissions team using the contact information listed on the inside cover of this guide. A user guide is also available upon request.

Making Changes to Your Application

Your online application is available to make changes until 11.59pm on 31 October 2022. It is very important to press the 'submit' button at the end of your application each time you amend your application (even if you have previously done so) for it to be considered as an on-time application.

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.

If you inadvertently create more than one application for your child, you will receive reminders for each application even if it has been discarded. The Admissions team cannot prevent the system from sending these reminders and you will continue to receive them until the closing date has passed. Please check to ensure you have submitted the correct application (you will receive a submission confirmation email) and ignore any emails you continue to receive for your other accounts until the closing date has passed.

Supplementary information form

A supplementary information form (SIF) is required when a school needs additional information to apply its admission criteria. It is your responsibility to check whether any of the schools you are applying for require a SIF. If you do not complete and return the form to the address provided on the form, the school will only consider your application on the information on the application, and this may reduce your chances of being offered a place at the school.

National Offer Day

On 1 March 2023 you will be sent an email advising you of the result of your application. After you receive this email, you will be able to log on and view your application result to accept or decline your school place offer.

Paper Application Forms

You should apply online if possible. In exceptional cases where an online application cannot be made following support from the Admissions team, 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 or visiting the Town Hall.

If you apply on paper and do not provide an email address, you will receive a letter giving you the outcome of your application. This will be sent by first class post on 1 March 2023.

Only make one 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.

Child's Home Address

We verify application addresses to ensure that only entitled pupils are offered places. We consider any school place obtained by deception to be unfair as another child is being deliberately denied their lawful claim to that place.

Council tax spot checks will be undertaken at any point in the process and places may be withdrawn if address details do not match the information given on the application.

Fraudulent Applications: If you suspect that a parent has applied using an address that the child does not live at, please let us know by calling 01628 683870 or emailing rbwm.admissions@achievingforchildren.org.uk. Any information received will be treated in strict confidence. Any allegations of people providing false information or using an address of convenience when applying for a school place are fully investigated, and if found to be true allocated places will be withdrawn in accordance with the School Admissions Code 2021, even if your child has started at the school.

To ensure that school place offers are made fairly the Council is committed to following strict address verification procedures. We will investigate any applications where there are doubts about the information provided or where information has been received that suggests a fraudulent or misleading application has been made.

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 week** at (in the case of joint custody arrangements) as at the date of application and where they will be living when they join the school. If you intend to move before September, please follow the process set out in *ii. Moving home*.

An application must be made from a single address and only a single application can be made for a child.

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 may also seek evidence from schools or any other source we consider appropriate, and we may also conduct home visits to confirm residency.

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We may request further information from you about your home address if:

- There are any doubts about your address details
- You have moved to the address given on the application within the last 18 months
**We may request further evidence even if this is after a school place has been offered. It is your responsibility as the applicant to provide evidence to support your application.*

If an investigation into your application is still ongoing when school places are being offered, you will be offered a place on a conditional basis. Once all the information has been gathered, we will write to you about what we have found and you will have the opportunity to respond, and if necessary, submit further information. A decision will then be made as to whether the address you declared on your application will be accepted. If it is decided that your address will not be accepted, you will be given a period of notice during which you will have a final opportunity to provide evidence.

If we find that your true address is in another local authority, your application will be forwarded to that local authority's school admission service. The assessment of the permanent address for admissions purposes is set out below:

i. **Permanent address for admissions purposes**

- Your home address must be where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child which is 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.
- We expect a child's home address to be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. We will not 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 live in. 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 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 rent a property, we will 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.
- 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 your application will be withdrawn in accordance with the School Admissions Code 2021.

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- If the Admissions team does not receive the evidence required to verify your home address the application will be considered under the lowest category on the oversubscription criteria, with no distance priority applied.
- We will not request proof of council tax payment or tenancy where the address is service family or Crown Servant accommodation. However, we reserve the right to request proof of occupancy for you and your child to verify habitual residency at the address which has been declared on the application.
- For admission criterion purposes, the address used for Occupational Bargees/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.
- Children of, or who are, Gypsies, Roma, Travellers: 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, these are defined by RBWM as children who have lived in a mobile home, traveller housing or caravan for the last 2 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.
- 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 will not 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 will not 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.**

ii. Moving home

If you fail to notify the Admissions team of a change of address during the application process or before your child is admitted into school, this will be treated as an attempt to obtain a school place based on false information. Your application and any offer we have made will be withdrawn in accordance with the School Admissions Code 2021.

If you plan on moving to a new house, you **must** still apply on time using the address where your family is living at the time of application and provide us with details of the new address on your application form if it is known. **It is your responsibility to tell us when you have moved and provide the evidence as set out below before the address will be verified and changed on the system.**

The rules about being connected to more than one property detailed above will apply to all changes of address during the application process.

Any change of address will only be considered in the first round of allocations if you provide sufficient proof that the move is legally binding and that you and your child are habitually

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resident in the new property **by 15 November 2022**. The non-exhaustive list of evidence includes:

- A solicitor's letter stating that the sale is complete, or a formal tenancy agreement which shows that the property leased is suitable for the family's needs. Confirmation of an intention to buy or rent is not sufficient proof and will not be accepted. **AND**
- Proof that the previous property has been sold or the lease terminated, or sufficient evidence to allow the Admissions team to reasonably disregard the previous property for admissions purposes; **AND**
- A copy of two utility bills/contracts (less than 3 months old) to prove that the family is habitually resident in the new property. Mobile phone bills, credit card statements and bank statements are not acceptable. Inclusion on the electoral roll is not proof that you live at the address.
- If you are returning to live in a property that you already own, we will require evidence of this. This includes, but is not limited to, evidence of ownership and proof that the property will be available for the family to live in by the end of August 2023.
- If you move after the closing date for applications you must inform the Admissions team in writing of your new address and the date of the move as soon as possible and no later than two weeks after your move, so that your application is considered using the correct address for admissions purposes.
- Address changes accepted after the 15 November 2022 will be processed in the second round of allocations from April onwards.
- If you move after a school place offer has been made based on the address on your application, we will reassess your application using the new address. The assessment will consider whether your child would have been eligible for the place at your allocated school had the current address been used at the time of application, and whether another child with a higher priority for your allocated school will be disadvantaged if we do not withdraw the offer. The school place may be withdrawn even if your child has started school.
- If you move after 15 November 2022, and once address verification procedures have been satisfied, your new address will be used to determine your child's position on any waiting lists following the main round of allocations so that you receive the correct outcome.
- If you intend to move to another local authority, it is your responsibility to contact the relevant Admissions team for information on the supporting documents required to prove habitual residency in that borough. The Royal Borough of Windsor and Maidenhead admissions team do not verify addresses which lie outside of this borough.

iii. Joint child arrangements

Where the parents or carers live separately, the application must be based on the address where the child lives most of the time.

Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent that is deemed to be the child's main residence i.e., where the child spends most of the school week. In the absence of a formalised legal care arrangement, we will consider all available evidence that you provide to support your application.

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Where there is an equal split, or there is any doubt about residence, we will make a judgement about which address to use for admission purposes. In making this judgement, we will consider the following:

- Any legal documentation confirming residence
- The pattern of residence
- The period over which the current arrangement has been in place
- Confirmation from the previous/current school of the contact details and home address provided to them by parents
- Which parent is in receipt of Child Benefit/Tax Credit/Universal Credit (Unless parents have decided between themselves who receives child benefit, HMRC will give it to the parent who the child lives with **most of the time** and 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/parent with main responsibility** of the child).
- Where the child is registered with a GP
- Any other evidence the parents may supply to confirm the situation

Late Applications

If your application is late, it will affect your chance of getting a place at one of your preferred schools. No places are held in reserve for late applications or certain categories of student.

Applications received after the closing date of **31 October 2022** will only be considered after all applications received by the closing date. This is unless you can provide proof that there were exceptional reasons why you made a late application and it can be reasonably assumed that your application could not be made on time, and then only up to **15 November 2022**.

The authority's decision on whether an application will be considered late is final.

You will have a right of appeal to an independent panel once the allocated places have been published.

All applications received after 15 November 2022 will only be considered after those received by the closing date. This includes applications received from residents moving into the borough before the allocation process.

Applying for a school place after the allocation process: If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. We will offer you a place at one of your preferred schools if this is possible. If all the places at your preferred schools have been allocated, your child's name will be automatically added to the waiting lists in oversubscription criteria order, and we will offer an alternative school at the next nearest school with vacancies.

Applying From Abroad or 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](#).

Parents who are not UK or Irish nationals should check they, and their children, have a right to reside in the UK before applying for a school place in England. It is not the responsibility of the admission authority or co-ordinate local authority to check.

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You can apply for a school place ahead of your arrival, however, your application will be considered from your current overseas address without distance or criterion priority, unless you are returning to a home that you own, and which has been previously used as the family home and you can provide evidence that the property will be available for you to return to. If you are not returning to a property that you own, and which has previously been used as your family home, we will only update your address, criteria, and distance when you are habitually resident in the UK at a permanent address. We will not accept a temporary address or an address of friends or relatives.

We will ask for evidence before the school year or term begins to confirm that your child now lives in the area. If your child does not attend school on the first day of term, we will remove the offer and allocate the place to a child on the waiting list. We will contact you first, before this action is taken to give you the opportunity to explain why there has been a delay in taking up the place and to find out when your child might begin attending.

Children with an Education, Health & Care Plan (EHCP)

Please discuss your child's application with the Children and Young Persons Disability Service (CYPDS) cypds@achievingforchildren.org.uk. Your child will be included within the published admission number on national offer day.

If your child is undergoing statutory assessment, please contact CYPDS on 01628 685878 before making an application.

If your child has additional needs but does not currently have an EHC Plan you should apply in the normal way.

Children of UK Armed Service Personnel and Other Crown Servants (including Diplomats)

The Royal Borough recognises the needs of Armed Service families and others serving the Crown, many of whom must manage frequent moves from within the UK and overseas.

If you are an HM Forces family with a confirmed posting to this area, or a UK Crown Servant returning from abroad to this area, you can apply for a school place ahead of your arrival by the closing date of **31 October 2022**.

Your application must be accompanied by official documentary evidence from your employer that confirms a relocation date and that your intended address is within the Royal Borough. The date you take up post must be before the beginning of term in September 2023.

Armed Service personnel and their families may obtain further information, advice, and guidance from the Children's Education Advisory Service. CEAS is part of the Ministry of Defence's Children's Services Directorate and established to help Service families, schools, local authorities, and other organisations with any issue relating to the education of Service children.

Children's Education Advisory Service (CEAS)
Building 190 Trenchard Lines, Upavon, Pewsey, Wiltshire SN9 6BE
www.ceas.mod.uk

Children of Multiple Births

In cases where there is only one place available at a school and the next eligible child is one of a twin or other multiple birth group applying for the same mainstream school, we will admit both twins (and all the siblings in the case of multiple births) even if this exceeds the admission number for that school.

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If one of your multiples has an EHCP which guarantees admission to a particular school, you must let the Local Authority (LA) School Admissions Team know this, as the Children and Young People Disability Service (CYPDS) will deal with the application of the child with the EHCP while the admissions service will deal with the application(s) for the other multiple(s).

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.

Step 5: Submitting your application

The closing date for receipt of your application and any supplementary form or supporting evidence, is **31 October 2022**. The online system will close at **11.59pm**. If applying on a paper form, you should allow enough time for the form to arrive on time.

Before you submit your application, please check that you:

- Have read and understood the admissions criteria for each school included on your application and considered the likelihood that your child will qualify for a place.
- Are clear on the order you want your preferences to be listed in.
- Understand how the home address will be assessed for admissions purposes.
- Have read and understood the declaration on 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.
- Have considered using all preferences available to you as this will increase your chance of obtaining a place for your child at one of your preferred schools. You will **not** be guaranteed a place at a school if you only list one preference.

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.

If you apply online, your application is available to make changes right up until 11.59pm on 31 October 2022. It is very important to press the submit button at the end of your application each time you amend it. The system will send you an email each day for the seven days prior to the closing date reminding you to submit your application if you have not done so. If you fail to submit your application before the closing date, your application will be treated as late.

If you inadvertently create more than one application for your child, you will receive reminders for each application even if it has been discarded. The Admissions team cannot prevent the system from sending these reminders and you will continue to receive them until the closing date has passed. Please check to ensure you have submitted the correct application (you will receive a submission confirmation email) and ignore any emails you continue to receive for your other accounts until the closing date has passed.

You cannot use the online system to update information after the closing date. You must notify the Admissions team directly in writing, using the contact information on the inside cover of this guide.

Step 6: Being offered a place

We will make a single offer of a place to parents or carers living within the Royal Borough of Windsor and Maidenhead. This will include any offer for a place at a school located in another borough or county. Applicants living outside our area applying for one of our schools will be notified of the outcome of the application by their home authority.

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

If your child does not meet the admissions criteria for any of your preferred schools and you are a Royal Borough of Windsor and Maidenhead resident, the Admissions team will offer you a place at the nearest Royal Borough school to your home address with places remaining where possible. This will not be done automatically if your child is currently at a school where they can remain.

We strongly recommend you accept any offer you hold until another school is allocated via the waiting list or the appeal process. If you refuse the offer your child may be left without a school place. It will be your responsibility to consider your options, including making a late change of preference request to us for one or more alternative schools.

National Offer Day (1 March 2023)

For safeguarding reasons, information about your allocation will not be given over the phone by the Admissions team under any circumstances.

If you applied online, you will be sent an email with the outcome of your application on **1 March 2023**. You will also be able to logon on to the system to view the outcome and respond to the offer. Emails are automatically sent out in batches throughout the day so if you have already responded to your offer online before your email has been sent, you will still receive the standard email prompting you to respond to your offer.

If you applied on paper, you will not be able to access your application electronically. If you have not provided an email address on your paper form, you will be sent an outcome letter by first class post on 1 March 2023; this will provide information on how to respond to your offer. If your letter is not delivered, a copy will be sent out by post no sooner than 10 March 2023.

Your child will automatically be added to the waiting list for any higher preferred schools. If you are happy with your offer, it is important that you let us know **as soon as possible** so that we can remove your child from waiting lists for higher preferred schools. If your child remains on a waiting list for a higher preferred school and we can offer a place when further offers are made, the existing offer will automatically be withdrawn and possibly allocated to another child without further notice.

You must accept or decline your offer by 15 March 2023, either through the Admissions portal if you applied online or by following the instructions in your letter/email if you applied on paper. The offer for your allocated school is only guaranteed if you select the option to 'Accept' on the online system. If you select any other option, the place will be withdrawn without further contact from the Admissions team.

You cannot use the response email 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. You must notify the Admissions team directly in writing, using the contact information on the inside cover of this guide.

Admission into Secondary School September 2023

From Tuesday 4 April 2023 onwards, we will re-offer any places that may have become vacant since original offers were made to applicants from the relevant waiting list, in accordance with the individual school's admission criteria.

We will continue to coordinate offer places on behalf of academies, voluntary aided and free schools until Thursday 31 August 2023, to ensure each child only ever holds one offer.

Late change of preference

A late change of preference is a request to change the preference order of the schools named on your application, or to change the schools named on your application, received after the closing date for the normal round of admissions (31 October 2022).

Requests for a late change of preference must be made by completing the Change of Preference Request Form found on the [website](#) and must include a full list of up to six schools you wish to be considered for in preference order, including any you wish to keep from your original application.

Requests should be made before the 15 March 2023 if you wish them to be considered when the first round of waiting list offers are made in April.

Withdrawing offers

Once the offer of a place has been made, the local authority may withdraw the offer in limited circumstances, for example:

- Where the offer was made in error, which has resulted 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/carer has not responded to the offer within a reasonable time.
- Where it is possible to offer a higher named preference from the waiting list

Step 7: Waiting lists for Royal Borough of Windsor & Maidenhead schools

RBWM Schools' Waiting Lists

If we can offer a place from the waiting list, we will automatically take away the current place we have already offered at the lower ranked preference, and that place may be offered to another child.

If you decide that you want to send your child to the school we have allocated, it is your responsibility to let us know immediately that you do not wish to remain on the waiting list for a higher preferred school. If you fail to do this and we can allocate a place at a higher preferred school, you risk losing the original school offered.

- Your child will automatically be added to the waiting list for any higher preferred schools than the one allocated.
- Applications, change of address notifications and change of preference requests made outside the normal admissions round and before 15 March 2023, will be added to the waiting lists in criteria order before the initial waiting lists are finalised, regardless of the date the application was received or where the school is ranked in terms of preference (if it is a higher preferred school than the one offered). Any applications change of address notifications and change of preference requests received after this date will be processed after the initial offers from the waiting list, in the date order they are received.

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

- 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. You must submit a late change of preference request form on our [website](#) or write to the Admissions team requesting a late change of preference to be considered for lower preferred schools.
- Waiting lists are maintained in accordance with the individual school's admission criteria and not by date order of applications received or names added to waiting lists.
- 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 admission criteria, it can affect your child's position on the waiting list. They can move down as well as up on the list.
- Waiting list positions will be available from Tuesday 4 April 2023.
- During the co-ordination period, the Admissions team will provide waiting list positions for any schools which have commissioned us to manage the lists of their behalf. All other schools should be contacted directly. Full information on who to contact for waiting list positions will be on www.rbwm.gov.uk when the waiting lists are available.
- Late applications are automatically added to the waiting lists for their preferred schools if they are full.

RBWM Own Admission Authority Schools and Schools in Other Council Areas Waiting Lists

Own admission authority schools who do not buy into our service and schools in other areas may operate their waiting lists in a different way to this council. It is your responsibility to confirm the arrangements they will follow if you are applying for a school in another area.

SECTION 3: School appeals

You have a legal right to appeal against a decision not to offer your child a place at one or more of your preferred schools, even though your child may have a place at another school.

Your appeal will be heard by an appeal panel that is independent of the admissions authority whose decision you are appealing against. To ensure their independence and impartiality, there are strict rules covering the appointment of panel members. You have the right to attend the hearing to explain your case to the independent appeal panel.

The admission authority can only allocate places in accordance with the published oversubscription criteria, and it is unable to allocate places above the published admission number (PAN) when a school is full. An independent appeal panel will consider the case of the school and the case you present where it will be assessed whether the addition of another pupil would prejudice the provision of efficient education and the efficient use of resources of the school. To ensure their independence and impartiality, there are strict rules covering the appointment of panel members. You have the right to attend the hearing to explain your case to the independent appeal panel. The appeal panel's decision is binding on the school's admission authority, the parent, and the local authority.

Further information on how to appeal for a Royal Borough school can be found on the borough website www.rbwm.gov.uk.

The borough's school appeals service is independent of the Admissions team. You can contact Democratic Services at Democratic.Services@rbwm.gov.uk to appeal for the following schools:

Charters School	Holyport College
Cox Green School	Newlands Girls School
Dedworth Middle School	Trevelyan Middle School
Desborough College	The Windsor Boys' School
Furze Platt Senior School	Windsor Girls' School

The deadline for appeals for Royal Borough schools to be heard in the first round will be in the last week of March 2023; the exact date is still to be confirmed by Democratic Services. Please contact Democratic.Services@rbwm.gov.uk for more information.

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.

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.

Examples of significant and material change include:

- A change of address which means the home address is significantly closer to the preferred school or is now in the designated area for the preferred school.

Admission into Secondary School September 2023

- Where a sibling is now attending the preferred school but was not there at the time of the original appeal.
- Where new evidence is introduced and is supported by a letter from a doctor, psychologist, social worker, or health visitor, which could not have been introduced at the time of the original appeal hearing.

SECTION 4: School Information

Performance Tables

Schools provide information about their own examination results in their individual prospectuses. In addition, the Department for Education publishes performance tables for all schools and these are available to view at www.education.gov.uk.

Ofsted Inspection Reports

If you would like to view the report of an Ofsted school inspection, these are available to view online on the individual school's website and at www.ofsted.gov.uk.

School Place Expansion

To meet the growing demand for secondary school places in the Royal Borough, the following schools are expected to expand in September 2023. *Subject to final approvals of the permanent expansion.

School:	Windsor Girls' School
Location:	Windsor
Current PAN:	208
Planned Places:	230

Allocation Information for September 2022 Entry

Allocation information for September 2022 can be found on the School Admissions [website](#) (please scroll to the bottom of the page).

Please note all allocation information on the website and in this guide is at 1 March (National Offer Day), or the first working day after this date. Distance is measured as miles in a straight line. Please refer to the admission rules for information on the criteria.

A summary of the admissions criteria for the Royal Borough of Windsor and Maidenhead secondary schools are included in the following pages. **It is your responsibility to read the full policy on the school's website before making your application.**

Altwood CE Secondary School

School Details

Type of school:	Co-Educational Academy
Address:	Altwood Road, Maidenhead, SL6 4PU
DFE Code:	868/4506
Admission Number:	150
Headteacher:	Mr N Dimbleby
Age range:	11-18
SIF required:	Yes
Email:	altwood@altwoodschoo.co.uk
Website:	www.altwoodschoo.co.uk
Tel:	01628 622236

About the School

Altwood Church of England School has a distinctive Christian ethos which is at the centre of school life. We provide an inclusive, supportive, and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith, or no faith, but we expect parents to respect the Christian ethos of our school.

Altwood Church of England School values highly its Christian ethos and close links with local churches and the Diocese of Oxford.

Admissions Criteria for Year 7 September 2023 entry

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

If your child has a Statement of Special Educational Needs/EHC Plan naming a particular school, they are required to be admitted to that named school.

- A) Looked-after children and children who were previously looked after, but ceased to be so because, immediately after being looked after they were adopted or became subject to a child arrangement order 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.
- B) Children (or a parent) who have exceptional medical needs that make it essential that they attend Altwood Church of England School rather than any other.
- C) Children of staff in either or both of the following circumstances:
- Where a 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
 - The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage*
- *The last full meeting of the Board of Trustees of each academic year will receive information from the Headteacher about the current subject or skills shortage
- D) Children with a normal home address in the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.

Admission into Secondary School September 2023

- E) Children with a normal home address in the catchment area which is the whole of Maidenhead.
- E) Children with a normal home address outside the area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
- F) Children with a parent who has attended a church which is a member of Churches Together in Britain & Ireland, at least once a month for at least 8 of the 12 months preceding the date of application.

Parents not able to qualify under criteria A to E above and wishing to apply under this criterion should complete the school's Supplementary Information Form and return it direct to the school by the closing date).

- G) Children who attend one of our named feeder primary schools:

- All Saints Church of England Junior School
- Bisham Church of England Primary School
- Cookham Dean Church of England Primary School
- Holyport Church of England Primary School
- Knowl Hill Church of England Primary School
- Larchfield Primary School
- St Nicolas' Church of England Primary School

- H) Other children.

Admissions Criteria (Year 12-13)

Information on admission into Sixth Form can be found on the school website.

Charters School

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;	11-18
SIF required:	No
Email:	charters@chartersschool.org.uk
Website:	www.chartersschool.org.uk
Tel:	01344 624826

Aims and Expectations

Charters School, an academy, is an 11-18 mixed comprehensive school of 1700 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.

Students from all ability levels consistently perform better than similar students nationally, at GCSE 82% gained 5 GCSE including English and Maths at 9-4 and 61% 9-5. Overall, 42% of students gained 5 GCSE 9-5 and 89% 5 GCSE 9-4.

At A level, 29% of our examination entries were granted A*-A grades, 57% A*-B, 80% A*-C and 98% A*-E. In the last six years, 22 students have gained a place at Oxbridge, a superb outcome for a state school with a truly comprehensive intake.

Years 7-11 must wear the set uniform. Years 12-13 dress code is smart casual.

Attendance, Discipline and Pastoral Arrangements

Attendance is good with an average attendance for Years 7-11 of 95%+. Discipline is firm but fair with a range of sanctions in place. Behaviour is excellent. Continuity of support is achieved as a personal Tutor remains with the students in his or her group as they move up the school. The school has a dedicated student pastoral support facility on the periphery of the site.

Facilities/Extra-Curricular Activities

Specialist accommodation exists for all subjects and the school has excellent ICT facilities. The school site comprises some thirty acres in delightful surroundings, with three astro-turf pitches, and a well-equipped Leisure Centre including a Fitness Suite. Charters School has a Learning Support Centre for students with physical disabilities where their specialist needs are met. However, Charters operates an inclusive curriculum for all students including those in the Learning Support Centre.

A wide variety of sports are played, and many extra-curricular activities are offered including the Arts, Duke of Edinburgh Award Scheme and World Challenge expeditions.

Your Child's Progress

Each academic year, three progress reports are issued for each student, with the timing of Parents' Consultation Evenings scheduled as close as possible to the issuing of progress reports.

Curriculum and Homework

The curriculum is delivered through twelve Faculties. Considerable care is taken in placing students in the mixed-ability Tutor Groups, which initially form some teaching groups. Setting is introduced in Year 7 and increased in Years 8 and 9. There are various curriculum routes that students are able to follow from Year 9. Traditional option subjects are available, as well as more vocational pathways.

All students are given a homework timetable and homework assignments are set using a dedicated online application to which both students and parents have access.

A significant focus is placed on the development of employability skills through PiXL Edge Scheme, which was conceived at Charters and is now in place in 700 schools nationwide.

Learning and Teaching

Learning and teaching has been the focus of all our work for many years. In the vast majority of lessons, teaching is good with many examples of outstanding teaching.

Education Post-16 / Sixth Form Curriculum

Students wishing to continue their education beyond the age of 16 may apply to join the Sixth Form. We offer many types of courses which appeal to students with a wide range of academic profiles.

Admissions Criteria for Year 7 September 2023 entry

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

The law requires the school to admit students with a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP) 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.

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 order given:

- 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.

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

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 place(s). 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 each 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**.

Churchmead School

School details

Type of school:	Voluntary Aided, Co-Educational School
Address:	Priory Way, Datchet, Slough, SL3 9JQ
DFE Code:	868/4084
Admission Number:	120
Headteacher:	Mr Chris Tomes
Age range:	11-18
SIF required:	Yes
Email:	office@churchmead.org
Website:	www.churchmead.org
Tel:	01753 211330

Admissions Criteria for Year 7 September 2023 entry

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

Children with a Statement of Special Educational Need/EHC Plan naming Churchmead School will always be offered places.

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked After Children (Children in Public Care), 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. Families who have exceptional medical or social needs that make it essential that their child attends Churchmead School rather than any other. These needs must be fully supported by writing from the appropriate professional person involved with the family. (See full admissions policy available on the school website)
3. Children who have siblings who will still be on roll at the school, when the applicant would enter the school.
4. Children who attend a Primary School that is formally linked with Churchmead or a Church affiliated Middle School.
5. Children who live in the "designated appropriate" area of the school.
6. All other applicants.

Deciding Factor: If the school does not have places for all the children in a particular criterion, places will be awarded on the basis of the proximity of the pupil's home to school measured by the shortest distance.

Feeder Schools:

Buckinghamshire

Iver Heath Junior School
Iver Village Junior School

Windsor & Maidenhead

Datchet St Mary's CE Primary School
Wraysbury Primary School
St Peters Middle School
St. Edwards Royal Free Ecumenical Middle School

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

Slough

Marish Primary School
Colnbrook CE Primary School
Foxborough Primary School
Pippins Primary School
Holy Family Catholic School
Ryvers School
Parlaunt Park Primary Academy
Langley Hall Primary Academy
St Mary's CofE Primary School

Cox Green School

School details

Type of school:	Co-educational Academy
Address:	Highfield Lane, Maidenhead, SL6 3AX
DFE Code:	868/4056
Admission number:	210
Headteacher:	Mr D Edwards
Age range:	11-18
Email:	enquiries@coxgreen.com
Website:	www.coxgreen.com
Tel:	01628 629415

Aims and Expectations

At Cox Green School our mission statement is to have the highest aspiration for our school and every member of our community, where all feel respected and able to develop to their potential.

Our values are driven by our mission statement and values and underpins all at Cox Green School. Our values are;

- Be Respectful – Respect for ourselves and those around us.
- Be Kind – Supporting one another and being considerate of others.
- Be Determined – Showing a willingness to improve and better ourselves.

Cox Green is rated Good by Ofsted and we are extremely proud of our community spirit which is driven by a belief that:

- Every Cox Green student will receive a first class education.
- Every Cox Green student will feel part of a vibrant and strong community;
- Every Cox Green student will leave confident, well qualified, inspired and prepared for whatever future challenges they face.

Uniform

Cox Green has a uniform, details of which are found on the school website.

Attendance and discipline

We expect students to attend every day as we know this will support them both socially and academically.

At Cox Green School it is our aim to promote positive behaviours and attitudes amongst our students and to reward those students who contribute positively to both the school and the community. We believe that where mistakes are made, students must have an opportunity to reflect on their behaviour to ensure that they understand the impact of their actions. By reflecting on behaviours, this will help guide students to successful outcomes. At Cox Green School measures will be in place to support our students' errors, ensuring they receive the necessary interventions to avoid sanctions. It is essential that our partnership with parents is strong and that that we have your full support to ensure we all have consistent standards for all of our students.

Facilities

The school has received substantial investment in recent years and we are incredibly proud of our facilities and learning environment including upgraded classrooms, modern and airy dining facilities, large outdoor sports areas, theatre, drama and dance studio, community sports centre and library.

Your child's progress

Parents receive information about their child's progress twice yearly in Year 7-10 and three times annually in Year 11-13 get 3 reports a year.

Curriculum and homework

Our core curriculum in Key Stage 3 consists of English, Maths, Science, Geography, History, RS, Spanish, French, Drama, Music, Computer Science, PE, Art, Technology (including Food) and PSHE. We believe in a highly personalised learning programme at KS4 and KS5 and that is why we offer a range of academic and vocational courses.

Teaching and learning

Ofsted identified that 'teaching and learning thrives at the school'. The school is strongly committed to delivering high quality lessons, day in and day out, every lesson really does count! We provide an individualised and personalised curriculum for your son/daughter, subjects are set by mixed ability or by ability.

Admissions Criteria for Year 7 September 2023 entry

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

1. Children in care and previously in care, 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. Children who live in the 'designated area' of the school.
4. Children who would have a sibling of compulsory school age who would be at the school at the time of admission of the child for whom a place is sought. The term 'brothers or sisters' 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. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age
5. Children who attend one of the following feeder schools:

Holyport Primary School	Waltham St Lawrence Primary School
Larchfield Primary School	Wessex Primary School
Lowbrook Academy	White Waltham CE Primary School
Knowl Hill Primary School	Woodlands Park Primary School
Oldfield Primary School	
6. Children of staff at the school 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

If the academy does not have places for all the children in a particular category, tiebreakers will be applied to prioritise places.

Tiebreaker 1

Children who have a sibling of compulsory school age at the school at the time the applicant would enter the school.

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

Tiebreaker 2

Children living in the designated area who attend White Waltham CE Academy or Waltham St Lawrence Primary School.

Tiebreaker 3

Proximity to the school. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.

Qualification for sibling status is made on the basis that the student already at the school will be of compulsory school age and on roll at the school at the time of the applicant's entry. Attendance of a sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 & 13) does not confer sibling status.

Admissions Criteria (Year 12-13)

Please refer to the school website for information on admission into Sixth Form.

Dedworth Middle School

School details

Type of School:	Academy Middle, Co-Educational
Address:	Smiths Lane, Windsor, SL4 5PE
DFE Code:	868/4063
Admission Number:	180
Headteacher:	Mrs N Chandler
Age range:	9-13
SIF required:	No
Specialism:	Specialist Arts
Email:	office@dedworthmiddle.co.uk
Website:	www.dedworthmiddle.co.uk

Aims and Expectations

Our aim is for every child to develop his or her potential to the full in a secure and happy environment. The programme of studies offered at Dedworth Middle School will present challenges and opportunities for all our children, in and outside the classroom. We want children to go home at the end of the day buzzing with ideas and further questions.

Dedworth Middle School sets its sights on being a centre of excellence where high levels of achievement are the norm, where beliefs and diversity are celebrated and where care and respect are paramount. We believe that the opportunities and experiences offered at Dedworth encourage our pupils to grow, becoming responsible citizens and enthusiastic, lifelong learners.

Admissions Criteria for Year 5 September 2023 entry

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

Children with a Statement of Special Educational Need/EHC Plan naming Dedworth Middle School will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children and previously looked after children, 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 needs for requiring the school.
3. Children living in the 'designated appropriate area' and who have a sibling at the school at the time of application and who is expected still to be on roll at the school at the time of admission.
4. Children living in the 'designated appropriate area'.
5. Not applicable to Dedworth Middle School.
6. Children who have a sibling at the school at the time of application and who is expected still to be on roll at the school at the time of admission.
7. Children who attend a feeder school - all Windsor First schools, Wraysbury Primary School or Datchet St. Marys Primary School.
8. Children whose parents have selected the school for co-educational reasons when the local alternative is a single sex school.
9. All other applicants.

Closing date for on-time applications is 31 October 2022

Desborough College

School details

Type of school:	Secondary Boys' Comprehensive Academy, Co-Ed Sixth Form
Address:	Shoppenhangers Road, Maidenhead, SL6 2QB
DFE Code:	868/4000
Admission number:	189
Headteacher:	Mr A Murdoch
Age range:	11-18
Specialism:	Maths and Science
Email:	info@desborough-college.net
Website:	www.desborough.org.uk
Tel:	01628 634505

About Desborough College

Ofsted judgement September 2019

As a result of excellent leadership, a strong culture of respect and high-quality teaching and learning, the inspection team has judged Desborough as a good school.

Aims and Expectations

There is a clear focus on academic and personal excellence, enabling students to acquire the skills, knowledge, and character attributes for success both within school and beyond.

Uniform

The uniform consists of grey or black trousers, white shirt, house tie, blazer with college crest and black shoes.

Attendance, Discipline and Pastoral Arrangements

Attendance at Desborough is closely monitored and our attendance figures are above national averages. We have a very robust Student Culture Policy that ensures that all boys enjoy their lessons in a calm and purposeful environment. Each boy is allocated to a house on entry to the school and will be encouraged to participate in a wide range of sporting, academic, cultural, and performing arts-related activities.

Facilities/Extra-Curricular Activities

Extensive facilities include:

- Specialist suites of rooms in all major subject areas with the ratio of PCs to pupils well above the national average.
- An exclusive Year 7 Base, designed to ease the transition to Secondary School.
- A wide range of extra-curricular opportunities, including trips abroad, to meet the needs of all boys.

Your Child's Progress

Ambitious targets are set for every pupil on entry to the college. Progress towards those targets is measured regularly and reported back to parents.

Curriculum and Homework

We have an ambitious and broad curriculum for all students from KS3-KS5. This includes both our timetabled and wider curriculum. This ensures our students develop core academic knowledge and skills, and have opportunities to develop through a wide range of extracurricular activities including trips.

Homework is used to support and extend the students' learning and develop the skill of working independently.

Teaching and Learning

Quality teaching is at the heart of what we do as we know this will enable students to achieve and exceed their academic potential. We have a skilled and experienced team of staff who are committed to the success of each child.

Education after 16 / Sixth form curriculum

Our sixth form curriculum offer is as ambitious and broad as it is in key stage 3 and 4. Students are supported by teachers with excellent subject knowledge and by a sixth form leadership team that is committed to preparing them for their next steps.

Admissions Criteria for Year 7 September 2023 entry

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

Children with statements of Special Educational Need

The law requires Trustees to admit pupils with a statement of special educational need where the Local Authority has specifically named Desborough College as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where there is a late application to Desborough College, DCAT can be required to admit even if the admission number has been reached.

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 order given:

1. Children in care. 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, residence or special guardianship order.
2. Children with exceptional medical or social reasons for requiring the college.
3. Children of staff at the college where the member of staff has been employed at the college for two or more years at the time at which the application for admission to the college is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who would have a sibling of compulsory school age who would be at the college at the time of admission of the child for whom a place is sought. The term 'brothers' includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. A child is regarded as being of compulsory school age until the end of the school or academic year in which he becomes 16 years of age
5. Children who live in the 'designated area' of the college
6. All other applicants.

If the school does not have places for all the children in a particular category, tiebreakers will be applied to prioritise places.

Tiebreaker 1 (applies to criterion 1, 2 and 4)

Children who have brother(s) of compulsory school age at the college at the time the applicant would enter the college. If there are still not enough places for all the children in criterion 4 once this sibling tiebreaker has been applied, applications will be prioritised using the second and then the third tiebreaker.

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Tiebreaker 2 (applies to criterion 4 only)

Children living in the designated area. If there are still not enough places for all the children applications will be prioritised using the third tiebreaker.

Tiebreaker 3

Proximity to the college. This 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 college. In the event that two or more children live at the same distance from the college (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).

Furze Platt Senior School

School Details

Type of school:	Co-educational Academy
Address:	Furze Platt Road, Maidenhead, SL6 7NQ
DFE Code:	868/4055
Admission Number:	253
Headteacher:	Dr Andrew Morrison
Age range:	11-18
SIF required:	No
Email:	office@furzeplatt.com
Website:	https://www.furzeplatt.com/
Tel:	01628 625308

Aims and Expectations

Our successful school is a happy, safe and caring learning community where achievement is promoted, potential realised and young people flourish. We are an ambitious school and expect students and staff to have high expectations of what they can achieve.

School Ethos - ACHIEVE

At Furze Platt, we wish for all our students to be Ambitious in all they do, to Collaborate with those around them, to be Happy in themselves and the journey they are on, to show Endurance when things don't go their way, to be Versatile in always trying new and different ways of doing things – and to push for Excellence in all they do.

Uniform

We think it is important for all students to keep up a high standard of appearance so that the school's excellent reputation is maintained. Students must always wear school uniform while on school premises and travelling to and from school. For all students the school blazer, house tie, and white shirt are compulsory; students have a choice of plain black tailored trousers, the official school skirt, or tailored shorts.

Attendance, Discipline, and Pastoral Arrangements

Furze Platt Senior School promotes the importance of good attendance to all students, as there is a very clear link between attendance rates and high achievement. Excellent attendance is celebrated in the end of term assemblies. Rewarding positive behaviour is a key part of the ethos of our school, and achievement, progress and outstanding effort will be regularly recognised. Our pastoral system is organised by year groups, with each year having their own Head of Progress, who oversees all aspects of academic progress, behaviour, and pastoral needs. Each year group also has a dedicated Pastoral Manager, who works closely with all children who need additional pastoral support. Our pastoral model ensures that every student has access to pastoral support and guidance when needed. On joining Furze Platt Senior School all students are allocated to one of four houses. All extra-curricular competitions are arranged via students' houses, with opportunities for all to participate and compete in a broad range of inter-house competitions – we aim to have something for everybody.

Facilities / Extra-Curricular activities

Furze Platt Senior School benefits from extensive grounds and large open spaces.

The school site has received significant investment in recent years. Our fantastic Theatre was completed in November 2020, and we opened a state-of-the-art new English and Science teaching block in late 2019. Our Leisure Centre opened in September 2015. Other recent building projects include the refurbishment and extension of the Sixth Form Centre, two new Drama studios, Music rooms and Maths block. A wide range of extra-curricular activities are offered with over 60 different clubs available to students. We provide study support in a wide

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range of subjects, supported by our Raising Achievement and More Able teams, as well as homework club. Many school trips take place throughout the year, including residential trips both in the UK and abroad.

Your child's progress

The work and progress of students at Furze Platt Senior School is regularly monitored and assessed throughout their school career. Parents receive three reports a year. In Year 7, there are three parents' evenings – 'Supporting Learning in Year 7 – A Parents' Information evening', a 'Meet the Form Tutor' evening, and a virtual parents evening which is an opportunity to talk to individual subject teachers.

Curriculum and Homework

All year 7 students follow a two week, 50 lesson timetable. They follow a full range of academic subjects, complemented by the arts, PSHE and PE. New students sit a range of cognitive ability tests which enables us to identify and tailor provision to the needs of individual students. All students are set home learning on a daily basis. This is recorded on the school website.

Teaching and Learning

To ensure that students always get specialist teachers, the year group is split into three bands, each of which contain a full range of abilities. For most subjects there are nine classes, giving a good student-teacher ratio from the outset. In Year 7, students are in mixed-ability classes.

Admissions Criteria for Year 7 September 2023 entry

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

If your child has a Statement of Special Educational Needs/EHC Plan, naming a particular school, they are required to be admitted to that named school.

1. Children in care. 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, residence, or special guardianship order. This category also includes 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. Children of staff at the school 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, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who have a sibling in Years 7 to 12 who are on the school roll at the time allocations are made and who will be on roll at the time of the proposed admission. Attendance of a sibling in Year 13 at the time of application does not confer sibling status. The term 'sibling' includes brothers, sisters and half or stepbrothers/sisters 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.
5. Children who live in the 'designated area' of the school; If the academy does not have places for all the children in this category, tiebreakers will be applied to prioritise places.

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6. Children who attend Cookham Dean CE Primary School, Cookham Rise Primary School, Holy Trinity CE Primary School, or Furze Platt Junior School, who do not live in the designated area.
7. All other applicants.

Tiebreaker 1 (applies to criterion 5 only)

Children living in the designated area who attend Cookham Dean CE Primary School, Cookham Rise Primary School or Holy Trinity CE Primary School, Cookham. If there are still not enough places for all the children once this Linked School tiebreaker has been applied, applications will be prioritised using

Tiebreaker 2 (applies to criterion 5 only)

Proximity to the school. The distance tool (GIS mapping) used by the LA is embedded into the admissions portal. 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).

Tiebreaker 3 (applies to 6 and 7)

Proximity to the school. The distance tool (GIS mapping) used by the LA is embedded into the admissions portal. 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).

Admissions Criteria (Year 12-13)

Please refer to the school website for information on admission into the Sixth Form.

Holyport College

School details

Type of school:	Free School, Co-Educational
DFE Code:	868/4001
Admission No.:	70 in Year 7 (52-day) and 18 in Year 9 (0-day, 18 boarding)
Headteacher:	Mr Benedict McCarey
Age range:	11-19
SIF required:	For pupils applying for a boarding place or who are eligible for the Pupil Premium * This criterion will not automatically be applied to your application. Please contact rbwm.admissions@achievingforchildren.org.uk for a form if your child is eligible for pupil premium.
Specialism:	Day and Boarding School
Email:	info@holypportcollege.org.uk
Website:	www.holypportcollege.org.uk
Tel:	01628 640150

Aims and expectations

Holyport College is an all-ability, co-educational day and boarding school for pupils aged 11 – 19 years. It aims to provide an outstanding, all-round education where every pupil excels academically and develops personally, physically and socially, fully prepared for the challenges and opportunities of adult and working life. Eton College is our sole educational sponsor and brings its educational and pastoral expertise to Holyport College.

Uniform

Holyport College believes that a uniform reflects the values and high standards to which all pupils should aspire. Details of our uniform and sports kit can be found at <https://www.schoolblazer.com/?region=uk> and www.etonssport.co.uk

Attendance, discipline and pastoral arrangements

Holyport College promotes positive behaviour and is a place where pupils are expected to uphold the highest standards of self-discipline and regard for the well-being of others.

Facilities / Extra-Curricular activities

Holyport College is a purpose-built school with state-of-the-art facilities and the latest technology, including 3G Astroturf, indoor sports hall, drama suite, purpose-built bedrooms, study areas, social and leisure spaces. Pupils also have access to some of Eton College's facilities.

Your child's progress

Using prior attainment data as well as our own internal data and the professional judgement of staff, pupils will be set challenging but achievable targets which will motivate them to work hard and fulfil their potential.

Curriculum and Homework

Pupils will follow a traditional academic curriculum preparing them for GCSEs in Year 11 and entry to higher education and university in Year 13. They will be expected to engage in independent learning activities outside the taught day. The school day starts at 8.40am and ends at 5.00pm for all pupils, Monday to Thursday with an early finish at 3.45pm on Friday.

Teaching and Learning

Teachers will prepare lessons which are engaging and academically robust, motivating their pupils and helping them to learn more than they ever thought possible.

Education after 16 / Sixth form curriculum

Holyport College will provide Sixth Form education. This is academically selective, and applicants should read the Sixth Form admissions policy before making an application. All students, internal and external, must apply via the College's website between 1st September and 1st December the year before entry.

Admissions Criteria for Year 7 September 2023 entry

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

Holyport College offers day places without reference to the gender of the applicant, and this is also the case, as far as is possible, for boarding places. However, the school is not obliged to admit any pupil as a boarder if accommodation appropriate to his/her gender is not available. Pursuant to its duty to safeguard and promote the welfare of all boarders under Section 87 of the Children Act 1989, Holyport College will not admit any child as a boarder unless he/she has satisfied the school that he/she is suitable to board. Pupils entering the school at Year 7 or Year 9 will comprise day and boarding pupils and admission will be entirely separate for each type of place. Separate applications can be made for a boarding and a day place in the same admissions round, but this will involve two separate simultaneous applications and preference for a day or boarding place must be stated. Parents should not apply for a boarding place for their son/daughter unless they are prepared to take up and pay for a boarding place if offered.

In the event of there being greater demand than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Looked after or previously looked after children.
2. Children with exceptional medical or social needs, where a letter from a qualified medical practitioner or social worker supports the case in terms of a relevant medical condition supported by medical evidence or equivalent written evidence from a social worker. This category shall be determined by reference to the RBWM Guidance on how exceptional medical or social needs are to be identified. This guidance is available on the RBWM website.
3. Children of staff at the school in either 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; or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. The Governors may admit above the PAN in order to secure the best candidates for hard to recruit or residential staff, however any children admitted in these circumstances would not be prioritised over any children on the waiting list who are eligible for a higher admissions priority criterion.
4. Children eligible for the Pupil Premium such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium² (including children eligible for the Pupil Premium through the first three priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium² exceeds 20%. **This criterion will not automatically be applied to your application. Please contact rbwm.admissions@achievingforchildren to request a form in support of your application.**
5. Children who live in the 'designated area' of the school with a sibling who is also a day pupil at the school at the time of admission. The designated area follows the boundary of Bray Parish, and the map is shown on the RBWM website: [School Designated Areas](#). You can also use the Council's online [Neighbourhood View](#) Facility to check if your

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home address is within the designated area of the College. There is no transfer from boarding pupil to day pupil. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority as a day pupil. The sibling must be a pupil in the main school at the time of admission – sibling priority does not apply to siblings of children in the Sixth Form.

6. Children who live in the 'designated area' of the school. The designated area follows the boundary of Bray Parish, and the map is shown on the RBWM website: [School Designated Areas](#). You can also use the Council's online [Neighbourhood View](#) Facility to check if your home address is within the designated area of the College.
7. Children with a sibling who is also a day pupil at the school at the time of admission. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority as a day pupil. There is no transfer from boarding pupil to day pupil. The sibling must be a pupil in the main school at the time of admission – sibling priority does not apply to siblings of children in the Sixth Form.
8. Proximity to the school for those applicants whose permanent residence is in the UK. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.

Admissions Criteria for Year 7 and 9 Boarding Places for September 2023 entry

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

The supplementary information form for boarding applications is available on our website. All students applying for a boarding place will be invited for an interview with the school solely to assess their suitability for a boarding school education. Candidates for boarding places will be assessed to determine their suitability for boarding prior to application of the oversubscription criteria. References from the candidate's current school will be taken up to help us to determine whether the candidate would be able to cope with and benefit from a boarding place. References also help the College to determine if the admission of any candidate would be detrimental to the wellbeing of other boarders. The College may also seek supporting documentation from other agencies, such as the Local Authority, where appropriate. This assessment will include scrutiny of reports as above together with the outcomes from an interview which will only consider suitability for boarding, and which will include an opportunity for discussion with the child in the absence of their parents or carers.

Holyport College will inform parents and the Royal Borough of Windsor and Maidenhead (RBWM) whether or not their son/daughter is considered suitable for boarding as soon as possible after the interview process has been completed. Candidates who are considered suitable for boarding will then be allocated places according to the published oversubscription criteria.

In the event of there being greater demand than there are places available to the school, places will be offered using the following criteria in order of priority:

1. Looked after or previously looked after children.
2. Children of members in the UK Armed Forces who, because of high family mobility, qualify for Ministry of Defence financial assistance with the cost of boarding school fees
3. Children with a 'boarding need'. This includes children with an unstable home environment and children of service personnel who have died while serving or who have been discharged as a result of attributable injury; children of other key workers

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and Crown Servants whose work dictates that they spend much of the year overseas. Determination of 'boarding need' is at the discretion of the Governing Body, which may require corroborating evidence to be provided by a person appropriately qualified to supply such evidence. In each case, it is the responsibility of the parents/carers to provide the information required to enable the Governing Body to make a determination.

4. Children who are at risk of being taken into care as determined by virtue of this description being applied by and communicated in writing by a social worker with the Royal Borough of Windsor and Maidenhead (RBWM).
5. Children transferring from a day place to a boarding place at Holyport College.
6. Children who meet the criteria for and have been offered a Holyport College bursary.
7. Children with a sibling at the school who also boards and who will still be a pupil of Holyport College when the candidate takes up his/her place.
8. Children who are eligible for the Pupil Premium and who have full funding for boarding fees secured by an external charitable foundation. This must be in place by 20 January in the proposed year of entry.
9. Proximity to the school for those applicants whose permanent residence is in the UK. This will be measured in a straight line from the address point of the student's house as determined by Ordnance Survey to the address point of the school.
10. If any places are remaining, boarding places will be allocated to eligible international applicants (British Citizens or with right-to-reside in the UK) who do not qualify under criteria 1-8. These places will be allocated on the basis of a random lottery conducted by the College under the supervision of an independent person.

Tie Breaker for Day and Boarding Pupils

In the event of students meeting identical criteria in the selection process, the students to be admitted will be determined by the drawing of lots.

Holyport College Bursaries

Holyport College will consider applicants for a bursary boarding place, if there is funding available. Each application will be considered on its own merit by our Bursary Committee. The application form is available on our website. Please refer to the Holyport College Bursary Policy, available on our website, for full details of our bursaries. The final decision on the allocation of places will be made by the Headmaster and Governing Board of Holyport College.

Newlands Girls' School

School details

Type of school:	Girls, Academy
Address:	Farm Road, Maidenhead, SL6 5JB
DFE Code:	868/4036
Admission Number:	192
Co-Headteachers:	Miss J. Capon
Age range:	11-19
Email:	office@newlandsgirls.co.uk
Website:	www.newlandsgirlsschool.co.uk
Tel:	01628 625068

Vision, Values and Core purpose

Our vision is to build an ambitious and caring community of people who eagerly contribute to every aspect of school life, whilst instilling the ethos that there are no limits to what can be achieved.

This is underpinned by our **values**: the 3Cs

Courage, Commitment, Compassion

which feeds into our **core purpose**:

We aim to provide a dynamic, rigorous, single sex education fit for the young people in our school. We will offer a rich curriculum which develops character and thrives on aspiration, respect and positive relationships. Our core purpose is to equip our students for life beyond school, preparing them with confidence and enthusiasm for the next steps in their journey.

Uniform

Uniform is compulsory in Years 7-11 and consists of the Newlands kilt (or grey trousers), white blouse, blue jumper and grey blazer. A summer dress is also available.

There are specific make-up and jewellery rules which can be found on the school website in the School Uniform Policy. We pride ourselves on excellent standards of appearance which is an important part of our ethos. Regulation sports kit is also compulsory.

Attendance and Behaviour for Learning

All students are expected to attend every day and absence other than for medical reasons can only be authorised for exceptional reasons and decided by the Headteacher.

The Student Council play an important role in contributing to our development as a school. Inclusion, respect, positive relationships, coupled with kindness and creating a sense of belonging categorise our approach to school life. The student voice plays a vital role in shaping our direction.

Students are cared for by a team of Form Tutors, Year Heads and Wellbeing Practitioners. We work in partnership with parents to ensure students are happy, safe and fully involved in school life.

Facilities/Extra-Curricular activities

We have a campus-style site with playing fields, Sports Hall, modern cafeteria, Drama Studio and swimming pool. We have excellent facilities for Music and Technology, in addition to a purpose-built Sixth Form Block. We believe that all students should take part in extra-curricular

activities, and we try to encourage this. There is a vast range of lunchtime and after school clubs available, including extensive opportunities for the development of leadership skills. There are also a number of trips on offer each year.

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Academic progress

Students receive four reports a year and parents are expected to attend the Parents' Evenings and the relevant Information Evenings. Targets are set for all students at Key Stages 3, 4 and 5 using national data at the level commensurate with the performance of students in the top 20% of schools nationwide.

We would be delighted to welcome you to Newlands for a school tour where you will see for yourselves our fantastic staff and students.

Curriculum and Homework

We follow the National Curriculum in addition to offering three Modern Foreign Languages and, for some pupils, three separate Sciences. Latin may be taken as an extra-curricular option. We have a programme for girls deemed "Most Able" including support for those wishing to apply for Oxford or Cambridge. We do not, however, recommend early entry for public examinations as this rarely enables girls to achieve to their full potential. Homework is an integral part of our success and all girls are expected to meet the deadlines that are set and complete all tasks to the very best of their ability.

Teaching and Learning

Teaching at Newlands is inspirational and exciting. New technologies are embraced at the same time as traditional standards being upheld. Girls are encouraged to be resilient and independent as well as being very well supported by highly qualified subject specialists. Outstanding academic standards are achieved as a result of the dedication of staff, the commitment of the girls and the support of their parents. In English, Mathematics and Science girls are taught in classes arranged by ability.

Admissions Criteria for Year 7 September 2023 entry

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

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

Criteria for admission once children with an EHC plan have been allocated, in the event of there being greater demand for admission than there are places available, places at Newlands Girls' School will be offered using the following criteria in the following descending order:

1. Children in care. This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became adopted or were subject to a residence order or special guardianship order. This category also includes 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 social or medical reasons for requiring the school.
3. Children who live in the 'designated area' of the school and who have a sibling who attends this school.
4. Children who live in the 'designated area' of the school.
5. Children who have a sibling who attends the school.
6. Children who attend a Primary School that is formally linked with the preferred Secondary school. These are Courthouse Junior, Holyport Primary, Oldfield Primary, Riverside Primary and St. Luke's Primary.
7. Individual preference for a single-sex educational school where only the alternative is available in the local area.
8. Children whose parents have any other reason for their preference.

Admissions Criteria (Year 12-13) Please refer to school website for information

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St Edward's RFE Middle School

School details:

Type of school:	Voluntary Aided, Co-Educational Middle
DFE Code:	868/4704
Admission Number:	120
Headteacher:	Ms Nina Adamson
Age range:	9-13
SIF required:	Yes
Email:	office@sterf.org.uk
Website:	https://www.sterf.org.uk/
Tel:	01753 867809

Aims and expectations

St Edward's Royal Free is a distinctively Christian school in which we as individuals achieve and thrive with dignity, knowing we are loved by God. In our supportive and exciting environment, we are given opportunities to grow and learn; to aim for excellence in all we do and develop enquiring minds.

Pupil achievement is high and the school's SATs results remain well above the National average for reading, writing and math's.

Uniform

The school expects pupils to conform to a smart, formal appearance and uniform is worn by all pupils. Details are available on the school's website.

Attendance, discipline, and pastoral arrangements

Pupils register morning and afternoon and are expected to attend punctually. Attendance is high (nearly 97%) and monitored closely. The school's behaviour, safeguarding and other policies are available for parents and the school has been commended for the "exemplary" behaviour of pupils.

Facilities / Extra-Curricular activities

The school buildings offer a light and attractive environment for study and include purpose-built science laboratories, a Learning Resource Centre and library, a modern Sports Hall and extensive playing fields, ICT centre, Music Suite as well as other specialist teaching areas. There is an extensive enrichment programme in Sports, Arts, music and many other curriculum areas.

Your child's progress

Each child is set targets each year based on their prior attainment, and these are regularly reported to parents through a series of interim attainment and progress updates, written reports and meetings with your child's form tutor and subject teachers.

Curriculum and Homework

Pupils follow the National Curriculum and homework is set throughout the school. There is an emphasis on English, maths and science in Key Stage 2 and this continues in Years 7 and 8 but with increased time for some Foundation subjects such as French and RE. Year 8 have an options lesson each week which includes a second MFL. There is a strong performing and expressive arts programme and all pupils enjoy at least two hours of physical education and activity each week.

Teaching and Learning

Classes are taught by specialist subject teachers throughout the school although in Year 5 pupils spend additional lesson time with their form tutor with a focus on their literacy. As a result, they are well-supported emotionally, pastorally and academically. Pupils are taught

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sometimes in mixed-ability groups and sometimes grouped according to ability, especially in English and maths. Wherever possible, additional classes are created to enable smaller class sizes.

Admissions Criteria for Year 5 September 2023 entry

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

As a joint Anglican-Catholic School a high priority is given to children who themselves or through their parents are affiliated to either church by baptism (in accordance with practice in Catholic schools) and attend a local First School or reside within the local area (in accordance with practice in the Church of England).

The Governing Body of St Edward's Royal Free Ecumenical Middle School, being the Admissions Authority, will offer places up to one hundred and twenty children who have attained the age of nine years by 31st August 2023.

Children with a Statement of Special Educational Needs or an Education, Health and Care (EHC) Plan naming St Edward's Royal Free Ecumenical Middle School - will be offered a place.

In the event of there being a greater demand for admission than there are places available, places will be allocated in the following category order:

1. **Looked after Children** and children who were previously looked after but ceased to be so immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. This includes 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 a sibling on the roll of the school at the time of application.** By sibling, we mean brother or sister, half brother or sister, adopted brother or sister, stepbrother or sister, or the child of the parents/carers partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

Governors will then consider all applications from children attending First Schools in the Windsor system or normally resident in Windsor, Old Windsor, Eton, Eton Wick, Datchet, Wraysbury and Horton as defined by the RBWM Designated area (The map of the designated area is available for inspection in the school office and on the school's website).

3. **Children who have either strong medical or social grounds for admission** Children who have either strong medical or social grounds for admission (e.g., serious social problems in the family, or any chronic medical condition affecting the pupil that only this school can accommodate). If this is the case your application must be fully supported at the time of application by written confirmation from the professional person(s), (such as a doctor or social worker) involved in the case. The documentation should set out the reasons why this school is the most suitable one and the difficulties that would be caused if the child had to attend another school. The Governing Body may seek additional information or clarification from the professionals involved. The application will be assessed objectively. [Attached to the school's full policy published on the website is the standard by which these criteria can be met.]
4. **Children of staff at the school**, subject to either or both of the following:
 - a) where the member of staff has been employed at the school for two or more years at the time the application for admission is made, and/or
 - b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

Closing date for on-time applications is 31 October 2022

5. **Children who have been baptised in either an Anglican Church or Catholic Church, or whose parent(s) are baptised members of either the Anglican or Catholic Churches.** By Anglican Church we mean, The Church of England, The Church of Wales, The Scottish Episcopal Church and The Church of Ireland. By Catholic we mean a person baptized in a church which is in full communion with the See of Rome, or a person received into full communion with the Catholic Church (The List is available at <http://www.portsmouthdiocese.org.uk/schools/uploads/201611-Diocesan-admissions-guidance-2023-24.pdf> see pages 35-36).
6. **Children, or Children whose parent(s), are members of any other Christian Faiths and all other Faiths.**
7. **All other applicants normally resident within the RBWM designated area (defined above).**
8. **All other applicants**

Should there be more applications than places available in any of the categories above, then priority will be given according to **proximity of the child's home, as measured by the straight-line distance between the home and the school** with those living nearer being accorded the higher priority; this will serve to differentiate between children in each criterion 1-8 should the need arise. This data is supplied to us by the Royal Borough of Windsor & Maidenhead and is determined from the address point of the pupil's house measured in a straight line as determined by Ordnance Survey to the address point of the school using the local authority's GIS system.

Tie Breaker

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. This process will be conducted in the presence of a person independent of the school.

The Governing body will assign each application a category based on the information and documentation received.

Evidence required for each category:

Please visit the school's [website](#) for full details of evidence required for each category.

**PLEASE INCLUDE YOUR EVIDENCE WITH THE SUPPLEMENTARY INFORMATION FORM.
(SEE ADMISSION ARRANGEMENTS)**

St Peter's CE Middle School

School details:

Type of school:	Academy, Co-Educational
DFE Code:	868/4003
Admission Number:	90
Headteacher:	Mr. Andy Snipp
Age range:	9-13
Specialism:	No
Email:	office@st-petersoldwindsor.org.uk
Website:	http://stpetersceschool.org
Tel:	01753 866253

Aims and expectations

You yourselves like living stones are being built up – Aspire, Believe, Grow, Achieve (Quote taken from: 1 Peter, 2:5) You yourselves like living stones are being built up- valued by God- and a unique member of our school community. You will continue to build firm foundations for life in all its fullness – spiritually, academically, socially, and emotionally, as this is at the heart of everything we do. We want you to become a wise, compassionate, and responsible citizen in today's multi-faith modern Britain.

Uniform

Our students played a key role in the design of our uniform, the colours of which are based on those of our Multi-Academy Trust. The uniform is a blue blazer with purple piping and St Peter's logo, a purple with gold stripe tie, grey trousers, or tartan skirt.

Attendance, discipline, and pastoral arrangements

Our rate of attendance is good, and students are expected to be punctual. Unexplained absence is rigorously followed up and we expect parents to support the school attendance and discipline policies. Our pastoral arrangements are firm but fair and not only understood but shared by our students.

Facilities / Extra-Curricular activities

We have specialist rooms for all practical subjects including Science lab, Art room, Music suite, Food Technology suite and large Gymnasium. All teaching rooms are furnished with Interactive Whiteboards. We have extensive school fields and floodlit courts. We believe our facilities offer exceptional opportunities.

We have a wide range of enrichment programmes varying from homework clubs, art, DJ club and sports clubs.

Your child's progress

The progress students make is closely monitored throughout their time at St Peter's. They are set challenging targets based on previous attainment and parents are kept informed through interim and annual reports. Any concerns about a student's progress are discussed in year with parents and parents are encouraged to contact the school with any concerns they may have.

Curriculum and Homework

Across the school students are taught a broad curriculum. At Key Stage 2 students are taught in a primary classroom for the majority of their lessons. Specialist rooms are used for Science, Music, Computing, Art, Design Technology, RE and PE. At Key Stage 3 we move to a secondary model. Homework is posted on the school website and in Microsoft TEAMS.

Teaching and Learning

Students at Key Stage 2 are taught in a principally primary environment with a blend of subject specialists and primary practitioners. At Key Stage 3, students move to a secondary style timetable throughout. All students across the key stages are taught in smaller groups for Design Technology subjects. Students are supported and challenged in a variety of ways using the 5 Keys (making connections, self-management, challenge, creativity and problem solving) which help to foster academic success. This focus, along with the pastoral vision of the School Values, guides students so that they can aspire and believe that they can grow and achieve to their full potential.

Admissions Criteria for Year 5 September 2023 entry

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

Applicants with a Statement of Special Educational Needs, with St Peter's Church of England Middle School as their named school, have an automatic right to a place. Once these children have been placed, the following criteria will be applied in the order given below.

For definitions see following paragraph.
and/or

1. Looked After Children, (LAC), Internationally adopted previously looked after children (IAPLAC) and children who were previously Looked After, but ceased to be so because, immediately after being Looked After, they became subject to an adoption, child arrangements or special guardianship order and (See Note 2).
2. Families who have exceptional medical or social needs that make it essential that their child attends St Peter's Church of England Middle School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. A child ordinarily living in the Parish of Old Windsor. (See Notes 4 and 5)
4. A child with a sibling on the roll of St Peter's at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school. (See Note 6)
5. A child of a member of staff at the school will be admitted, subject to qualification in either or both of the following:
 - a. where the member of staff has been employed at the school for two or more years at the time the application for admission is made, and/or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. A child attending King's Court First School, The Royal School, Eton Porny C.E. Combined First School or Eton Wick C.E. Controlled Combined First School at the time of application.
7. A child attending one of the following Windsor First/Primary Schools: Alexander First; Braywood CE Controlled First; Clewer Green CE Aided First; Datchet St Mary's CE Primary, Dedworth Green First; Hilltop First; Homer First; Oakfield First; The Queen Anne Controlled First; St. Edward's RC Aided First, Trinity St. Stephen CE Aided First; or Wrybury Primary, at the time of application.
8. A child living outside the Ecclesiastical Parish of Old Windsor and who does not attend one of the schools named in criteria 6 or 7 at the time of application.

Trevelyan Middle School

School details

Type of school:	Academy, Upton Court Educational Trust Co-Educational
DFE Code:	868/4083
Admission Number:	150
Headteacher:	Mrs L Harris
Age range	9-13
SIF:	No
Email:	office@trevelyan.org.uk
Website:	www.trevelyan.org.uk
Tel:	01753 864371

Aims and expectations

At Trevelyan we strive to produce happy, thoughtful pupils where every child can achieve their full potential in their academic creative, personal, physical, and moral development. We provide a learning environment which enables the pupils to acquire knowledge, skills, and practical abilities.

Uniform

Our smart school uniform is worn by all pupils. In Key Stage 3 this includes a newly introduced school blazer with red piping and the school crest. Support for families in sourcing uniform is available.

Attendance, discipline, and pastoral arrangements

Attendance and punctuality are monitored daily, and pupils are expected to aim to achieve as close to 100% attendance as possible. Good attendance is celebrated and rewarded; support is put in place for those who need to improve. Our school rules are to be Ready, Respectful and Safe and we will not accept excuses for poor behaviour and attitudes, as reflected in our most recent Ofsted report, where behaviour and attitudes were rated as Outstanding. Each child has a tutor who is responsible for delivering the personal development curriculum and for being the key link between home and school. On entry to Year 5 children are carefully placed in mixed ability tutor groups, with input from pupils' first schools. This encourages social integration and a group identity. The criteria for grouping are friendship, gender, and ability.

All matters relating to attendance, rewards and responses are communicated to parents and carers via our new ClassCharts app, allowing parents to remain up to date daily with their child's school life.

Facilities / Extra-Curricular activities

At Trevelyan, we enjoy incredible facilities including a Drama Studio, a specialist Music Room with neighbouring practice rooms (for peripatetic lessons), two ICT suites, three science laboratories, a Design and Technology workshop, a food technology room, tennis/netball courts, sports hall with four badminton courts, extensive fields, 400m track in summer months, a well-stocked and run library and a multi-use hall. Our Year 5s have their swimming lessons at the pool in Eton College. We have a full programme of extra-curricular activities both at lunch times and after school and we offer wraparound care through the provider Sports4Kids.

Your child's progress

Parents/carers receive progress reports at the end of the autumn and spring terms, and a written report at the end of the summer term.

Admission into Secondary School September 2023

Curriculum and Homework

At Trevelyan Middle School, pupils follow the National Curriculum, and we are proud to offer a secondary model of education from Year 5 onwards, whereby pupils move to our specialist classrooms with specialist teachers for each of their five daily lessons. There is a clear emphasis on English, maths and science in Key Stage 2, as well as a whole school focus on literacy and reading for pleasure. In Key Stage 3, more time is given to some subjects, including science, French and drama. All pupils enjoy at least two hours of PE and physical activity each week. This secondary model is hugely successful and has been part of the success story of our SATs results consistently sitting above the National Average.

Homework is set according to subject areas, with English and maths setting homework more regularly than RE, for example. The homework timetable is shared on the school website. All homework is communicated to parents and carers via our new ClassCharts app, enabling parents to easily see their child's timetable and all homework set with its due date.

Teaching and Learning

Every curriculum subject is taught by a specialist teacher. All children are supported and stretched to achieve the objectives in every lesson and staff use the evidence-based Pioneering Pedagogy to ensure pupils are inspired, challenged and grown in every lesson.

Pupils in Years 5 and 6 are taught in their tutor groups except for Maths where pupils are set across the year group according to their attainment. The school regularly reviews grouping arrangements to ensure that all pupils are able to maximise their progress and enjoy the provision being made.

Admissions Criteria for Year 5 September 2023 entry Please refer to our website for the full admissions policy. It is your responsibility to read the full policy on the school's website before making your application.

The school's planned admission number (PAN) for Year 5 Entry in September 2023 is 150.

Pupils with Special Educational Needs, supported by written evidence supplied by a recognised authority, and who have named Trevelyan Middle School specifically on the statement, will be admitted automatically.

Pupils with an Education Health and Care Plan under the Children and Families Act 2014, and where the school has been named by the recognised issuing authority on the EHC plan, will be admitted automatically. Section 39(2) of the Children and Families' Act 2014 says that the local authority must consult the school before naming a school on the EHC plan and section 39(4) gives the only reasons why a school should not be named. These are "a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Pursuant to this act, Trevelyan Middle School will work with recognised authorities to ensure that admission of a child with a statement of SEN or EHC plan is compatible with the school.

Admissions Criteria for Year 5 September 2023 entry

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

To apply for a place in year 5 in September 2023, applicants must state Trevelyan Middle School on the Common Application Form (CAF), to be submitted to the Local Authority in which the applicant lives by 31 October 2022. If the number of applicants exceeds the number of places available, the following over-subscription criteria will be applied:

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

- (i) 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 who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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).
- (ii) Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to the final submission deadline for the Common Application Form (CAF), on 0.5 of full time or above or filling a vacant post where there is a skills shortage and working at Trevelyan Middle School. The term "staff" refers to any employee who is permanently employed by Pioneer Educational Trust working at Trevelyan Middle School and excludes those contracted through external agencies.
- (iii) Children attending a First (Reception to Year 4) School within the Royal Borough of Windsor and Maidenhead. These are Feeder Schools, and include Alexander First School, Braywood CE First School, Clewer Green First School, Dedworth Green First, Eton Porny School, Eton Wick School, Hilltop First School, Homer First School, Kings Court, Oakfield First School, Queen Anne First, St Edward's RC First, The Royal School, and Trinity St Stephens CE School. Trevelyan Middle School does not give priority to which school applicants currently attend (see tie-breaker procedures below).
- (iv) Children living within the catchment area of the school.
- (v) Children that are attending, at the time of application Foxborough Primary School, as the designated feeder school.
- (vi) Any other applicants.

Tiebreaker

If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's permanent home address to the main school reception of the main school site. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available, but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

Parents can apply to have their child's name placed on a waiting list for the rest of the academic year following refusal.

Where the School has no spaces available, the application will be refused. Parents can apply to have their child's name placed on a waiting list for the rest of the academic year following refusal.

The position of each child on the waiting list is determined through the application of the over-subscription criteria in this section. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-drawn. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused, then the child's name will be removed from the waiting list.

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

If parents wish to keep a child on a waiting list beyond an academic year, they will need to write in for an extension at the end of each academic year. There is no guarantee of a school place by remaining on the waiting list.

The Windsor Boys' School

School details

Type of school:	Academy, Boys only
DFE Code :	868/4044
Admission Number:	260
Headteacher:	Mr S Furness
Age range:	13-18
SIF required:	Yes, if applying under Arts Criteria
Specialism:	Arts
Email:	mail@twbs.co.uk
Website:	www.twbs.co.uk
Tel:	01753 716060

About The Windsor Boys' School

At The Windsor Boys' School students aged 13-18 are comprehensively educated for the modern world. With over 100 years of history and rich traditions we succeed in ensuring boys experience a fully rounded education that enables them to achieve academic success, participate in a wide range of extra-curricular activities and develop a good and decent character.

This is achieved through the blend of three well-refined elements:

- A broad, modern and challenging curriculum which ensures everyone reaches their full potential
- An extraordinary and unrivalled programme of extra-curricular activities, especially in sport and creative arts
- A school ethos that fosters responsibility, genuine teamwork and friendship

Aims and expectations

We place a great deal of emphasis on promoting the right values and behaviours that prepare young men to flourish in a rapidly changing world. We promote an enthusiasm for learning, an encouragement of effort and celebration of success. We encourage participation, teamwork, and leadership through a range of activities. Students are taught how to be supportive of each other and thoughtful towards others, displaying manners, social skills and loyalty to the school and community. Each individual is fully prepared for the future and leaves us as a confident and resilient young man who is well-equipped for a happy life in a diverse and ever-changing society.

Uniform

The school uniform has been devised to encourage smartness. All boys are required to dress in accordance with school regulations whilst at school and travelling to and from school. Hair must be kept clean, tidy, and no longer than the collar in length.

Attendance, discipline, and pastoral arrangements

Students are expected to attend school every day unless prevented by illness. Any other absence other than for medical reasons can only be authorised for exceptional reasons such as music or sporting events.

The Headteacher, Deputy Headteachers and the Directors of Pupil Progress are responsible for the discipline of the school. In practice boys are expected to develop powers of self-discipline.

All boys are first placed into one of the eight Houses and then into a tutor group with boys in the same year group (about 25-30 boys in each tutor group). Tutors will usually stay with their tutor groups throughout their time at the school. The tutoring system is overseen by the Directors of Pupil Progress who are a crucial part of the pastoral team.

Closing date for on-time applications is 31 October 2022

Facilities / Extra-Curricular activities

The school has extensive facilities: Rowing boathouse, dance and drama studios, main hall, music rooms, tennis courts, art rooms with a dark room, media suite, sports hall, gym, an AstroTurf, and extensive playing fields. The school provides a wide range of extra-curricular activities which are of vital importance if a boy is to receive a rounded education. Many school clubs meet before school, at lunchtime and after school and school teams regularly play on Saturday mornings. A boy should not allow outside interests to interfere with these School activities.

Your child's progress

Maintaining regular contact with boys' parents/guardians is an integral part of our ethos. We feedback on your son's/ward's progress by holding Parents Evenings, providing full and detailed reports and giving online progress updates 4 times a year. Communication through the virtual learning environment and email is encouraged.

Curriculum and homework

The school follows the usual statutory requirements and the requirements of the National Curriculum therefore all students in Years 9, 10 and 11 are taught English, Mathematics, Science, PSHE, RE and PE.

In Year 9 all boys are also taught a number of other subjects, Art, Drama, Technology, Geography, History, MFL and Music.

In Years 10 and 11 as well as a core of English and English literature, maths, science, RE and PE, boys choose four optional subjects that they wish to continue to study. Some setting will take place to ensure that students are following an appropriate programme of work. Assessment is an on-going process which may if appropriate result in movement between teaching groups.

Homework is set on each day (Monday to Friday) of term. Normally three subjects are set for each evening and the approximate times to be taken are:

- Years 9 & 10 receive a minimum of one hour each evening. This will rise as they go through the school with most boys receiving 1½ hours.

Parents/guardians' co-operation is essential in ensuring that boys spend sufficient time on homework and complete it at home. The school uses a virtual learning environment to set and mark homework which is accessible to parents. Homework is not an option, but an integral part of the Curriculum.

Education after 16 / Sixth form curriculum

The post-16 curriculum is designed to ensure progression from Year 11 and on to university, further education, training, or employment. We currently offer a two-year programme at level 3 which leads to a wide range of academic and vocational qualifications. Students are able to access courses and additional qualification at Windsor Girls School. The sixth form prospectus provides information about the entry requirements and pathways, and the support available to students to help them progress through the sixth form and on to their chosen destination.

Admissions Criteria for Year 9 September 2023 entry

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

Children with a Statement of Special Educational Need/EHC Plan naming TWBS Academy will always be offered places.

Admission into Secondary School September 2023

If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. **Students who are Looked After or were previously Looked After** – A ‘looked after child’ or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence, child arrangements order, or special guardianship order. (See below for definitions of children who are looked after or were previously looked after);
2. **Students with exceptional medical or social reasons for requiring the school** – Where the student, or their parent or carer, can demonstrate wholly exceptional medical or social requirement for attendance at the school and that attendance at no other school will suffice (see below for further definition of how this criteria will be applied);
3. **Students who live in the ‘designated appropriate area’ of the school and who would have a sibling of compulsory school age expected still to be at a school in the trust at the time of admission of the student for whom the place is sought.** (See below for definitions of ‘designated appropriate area’);
4. **Students who live in the ‘designated appropriate area’ of the school.** (See below for definition of ‘designated appropriate area’);
5. **Students who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the student for whom the place is sought.** (See below for definition of sibling);
6. **Students who attend a feeder Middle School.** (See below for definition of feeder middle schools);
7. **Students whose parents have selected the school because of a preference for a single-sex school when the local alternative is a co-educational school.**
8. **All other applicants.**

Tiebreakers: If more applications are received in any one criterion than there are places available the following tiebreakers will be used:

- For criteria 7: Priority will be decided by the continuous length of attendance at Windsor First, Primary and Middle schools. When considering the length of time in the Windsor system, all children who start their statutory age schooling at a Windsor school will be treated as having started school on the same date. This would be the earliest time that all children, regardless of date of birth, should have commenced full time education, which will be September in National Curriculum Year 1. Continuous length of attendance will be measured in months. Attendance at nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the basis of geographical distance as in the following tiebreaker.
- For all other criteria: Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the school using Local Authority’s GIS system. In the event of two or more boys living at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the Academy Trust.

Admissions Criteria (Year 12-13)

Admissions to Year 12 and 13 are dealt with by the school. Full details can be obtained by contacting the Sixth Form Office at the school: admissions@twbs.co.uk

Closing date for on-time applications is 31 October 2022

Windsor Girls' School

School Details

Type of school:	Academy, Girls only
DFE Code:	868/4046
Admission Number:	230 (subject to final DfE approval – previous Number is 208)
Headteacher:	Mrs Eimear O'Carroll and Mr Peter Griffiths (Co-Headteachers)
Age range:	13-18
SIF required:	No
Specialism:	Teaching school
Email:	office@windsorgirls.net
Website:	https://www.windsorgirls.net/
Tel:	01753 795155

About Windsor Girls' School

We expect all of our students to 'Aspire, Advance and Achieve' beyond their expectations in academic study, in the arts, in sport and in extra-curricular activities. They are supported by a committed and well-qualified team of staff, who are prepared to take an individual interest in each student. We are proud that Ofsted judged Windsor Girls' School to be an 'Outstanding' provider of education. The report heaped praise upon the achievements of students, as well as the quality of teaching, the behaviour and safety of students and the leadership and management of the school.

Uniform

- Windsor Girls' School dark green pleated skirt or dark green tailored trousers.
- White blouse: fitted with an open reverse collar.
- Dark green jacket: single breasted, with school logo.
- Dark green V-neck jumper with school logo.
- If a hijab is worn, it should be green, black, or white.

Footwear

- Shoes: Black, non-leisure shoe with low heel. Boots, backless shoes, sandals, and high heels may not be worn in school.
- Ankle socks: White. Sports socks or trainer socks are not acceptable, nor are those with patterns or added decorations.
- Tights: Black opaque tights can be worn with a skirt. Leggings are not acceptable.

Outdoor Wear

- Dark coat or shower-proof jacket. Leather and denim garments are not acceptable, nor are those with patterns or added decorations.
- A green, black, or white scarf is optional.
- In extreme weather conditions students will be informed of appropriate footwear and outdoor.

Attendance, Behaviour for Learning and Pastoral System

At Windsor Girls' School all members of the school community are encouraged to Aspire, Advance, and Achieve. Expectations about behaviour are clear and systems to reward good behaviour and to sanction poor behaviour are in place.

The school rules are as follows:

1. Be on time, bring your equipment
2. Wear correct uniform
3. Respect and listen to others and follow instructions
4. Complete all tasks set
5. Be positive about your learning

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

Each student is assigned a tutor group which is assigned to one of three houses. Our robust pastoral system ensures a consistent yet individual approach. All students have access to appropriate support, guidance, and care.

Tracking Progress and Recording and Reporting

Windsor Girls' School is committed to supporting students in achieving their full potential. In order to progress in their learning, assessment data for individuals and for groups of students will be used in the following ways:

Aspire	Advance	Achieve
To predict future performance through target setting	To monitor student progress through tracking, intervention, and academic mentoring	To measure outcome and value added through data analysis

Windsor Girls' School has developed a system of target setting which is based on aspirational, statistically generated targets for all students, in all subjects and at all Key Stages.

A target grade should reflect a student's measured potential based on prior performance. Performance targets will be shared openly with parents/carers and students.

Target grades are generated as follows:

- Targets are based on projected estimates from Key Stage 2 performance and on progress measures made by students in the top performing schools nationally. All teachers are supplied with minimum targets grades. Teachers use professional judgement to create aspirational target grades. These are grades that a student could attain by the end of that Key Stage if they work well and make good progress.
- Year 9 targets will be expressed as GCSE grades for all subjects using the 9 - 1 scale.

Tracking Progress and Recording and Reporting

- There are three data collection points across the academic year for each Year Group. All Year Groups receive one full Written Report and two interim Progress Summaries.
- Within the Academic Year there is a Subject Evening for each Year Group. This provides parents/carers with the opportunity to discuss progress within the subject area.
- Student progress is tracked through the analysis of current grade progression from one data input to another.
- Students receive grades on milestone pieces of work as set out in the marking policy. (Achievement data is recorded in confidence levels and as such allow for progress to be measured effectively).
- Subject Teachers have progress data available and use it to identify underachievement within the classroom. This will inform the support strategies in place within the classroom.
- Subject Leaders have an overview of progress within the subject area. This is used to identify patterns of underachievement and to adopt appropriate intervention strategies across the subject area.
- Students carry out Cognitive Ability Tests during their Transition Days. There are three tests - Verbal Reasoning, Non-Verbal Reasoning and Quantitative Reasoning. We use the results of tests to identify large discrepancies between the different tests so that students can receive the appropriate support and be placed in the appropriate sets.

Extra-Curricular Programme

We have a wide and varied range of extra-curricular activities, organised on a termly basis. Full timetable details will be available in September and are updated regularly.

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

Both our academic and invisible curriculum are designed to enhance LORIC skills (Leadership, Organisation, Resilience, Initiative, Communication). This enables students to look at key character attributes that will facilitate and broaden their skills.

We have three Houses - Elmfield, Carfax and Osborne. Students are allocated to Houses according to their Tutor Group. Students will therefore find that they may not be in the same House as a sibling. We prioritise getting students into the right Tutor Group according to their Student Profile Forms.

We have excellent facilities for sport and have a number of successful teams including netball, cheerleading, football, rugby and swimming teams. There are various other clubs running across the year ranging from tennis, dance groups to our new Windsor Girls' School rowing club.

Many of our students, from Year 9 onwards, take part in the popular Duke of Edinburgh Award scheme. We run the largest in-house programme across Berkshire.

The Drama and Music departments offer many opportunities for students to showcase their talents. These include the Windsor Girls' School Choir and Ensemble. We also have joint musical and dramatic groups with The Windsor Boys' School, Dedworth Middle School and Dedworth Green First School. Other creative clubs include Photography and Art club.

Year 9 students can apply to be Year Ambassadors and as such represent the school at various events both on site and at other venues. There is also the opportunity to represent students as part of the Year Council and Whole School Council.

There are many enrichment trips and events which happen across the year to enhance academic study.

Learning and teaching

Students are banded as follows:

- There are 2 bands, an upper band and a lower band
- Students in each band are determined from transfer and Key Stage 2 data across English, Mathematics, Science and Modern Foreign Languages.
- Within each band students are in set groups independently for English, Mathematics, Science, Modern Foreign Languages and Design Technology
- The remaining subjects are blocked with one of these subjects and setting is therefore determined by that subject.

Admissions Criteria for Year 9 September 2023 entry

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

If there are fewer applications than there are places available for Year 9 entry in September 2023, everyone who applies will be offered a place.

Children who have an Education, Health and Care Plan or Statement of Special Educational Needs which names the school will be allocated a place at the school in accordance with their statutory entitlement.

If there are more applicants than there are places available after the admission of students with Education, Health and Care Plan or Statement of Special Educational Needs naming the school, the following criteria will be considered, in order, to determine who will be offered a place:

Closing date for on-time applications is 31 October 2022

Admission into Secondary School September 2023

1. **Students who are Looked After or were previously Looked After** – A ‘looked after child’ or a child who was previously looked after by immediately after being looked after became subject to an adoption, residence, child arrangements order, or special guardianship order including those children who appear (to the admissions authority) to have been in state care outside of England and classed to be in state care as a result of being adopted. (See below for definitions of children who are looked after or were previously looked after);
2. **Students with exceptional medical or social reasons for requiring the school** – Where the students, or her parent or carer, can demonstrate wholly exceptional medical or social requirement for the attendance at the school and that attendance at no other school will suffice (see below for further definition of how this criteria will be applied);
3. **Students who live in the ‘designated appropriate area’ of the school and who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the student for whom the place is sought.** (See below for definitions of ‘designated appropriate area’);and
4. **Students who live in the ‘designated appropriate area’ of the school.** (See below for definitions of ‘designated appropriate area’);and
5. **Students who would have a sibling of compulsory school age expected still to be at a school in the Trust at the time of admission of the student for whom the place is sought.** (See below for definitions of sibling); and
6. **Students who attend a feeder Middle School.** (See below for definitions of feeder middle schools)
7. **All other applicants**

Tie breakers: If more applications are received in any one criterion than there are places available the following tiebreakers will be used:

- For criteria 7: Priority will be decided by the continuous length of attendance at Windsor First, Primary and Middle schools. When considering the length of time in the Windsor system, a;; children who start their statutory age schooling at a Windsor school will be treated as having started school on the same date. This would be the earliest time that all children, regardless of date of birth, should have commenced full time education, which will be September in National Curriculum Year 1. Continuous length of attendance will be measured by months. Attendance at nursery will not be taken into consideration. If it is still not possible to choose, places will be allocated on the bases of geographical distance as in the following tiebreaker.
- For all other criteria: Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the student’s house as determined by Ordnance Survey to the address point of the school using Local Authority’s GIS system. In the event of two or more students living at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the Academy Trust.

Admissions Criteria (Year 10-13)

Admissions to other year groups are dealt with by the school. Full details can be obtained by contacting the school.

Closing date for on-time applications is 31 October 2022

SECTION 5: Transfer to a university technical college or studio school at the end of Year 9

These schools offer an alternative education to a typical 11-18 secondary school, and usually admit pupils in either Year 9 or Year 10. If you decide that you would like to apply for a place at any of these schools, please refer to their website for information on how to apply directly to the school.

Admission to these schools is not managed by the local authority's Admissions team.

University technical colleges

University technical colleges (UTCs) are set up by universities and businesses and specialise in one or two technical subjects. At GCSE they offer a similar curriculum to a typical 11-18 secondary school, including the basics of English and Mathematics, as well as their specialist subject(s).

For further information on UTCs visit <http://www.utcolleges.org/utcs>

Studio schools

Studio schools are designed for 14–19-year-olds of all abilities. They are small schools for 300 students; and with year-round opening and a 9-5 working day, they feel more like a workplace than a school.

Studio schools offer a range of academic and vocational qualifications including GCSEs in English, Math's and Science, as well as paid work placements linked directly to employment opportunities in the local area. They focus on developing the skills needed for employment, involving personal coaching and work experience, alongside a similar curriculum to a typical 11-18 secondary school.

For further information on available Studio schools visit www.studioschoolstrust.org

There are no UTCs or studio schools within the borough. The following UTCs and studio schools are within a commutable distance.

UTC Reading

Headteacher: Joanne Harper
Computer science | Engineering
Age: 14-19 PAN:100
Crescent Road, East Reading, RG1 5RQ
0118 938 1020
enquiries@utcreading.org.uk
Website: www.utcreading.co.uk

Global Academy UTC

Specialism: Creative, technical and broadcast and digital media
Location: Hayes, Middlesex
Address: The Old Vinyl Factory, Blyth Road, Hayes, Middlesex UB3 1HA
Website: www.globalacademy.com

Sir Simon Milton Westminster UTC

Specialism: Transport engineering | Construction
Location: Westminster
Address: Sutherland Street, London, SW1V 4LH
Website: www.westminsterutc.co.uk

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Heathrow Aviation Engineering UTC

Specialism: Aviation engineering | Engineering

Location: Northwood

Address: Potter Street, Northwood, Middlesex, HA6 1QG

Website: www.heathrow-utc.org

Watford UTC

Specialism: Computer science | Travel and tourism | Hospitality | Event management

Location: Watford

Address: Colonial Way, Watford, WD24 4PT

Website: www.watfordutc.org

UTC Oxfordshire

Specialism: Science (Life sciences and physical sciences) | Engineering

Location: Didcot

Address: UTC Oxfordshire, Greenwood Way, Harwell, Didcot, OX11 6BZ

Website: www.utcoxfordshire.org.uk

Bucks University Technical College

Headteacher: Tony Withell

Specialism: IT and computing | Construction

Age:14-19 PAN: 120

Address: Oxford Road, Aylesbury, Buckinghamshire, HP21 8PB

01296 388688

info@buckinghamshireutc.co.uk

Website: www.buckinghamshireutc.co.uk

Elstree UTC

Specialism: Multimedia | Production arts | Digital technology and communication for entertainment industries

Location: Borehamwood

Address: Studio Way, Borehamwood, Hertfordshire, WD6 5NN

Website: www.elstreeutc.co.uk

South Bank Engineering UTC

Specialism: Engineering for building and health sectors

Location: Brixton

Address: 56 Brixton Hill, Brixton, London, SW2 1QS

Website: www.southbank-utc.co.uk

Parkside Studio College, Middlesex

Specialism: Creative Media | Construction | Health and Social Care | Hospitality and Catering | Hairdressing and Beauty Therapy | Sport and Leisure

Location: Hayes, Middlesex

Address: Wood End Green Road, Hayes UB3 2SE

Website: www.parksidestudiocollege.org.uk

Space Studio West London

Specialism: Space | Aerospace | Science | Maths

Location: Feltham, Middlesex

Address: Letchworth Avenue, Feltham, Middlesex, TW14 9RY

Website: www.spacestudiowestlondon.org

Closing date for on-time applications is 31 October 2022

SECTION 6: Sixth form and post-16 education

Meeting the duty to participate

Every young person must meet the duty to participate. However, this does not necessarily mean staying at school; a young person should choose a post-16 route that meets their needs and aspirations. This could mean going to a further education or sixth form college or taking up an apprenticeship or a job with training. Young people can also consider volunteering or setting up their own business. Schools have a statutory duty to offer impartial information and guidance to help young people make these important choices.

More information about post-16 learning programmes can be found on the UCAS website (www.ucas.com)

For apprenticeships information and vacancies visit the National Apprenticeship Service's vacancy matching site (www.apprenticeships.gov.uk)

School sixth forms

All secondary and upper schools in the Royal Borough of Windsor and Maidenhead offer post-16 courses in the sixth form (Years 12 & 13). You should contact the school directly to ask for course information and entry requirements, and when applications should be submitted.

Admission into the sixth form at each school is dealt with directly by the school.

Other post-16 learning options

East Berkshire College

East Berkshire College offers a wide range of courses for young people from entry level up to Level 3.

More information can be found on their website www.eastberks.ac.uk

Berkshire College of Agriculture (BCA)

BCA offers a comprehensive programme of vocational courses, apprenticeships and foundation learning programmes.

More information can be found on their website www.bca.ac.uk

SECTION 7: Financial assistance

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're 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 (provided you have an annual net income of no more than £7400 as assessed by earnings from up to three of your most recent assessment periods)

Please speak to your child's allocated school about making an application.

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 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 website www.rbwm.gov.uk.

SECTION 8: Useful contact details

The Royal Borough of Windsor & Maidenhead

Admissions staff (call back service only)	01628 683870
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 Education Authorities Admissions Teams

Buckinghamshire County Council	01296 395000
Bracknell Forest Borough Council	01344 354023
Slough Borough Council	01753 875700
Surrey County Council	0300 200 1004
Reading Borough Council	0118 937 3777
Wokingham District Council	0118 974 6000

Other useful telephone numbers

Department for Education (DfE)	0808 100 8000
Independent Schools Council information service	020 7766 7070
Local Government Ombudsman	0845 602 1983
Diocese of Oxford – Board of Education	01865 208237
Catholic Diocese of Portsmouth	01329 835363