

Admissions to RBWM secondary schools

For September 2026 entry

Transferring to secondary, middle or upper schools



2026/27 secondary admissions: summary for parents

This guide, provided by Achieving for Children (AfC) in partnership with The Royal Borough of Windsor and Maidenhead (RBWM), outlines the admission process for secondary schools in the 2026-2027 school year. It is primarily for pupils transferring to middle school (year 5), secondary school (year 7), and upper school (year 9).

Key information

- **Key dates:** applications for September 2026 entry open on 9 September 2025, with a deadline of 31 October 2025, for on-time applications. National Offer Day is 2 March 2026, and the deadline to respond to offers is 15 March 2026.
- **Education, health and care plans (EHCPs):** if your child has an EHCP, please do not apply via the online portal. Please contact the Special Educational Needs and Disabilities (SEND) Team.
- **Address checks:** the council will check your home address and may ask for proof to verify your address.
- **Joint custody:** written permission is needed from both parents when making an application.

Application process (eight steps):

1. **Understanding admissions**
Apply to your home local authority (who you pay your council tax to). Understand the equal preference system for ranking schools.
2. **Collecting information**
Research schools via their websites, attend open events, and review their admission procedures.
3. **Deciding preferences**
Carefully consider oversubscription criteria, designated appropriate areas (catchment areas), and previous allocation information. It is crucial to use all preferences available. Naming just one school does not increase your chances. Failure to use all preferences available will result in the Admissions Team adding preferences in order of distance to your home address to maximise your chances of a school place.
4. **Apply on time**
Missing the deadline can reduce your chances of getting a preferred school. Late applications are considered in subsequent rounds.
5. **Completing your application**
Apply online through the RBWM portal. Only one application per child is accepted. Duplicates will automatically be deleted.
6. **Supplementary information forms (SIFs)**
Please check if any schools you are applying to requires a SIF and complete and return to school.
7. **Submitting your application**
Ensure all information is accurate and submitted by the deadline of 31 October 2025, at 11.59pm.
8. **Being offered a school place**
Offers are made on National Offer Day (2 March 2026). You must respond to your offer by 15 March 2026.

Other key information

- **Social and medical applications**

Not all schools accept social and medical applications. You can only apply if the school is your first preference. Please read Section 4 of the guide for further details

- **Oversubscription criteria**

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

- **Important notes:**

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

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

Key responsibilities for parents

- **Understanding preferences:**

Parents should use all available preferences (up to six schools) and list them in order of preference (favourite to least preferred). Not using all preferences will result in the Admissions Team automatically adding nearest schools, which may not be preferred choices.

- **Accuracy of information:**

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

- **Travel to school:**

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

- **Responding to offers:**

Parents must accept or decline their school place offer by 15 March. Failure to respond may result in the offer being withdrawn.

- **Communication:**

Parents should use the primary contact email address

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

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About this guide

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

The information in this guide relates to the school year beginning September 2026. 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.

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

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 RBWM council nor Achieving for Children.

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

Introduction

How to contact the School Admissions Team

Email: rbwm.admissions@achievingforchildren.org.uk

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

Phone: 01628 683870

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

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

[Admissions website](#)

[Application portal](#)

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

1. Key dates, and general information on schooling in RBWM

Key dates for admission in September 2026

The co-ordinated admissions scheme operates from 1 September 2025 to 31 August 2026. 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.

The full co-ordinated [admissions policy is available to download](#).

Process	Date
Applications open	9 September 2025
Deadline to submit on time applications Including supplementary information forms (SIFs) and social and medical applications	31 October 2025
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 2025
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 on this day.	2 March 2026
Deadline to respond to school place offers	15 March 2026
Deadline to submit late application to be considered in second round Applications received after this date will be processed in the third round of applications	15 March 2026
Deadline to submit appeals to be heard in the main round These dates are for appeals heard by RBWM services. Own admitting authority schools' dates may vary	27 March 2026
Second round of school place offers Further offers will be made from the waiting list as places become available for all applicants	6 April 2026
Deadline to submit late application to be considered in third round Applications received after this date will be processed after the third round of applications in order of date received	6 April 2026
Third round of school place offers Further offers will be made from the waiting list as places become available for all applicants	12 May 2026
Main round of appeals are heard	May to June 2026
Start of the autumn term Exact date and times to be advised by schools	September 2026

Please note: even if you have been through the school admissions process before, **ensure you have read this guide in its entirety.** There are changes made to the process every year. A new [application portal](#) and revised admissions processes are in effect this year.

Dates of open events for Windsor and Maidenhead schools for 2026 entry

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.

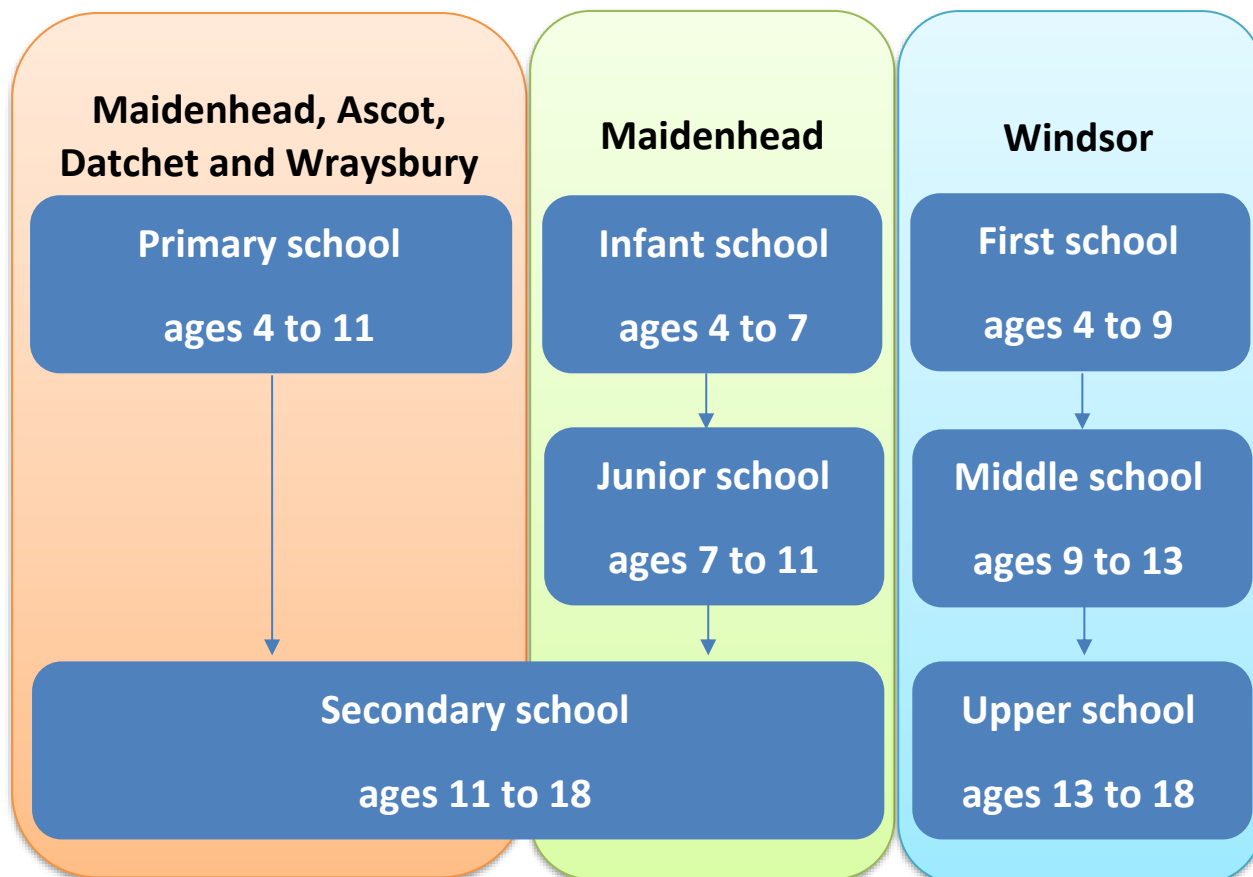
Please contact schools to confirm times and to register for open events.

School	Date and time
Altwood CE Secondary School	Thursday 25 September, 5pm to 8pm (no bookings required)
Charters School	Monday 6 to Thursday 9 October, 9am to 11am (tours) Thursday 9 October, 6pm Headteacher presentation to parents and carers only Bookings for both the tours and evening presentation are essential: bookings open at the start of the academic year in September
Churchmead School	Thursday 11 September, 6pm to 8pm (no bookings required)
Cox Green School	Thursday 18 September, 5pm to 8pm Headteacher speeches at 5pm, 5.45pm and 6.30pm Open mornings: Thursday 2 October, 9am Tuesday 7 October, 9am Monday 13 October (by appointment only)
Dedworth Middle School	Tuesday 30 September: open evening (details to be confirmed) Friday 3 October: open morning (details to be confirmed) Tuesday 7 October: open morning (details to be confirmed) Thursday 9 October: open morning (details to be confirmed)
Desborough College	Contact Desborough College for details
Furze Platt Senior School	Thursday 2 October, 6pm
Holyport College	To be confirmed: please contact school for details
Newlands Girls' School	Tuesday 30 September, 5pm to 8pm Headteacher speeches at 5.15pm and 6.15pm
St Edward's RFE Middle School	Thursday 18 September, 6pm to 8pm Tuesday 23 September, 9.15am to 10.30am Friday 3 October, 9.15am to 10.30am Thursday 9 October, 9.15am to 10.30am Bookings for St Edward's RFE Middle School are required
St Peter's CE Middle School	Wednesday 24 September, 5.30pm to 8.30pm Headteacher's talk at 6.30pm Thursday 25 September, 9am to 10.30am Thursday 7 October, 9am to 10.30am
Trevelyan Middle School	Wednesday 1 October, 4.00pm to 7.15pm Headteacher's talks at 4pm, 5pm and 6pm Tuesday 7 October, 9am (booking required) Thursday 9 October, 9am (booking required) Monday 13 October, 9am (booking required) Tuesday 14 October, 9am (booking required)
The Windsor Boys' School	Thursday 2 October, 6pm to 8pm
Windsor Girls' School	Contact Windsor Girls' School for details

About secondary schooling in our local authority

There are 14 state-funded secondary schools in RBWM. Secondary phase refers to middle, upper and secondary schools.

The structure of secondary education in RBWM



All other admissions are considered as 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 [in year transfers website page](#), but please be aware that all secondary schools in RBWM manage their own in-year transfer process. When applying to secondary schools, you must approach each individual school directly.

University technical colleges (UTCs) and studio schools

Catering for pupils from year 10 to year 13. These schools are found outside RBWM, but within commutable distance. These schools are training centres for specific areas such as engineering, business, arts management, or tourism, aviation, construction, e-sports, or digital media. They offer the same qualifications as secondary schools, with the added bonus of industry expertise and work experience links.

Information on applying to transfer to a university technical college or studio school at the end of year 9 can be found later in this guide, in Section 5.1.

Finding my nearest schools

The easiest way to find your nearest school is to go to the [government site for school information](#).

Allocation information for previous cohorts

Allocation information for last year's entry can be found on the [school admissions website](#).

Some schools also list their allocation data for the past several years on their individual websites.

2. Applying for a secondary school place in six steps

Step 1: Understanding admissions

Children born between the following dates are eligible to transfer to secondary school in September 2026 as part of the normal admissions round.

- **Middle school:** 1 September 2016 and 31 August 2017
- **Secondary school:** 1 September 2014 and 31 August 2015
- **Upper school:** 1 September 2012 and 31 August 2013

Make sure you apply to your home local authority, even if the school you are applying for is outside of your home local authority. Your home local authority is the council to whom you pay your council tax for your primary residence. If you are unsure if your home local authority, you can check on the [find your local council government webpage](#).

If you live in RBWM, you must apply for secondary school places through our application portal, even if applying to schools outside of the borough. RBWM will forward your application to other local authorities and inform you of the outcome. For schools outside of RBWM, contact the relevant local authority directly, especially for grammar school tests. RBWM can only advise on its own schools.

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

Key dates for this year's applications

- First round applications close 31 October 2025
- Exceptional circumstances deadline 15 November 2025
- National Offer Day 2 March 2026
- Second Round Offer Day 6 April 2026
- Third Round Offer Day 12 May 2026
- If you do not apply on time, this means that your application for a school place cannot be considered until **after** everyone else who did apply on time. **Applying on time gives you the best possible chance of gaining a place at your school of choice.**

Understanding the preference system

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

Please note in cases where not all the available preferences have been listed by the parent, your application will automatically have the nearest schools available for this phase of entry added to your application. This will be done in ascending order of distance, from the closest school downwards, until all your preferences are full.

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

Equal preference allocation process

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

Action	Top tips
Apply to the local authority to which you pay your Council Tax.	Make sure you apply to your home local authority by 31 October 2025.
Applications should be made by completing the common application form online. ¹	You should list up to six schools in order of preference, depending on the type of school your child will be attending.
We put your child's name onto the applicant list for each school named on the application form.	All applications received before the closing dates are dealt with equally. We do not look at your order of preference at this point, yet.
All the names on each school list are ranked according to the oversubscription criteria.	Your child's name will be on the list for each school named, and the schools do not know at which preference you have placed their school.
We look at the 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.
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.
Where a child's name appears on more than one list, it means that they are eligible for a place at more than one school. We will allocate a place at the highest eligible school on your list. This is the point when order of preference is considered.	Where your child's name does not appear on any list, it means that they will not be allocated a place at any of the schools you requested. The home authority will allocate a place at the nearest school to you with a vacancy where your child meets the oversubscription criteria, where possible.

Order of preference

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

¹ If you need to, you can request a paper copy of the form by emailing rbwm.admissions@achievingforchildren.org.uk

The following table illustrates the importance of the order of preference:

Preference	School	Qualify for a place?	Outcome
1	Altwood CE Secondary School	No	No current offer (waiting list)
2	Cox Green School	Yes	Place allocated
3	Churchmead School	No	Withdrawn – higher preference met
4	Burnham Grammar School	Yes	Withdrawn – higher preference met
5	Holyport College	Yes	Withdrawn – higher preference met
6	Newlands Girls' School	Yes	Withdrawn – higher preference met

If a parent later changes their mind about school preference (for example) wanting Burnham Grammar), they must submit a change of preference form and wait for the next offer round – if places are still available. This is why it is important to list schools carefully in order of preference from the start.

Changing your preferences before the closing date on 31 October

Changes can be made on your application in the parent portal.

Changing your preferences after the closing date on 31 October

The request must be made by completing the 'Change of preference request form' available on the [school admissions website](#).

These will be processed in the next available round. **There will be no exceptions to this deadline.**

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

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

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

Important points to remember

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

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

Have I used all my preferences?

You must list the schools in the order that you prefer them, 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. **Putting only one preference does not mean you will be allocated a place at that school.** If you do not meet the oversubscription criteria or the school is oversubscribed, we will offer you a place at the nearest appropriate school with vacancies. This may not be your most local school. As explained above, if you choose not to use all your preferences, admissions staff are required to automatically add preferences to your application, in increasing order of distance from your house, regardless of your preference for another school.

Have I named a school more than once?

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

Step 2: Collecting information about schools

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

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

Step 3: Deciding which schools to include as preferences

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

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

The oversubscription criteria and designated appropriate areas

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

Please note:

- The oversubscription criteria for each Windsor and Maidenhead school are summarised on the individual school pages in Section 3.
- Make sure you understand the admission criteria and address any questions directly to the school.

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

All Maidenhead secondary schools share the same designated area, except Holyport College which has its own designated area for Year 7 day places.

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

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

Allocation information, or how places were offered in previous years

You will find details of how places were offered in previous years in the [allocation information documents](#). You will have to contact some academies and voluntary aided schools directly for this information, if it is not included in these documents.

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

a) Sibling priority

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

In RBWM, children are defined as siblings if:

- they are full, half, step, foster brother or sister, and
- they must permanently reside at the same admissions address, and
- they are already in attendance at the school, and
- they will still be in attendance in September 2026 in Years 8 to 10, with some schools accepting Years 11 and 12

Attendance of a younger sibling, a sibling in Year 11 at the time of application or possible attendance in the sixth form (Years 12 and 13) does not necessarily confer sibling status on an applicant.

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

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

b) Proximity to school

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

Please 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.

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

Step 4: Apply on time

The online application portal closes at 11.59pm on 31 October 2025. Missing the deadline can reduce your chances of getting a preferred school. Any applications received after this date will be considered in subsequent rounds.

Step 5: Completing your application

You will be required to register on the application portal to complete your application online. If you do not have internet access at home, it is free to apply online at your local library. Your child's current school may also be willing to help you make an online application.

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

Only one application can be submitted for each child. If you try to submit more than one application for the same child, any additional applications made after the first one will be discarded automatically, without notice. This is why any changes you wish to make **must** be made to the original application, instead of starting again and creating a new one.

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

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

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

RBWM residents: [apply online using the portal](#). If you are not an RBWM resident, you should be applying through your home local authority.

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

The online system will close at 11.59pm on 31 October 2025.

You cannot use the online system to update information after the closing date for applications. If you wish to make changes at this point, please complete a change of preference form on the website. If you need support with your online application, please contact the Admissions Team at the same address.

Confirmation emails

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

Application submission reminders

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

Paper application forms

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

If you apply on paper and do not provide an email address, you will receive a letter giving you the outcome of your application. This will be sent by first class post to your admissions address on National Offer Day.

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

Step 6: Supplementary information forms (SIFs)

A supplementary information form (SIF) is required when a school needs additional information from the parent or carer to apply its admission criteria. The information requested may include information about your pupil premium status, religious observance, or any other information directly applicable to your application. **Please be aware that 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 SIF to the address provided on the form, the school will only consider your application based on the information in the application. This will reduce your chances of being offered a place at the school.

Step 7: Submitting your application

The closing date for receipt of your application and any supplementary form or supporting evidence, is **31 October**. The online system will close at **11.59pm**. If applying on a paper form, please make sure you allow enough time for the form to arrive by the deadline, as postal delays cannot be taken into consideration.

Before you submit your application, please check that you:

- have read and understood the oversubscription 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 in which you want your preferences to be listed and have placed your favourite school as your first preference
- understand how the home address will be assessed for admissions purposes
- have used all your available preferences

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

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

Step 8: Being offered a school place

We will make a single offer of a school place to parents or carers living within RBWM. This will include any offer for a place at a school located in another local authority. Applicants living outside our area applying for one of our schools will be notified of the outcome of the application by their home local authority, as required by the Admissions Code (2021). For safeguarding reasons, information about your allocation will not be given over the phone by any staff member, under any circumstances.

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

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

National Offer Day

If you applied online, you will be sent an email with the outcome of your application. You will also be able to log 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. The offer email must be provided, in its entirety, if you choose to appeal for entry to a particular school that refused your application.

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 second class post on National Offer Day, and this letter will provide information on how to respond to your offer. If the letter is not delivered, a copy may be sent out by post no sooner than 10 March.

If your child does not get their top-choice school, they will automatically go on the waiting list for any higher preferences. If you are happy with the school you were offered and do not want to stay on waiting lists, let the Admissions Team know. Otherwise, if a place becomes available at a higher-choice school, your current offer will be taken away and given to someone else, **without warning**.

You must accept or decline your offer by 15 March, through the admissions portal if you applied online, or by following the instructions in your letter or 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, or do not give any response, the place may be withdrawn without further contact from the Admissions Team.

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

We will re-offer any places that may have become vacant since original offers were made in the second and third round to applicants from the relevant waiting list, in accordance with the individual school's admission criteria. If parents have not responded to their offer from National Offer Day, their school places may be offered out to other pupils during these rounds.

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

Withdrawing offers

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

- where the offer was made in error, resulting in another child being disadvantaged, and it has not been able to resolve the error without withdrawing the offer; the offer will be withdrawn as soon as possible after the error has been discovered
- where the application is considered fraudulent or intentionally misleading
- where a parent or carer has not responded to the offer within a reasonable time
- if the family moves home between the offer being made at the start date in September, and they move to a residence where they would not have received the original offer (further away from the school or in a different designated area)
- where it is possible to offer a higher named preference from the waiting list

Further rounds of offers

RBWM will make second and third round offers to all late applicants, or applicants with late changes of preference, and those on waiting lists for higher preference schools.

After this official third round of offers is made, we will process each application in the order it is received. For National Offer Day, second round and third round, the order in which the applications are received does not affect if an offer is made. From 12 May onwards, when an application is received will determine the order in which offers are made.

Please be aware that other local authorities may have more than one 'round' of offers after National Offer Day. If you are applying for schools outside of RBWM, you will need to take these 'rounds' into account, as it will affect when you receive information about your choice of school. Parents applying for schools in Bracknell Forest, Surrey, Slough, and Buckinghamshire should take note that these authorities have different second and subsequent offer rounds to RBWM. The only offer date that all authorities in England must abide by is National Offer Day.

3. Oversubscription criteria for RBWM schools

Please refer to the individual school's policy available on their website for full admission policy information. The schools themselves are responsible for providing the information on their respective schools.

The admission criteria for voluntary aided schools, free schools and academies are set by the governing body of each establishment. Some schools may require an additional supplementary information form (SIF) to be completed. This information is found in the 'School details' subheading of each individual school's entry later in this section of the guide. If you name a school on your application requiring a SIF, you must contact the establishment directly to obtain the SIF and return it to them by their specified closing date. For your convenience, you are able to attach your SIF directly to your application, on our portal.

This is done in the 'School preference' section. This will securely send your SIF to the requesting school, for you. **Your application will not be complete until both the application form (the online CAF) and the SIF are returned.** Applications for these schools will be passed to the governing body of the individual school. The governors will decide to whom they can offer places and inform the Admissions Team staff of the names of those children. The local authority will send the offer letter on behalf of the governing body.

Some schools may choose to buy back into the admissions validation service. For these schools, the Admissions Team will apply the individual school's oversubscription criteria on their behalf, as well as sending out the offer letters.

Where a school receives more applications than there are places, the following are the criteria that will be applied to determine which children should be offered places. When allocating places, the admissions staff will start at the highest category (Criterion 1) and begin allocating places. If all children in the category are offered places, and there are places remaining, we continue to the next highest category. This process continues until all the places available at the school in this year group are allocated. When there are more children in a category than there are places remaining, the places will be offered based on the distance between the school and the home address.

A summary of the admission arrangements for each of the voluntary aided schools, free schools and academies follows. Full details of these arrangements are published on the individual school's website. **Ensure that you read their full policy before making an application to their school.**

Please note that the text for each school's oversubscription criteria has been provided by the schools themselves and has not been written by the Admissions Team.

Oversubscription criteria for Year 7 entry: Altwood CE Secondary School

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

School details

Type of school:	Co-educational academy
Address:	Altwood Road, Maidenhead SL6 4PU
DfE code:	868/4506
Admission number:	150
Headteacher:	Mrs C Harden
Age range:	11 to 18
SIF required:	Yes
Email:	altwood@altwoodschoo.co.uk
Website:	www.altwoodschoo.co.uk
Phone:	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 its Christian ethos and close links with local churches and the Diocese of Oxford.

Children with an educational health care plan (EHCP) naming Altwood Church of England 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 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 residence order or special guardianship order.
2. 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. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. 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
 - 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
4. 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.

5. Children with a normal home address in the catchment area, which is the whole of Maidenhead.
6. 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.
7. Children with a parent who has attended a church which is a member of Churches Together in Britain and Ireland, at least once a month for at least eight of the 12 months preceding the date of application. Parents not able to qualify under criteria 1 to 5 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.
8. 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

9. Other children.

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, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Oversubscription criteria for Year 7 entry: Charters School

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

School details

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

About the school

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

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

The law requires the school to admit students with an education, health, and care plan (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. Places allocated to children with an EHCP admitted to the Learning Support Centre will be included within the admission number (to be limited to the maximum capacity of the Learning Support Centre).

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

1. Looked after children. This category includes a 'looked after child' or a child who was previously looked after but, immediately after being looked after, became subject to an adoption, child arrangements or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

2. Children with exceptional medical or social reasons for requiring the school.
3. The children of staff in either or both of the following circumstances:
 - a. Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made and/or
 - b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage*.
4. Children who live in the 'designated area' of the school and who would have a sibling** at the school at the time of admission of the child for whom a place is sought.
5. Children who live in the 'designated area' of the school.
6. Children who would have a sibling** at the school at the time of admission of the child for whom a place is sought.
7. All other applicants.

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

Proximity to the school. This will be measured in a straight line from the front door of the student's house to the door of the main reception area of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example, families living in flats) and there are fewer places available than random allocation will be used to decide which child will be allocated the remaining 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 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**.

Oversubscription criteria for Year 7 entry: Churchmead School

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

School details

Type of school:	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 to 18
SIF required:	Yes
Email:	office@churchmead.org
Website:	www.churchmead.org
Phone:	01753 211330

About the school

Churchmead School is an 11 to 18 Church of England mixed comprehensive school with a distinctive Christian ethos that celebrates 'life in all its fullness'. Our aim is to provide the best possible education for every student within a supportive Christian environment that enriches their lives. 'Believe to Achieve', our school motto along with our school values of Courage, Commitment and Compassion underpin all that we do. As a Church of England School Churchmead works closely with our local and Church community. We take pride in developing academic achievement, resilience, confidence, and mutual respect with our students.

Children with an education, health and care (EHCP) plan naming Churchmead School will always be offered places.

If there are fewer applications than places available, all children will be offered places. If there is 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 children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so 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 written evidence from the appropriate professional person involved with the family.
3. Children 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.
4. Children who live in the designated area of the school.
5. Children who attend one of the following feeder schools in Year 6:

Buckinghamshire

Iver Heath Junior School
Iver Village Junior School

Windsor & Maidenhead

Datchet St Mary's CE Primary School
Wraysbury Primary School
St Peter's Middle School
St Edward's RFE Middle School

Slough

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

6. Other children

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, will serve to differentiate between children in criteria 1 to 5 should the need arise. In the event that two distance measures are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Oversubscription criteria for Year 7 entry: Cox Green School

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

School details

Type of school:	Co-educational academy
Address:	Highfield Lane, Maidenhead SL6 3AX
DfE Code:	868/4056
Admission number:	210
Headteacher:	Mr Danny Edwards
SIF required:	No
Age range:	11 to 18
Email:	enquiries@coxgreen.com
Website:	www.coxgreen.com
Phone:	01628 629415

About the school

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

We are extremely proud of our community spirit which is driven by a belief that:

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

Criteria for admission

1. Children in care and previously in care, including a 'child looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence order, or special guardianship order, and 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 a priority linked school:
 - Holyport Primary School
 - Larchfield Primary School
 - Lowbrook Academy
 - Knowl Hill Primary School
 - Oldfield Primary School
 - Waltham St Lawrence Primary School
 - Wessex Primary School
 - White Waltham CE Primary School
 - Woodlands Park 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.
7. All other applicants

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 brothers or sisters of compulsory school age at the school at the time the applicant would enter the school. If there are still not enough places for all the children in section 1.5 once the sibling criteria has been applied, applications will be prioritised using the second and then the third tiebreaker.

Tiebreaker 2

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

If there are still not enough places for all the children once this linked school tiebreaker has been applied, applications will be prioritised using the third tiebreaker.

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. In the event that two or more children live the same distance from the school (for example families living in flats) and there are fewer places available, the tie breaker will be random allocation in accordance with paragraphs 1.34 and 1.35 of the School Admissions Code, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child will be allocated the remaining place(s).

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 and 13) does not confer sibling status.

Oversubscription criteria for Year 5 entry: Dedworth Middle School

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

School details

Type of school:	Academy middle, co-educational
Address:	Smiths Lane, Windsor SL4 5PE
DfE code:	868/4063
Admission number:	180
Headteacher:	Mrs N Chandler
Age range:	9 to 13
SIF required:	No
Specialism:	Specialist Arts
Email:	office@dedworthmiddle.co.uk
Website:	www.dedworthmiddle.co.uk

About the school

Our aim is for every child to develop their 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.

Children with an education, health and care 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. Children 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.
2. Children with exceptional medical or social reasons for requiring the school: Where the parent or carer can demonstrate wholly exceptional medical or social requirement for attendance at Dedworth Middle School and that attendance at no other school will suffice.
3. Children who live 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' of the school.
5. 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.
6. Children who attend a feeder school – all Windsor First schools, Wraysbury Primary School, or Datchet St Marys Primary School.

7. Children whose parents have selected the school for co-educational reasons when the local alternative is a single sex school.
8. All other applicants.

Tiebreaker

If more applications are received in any one criterion than there are places available, then 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 children 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.

Oversubscription criteria for Year 7 entry: Desborough College

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

School details

Type of school:	Boys' comprehensive, co-educational sixth form
Address:	Shoppenhangers Road, Maidenhead SL6 2QB
DfE Code:	868/4000
Admission number:	189
Headteacher:	Mr Andy Murdoch
Age range:	11 to 18
SIF required:	No
Specialism:	Maths and science
Email:	info@desborough-college.net
Website:	www.desborough.org.uk
Phone:	01628 634505

About the school

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

The law requires Trustees to admit pupils with an education, health and care plan 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, Desborough College Academy Trust 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 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.
3. Children living in the designated area of the college AND 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 '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. 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.

4. Children who live in the 'designated area' of the college
5. Children not living in the 'designated area' of the college 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 '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. 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.
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 Criteria 1, 2 and 4)

Children who have a 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.

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).

Qualification for sibling status is made on the basis that the pupil already at the college will be of compulsory school age and on roll at the college at the time of application. 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.

Oversubscription criteria for Year 7 entry: Furze Platt Senior School

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

School details

Type of school:	Co-educational academy
Address:	Furze Platt Road, Maidenhead SL6 7NQ
DfE code:	868/4055
Admission number:	253
Headteacher:	Dr Andrew Morrison
Age range:	11 to 18
SIF required:	No
Email:	admissions@furzeplatt.net
Website:	www.furzeplatt.com
Phone:	01628 625308

About the school

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. At Furze Platt, we wish for all our students ACHIEVE: 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 demonstrate Integrity in all they do, 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.

If your child has an education, health and care plan, naming a particular school, they are required to be admitted to that named school. Please note that up to five places are reserved for pupils with autistic spectrum conditions and EHCPs, expecting to enter the SHINE Resource Provision.

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. 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 step brothers or 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 who attend Cookham Dean CE Primary School, Cookham Rise Primary School, Holy Trinity CE Primary School.
6. Children who live in the 'designated area' of the school.
7. 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.
8. 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.

Tiebreaker 2: Proximity to the school

Proximity to the school. The distance tool (GIS mapping) used by the local authority is embedded into the admissions portal. For in-year transfers the distance tool used is Google Maps. Where Google Maps identifies two or more families living in very close proximity to each other, the school will refer to RBWM's GIS mapping tool. 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 Criteria 6 and 7)

Proximity to the school. The distance tool (GIS mapping) used by the local authority is embedded into the admissions portal. For in-year transfers the distance tool used is Google Maps. Where Google Maps identifies two or more families living in very close proximity to each other, the school will refer to RBWM's GIS mapping tool. 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).

Oversubscription criteria for Year 7 entry: Holyport College (day places only)

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

School details

Type of school:	Free school, co-educational
Address:	Ascot Road, Holyport SL6 3LE
DfE dode:	868/4001
Admission number:	88 in Year 7 (64 day, 24 boarding) and 18 in Year 9 (all boarding)
Headteacher:	Mr Alastair Ingall
Age range:	11 to 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. You must fill in the SIF.
Specialism:	Day and boarding school
Email:	info@holypportcollege.org.uk
Website:	www.holypportcollege.org.uk
Phone:	01628 640150

About the school

Holyport College is an all-ability, co-educational day and boarding school for pupils aged 11 to 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.

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 5pm for all pupils, Monday to Thursday with an early finish at 3.45pm on Friday.

Holyport College offers day places without reference to the gender of the applicant. However, the school is not obliged to admit any pupil as a boarder if accommodation appropriate to their 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 they have satisfied the school that they are 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 or 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.
3. Children whose parents are founders of Holyport College and who have been granted this provision by the Secretary of State for Education.
4. 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 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.
5. Children eligible for the Pupil Premium such that up to 20% of children admitted within each year group are in receipt of the Pupil Premium (including children eligible for the Pupil Premium through the first four priority criteria above). The distance tie break will be used when the number of pupils in each year who are eligible for the Pupil Premium exceeds 20%. **This criterion will not automatically be applied to your application. Please contact us to request a SIF form in support of your application.**
6. 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. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
7. Children who live in the designated area of the school. The designated area follows the boundary of Bray Parish.
8. Children with a sibling who is also a day pupil at the school at the time of admission. These children will only be able to take up a sibling priority place if their sibling was admitted to the College in Years 7 or 8. Should a day pupil transfer to boarding, any younger siblings will retain sibling priority in the same year of entry as a day pupil. There is no transfer from boarding pupil to day pupil.
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.

Tie breaker for day pupils

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.

Please note: For the information regarding boarding places, including boarding over-subscription criteria, please see the school's website.

Oversubscription criteria for Year 7 entry: Newlands Girls' School

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

School details

Type of school:	Girls' academy
Address:	Farm Road, Maidenhead SL6 5JB
DfE code:	868/4036
Admission number:	192
Headteacher:	Miss Jo Capon
Age range:	11 to 19
SIF required:	No
Email:	office@newlandsgirls.co.uk
Website:	www.newlandsgirlsschool.co.uk
Phone:	01628 625068

About the school

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 three Cs of 'courage', 'commitment', 'compassion' which feed 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.

Criteria for admission once children with an education, health and care 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 of staff at Newlands Girls' School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more years at the time of application for the place, or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.

5. Children who live in the 'designated area' of the school.
6. Children who do not live in the 'designated area' of the school, but have a sibling who attends the school.
7. 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.
8. Individual preference for a single-sex educational school where only the alternative is available in the local area.
9. Children whose parents have any other reason for their preference.

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. 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.

If Newlands Girls' School does not have enough places for all children in a particular category, a tiebreaker will be applied to prioritise places. 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 pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

Oversubscription criteria for Year 5 entry: St Edward's RFE Middle School

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

School details:

Type of school:	Voluntary aided, co-educational middle
Address:	Parsonage Lane, Windsor SL4 5EN
DfE code:	868/4704
Admission number:	120
Headteacher:	Ms Nina Adamson
Age range:	9 to 13
SIF required:	Yes
Email:	office@sterf.org.uk
Website:	www.sterf.org.uk
Phone:	01753 867809

About the school

St Edward's Royal Free Ecumenical Middle School 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 maths.

There is a strong performing and expressive arts programme and all pupils enjoy at least two hours of physical education and activity each week. 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.

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).

Children with an education, health, and care plan naming St Edward's Royal Free Ecumenical Middle School will always be offered a place. In the event of there being a greater demand for admission than there are remaining 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, step brother or sister, or the child of the parents' or 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.
3. 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 b) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

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.

4. Children who have either strong medical or social grounds for admission (for example, 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, (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.)

5. Denominational banding

a) Up to 50% of remaining places (rounded down to the nearest whole number) will be given to children who have been baptised in either the Church of England (or other Anglican Church), or whose parent(s) were baptised in either the Church of England (or another Anglican Church). By Anglican Church we mean Member Churches of the Anglican Communion being those who are in communion with the See of Canterbury and who recognise the Archbishop of Canterbury as the Communion's spiritual head. (The list is available on www.anglicancommunion.org/structures/member-churches.aspx).

b) Up to 50% of remaining places (rounded down to the nearest whole number) will be given to children who have been baptised in a Catholic Church, or whose parent(s) are baptised members of the Catholic Church. By Catholic Church we mean 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 on www.casoportsmouth.org.uk/admissions).

Where it is possible to offer a place under category 5a and 5b, the highest ranking place will be offered. As applicants are offered a place, their position under the other category will be freed up. In the event of there being an extra place available, due to the rounding down of available places in categories 5a and 5b, the final place will be allocated to the child who lives in closest proximity, as measured by the straight-line distance between the child's home and the school, of either the next 5a or 5b applicant. In the event of either category 5a or 5b not filling all of the places allocated to them, the remaining places will be filled by either 5a or 5b (as appropriate) until all the places are filled, or no more applications remain in that category.

1. Children who are, or whose parents are, members of any other Christian or other world faiths.
2. All other applicants normally resident within the RBWM designated area (defined above) or currently attending a Windsor First School.
3. 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 should the need arise. This data is supplied to the school by the local authority, 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.

If the last child admitted is of a multiple birth, all siblings of that multiple birth will be admitted even if this goes over the planned admission number. If this occurs in categories 5a and 5b, then both sets of multiple birth children will be admitted.

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.

Oversubscription criteria for Year 5 entry: St Peter's CE Middle School

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

School details:

Type of school:	Co-educational academy
Address:	Crimp Hill, Old Windsor SL4 2QY
DfE code:	868/4003
Admission number:	60
Headteacher:	Mrs Alexandra Burke
Age range:	9 to 13
SIF required:	No
Email:	office@st-petersoldwindsor.org.uk
Website:	stpetersceschool.org
Phone:	01753 866253

About the school

St Peter's Church of England Middle 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, excel 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.

Students 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 our students to become wise, compassionate, and responsible citizens in today's multi-faith modern Britain. Students are supported and challenged in a variety of ways using the five 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.

Applicants with an education, health and care plan, 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 remaining applications will be treated in accordance with our oversubscription criteria, irrespective of educational need or ability. If the number of children eligible in the first category does not fill the available places, consideration will be given to children who qualify in the next category and so on until the admission number is reached.

1. Looked after children, internationally adopted previously looked after children 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.
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.
3. A child ordinarily living in the Parish of Old Windsor.

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.
5. A child attending King's Court First School or The Royal School at the time of application.
6. A child attending one of the following Windsor First Schools: Alexander First, Braywood CE Controlled First, Clewer Green CE Aided First, Dedworth Green First, Eton Porny C.E. First School or Eton Wick C.E. First School; Hilltop First, Homer First, Oakfield First, The Queen Anne Controlled First, St Edward's RC Aided First or Trinity St Stephen CE Aided First, at the time of application.
7. A child living outside the Ecclesiastical Parish of Old Windsor and who does not attend one of the schools named in Criterion 5 or 6 at the time of application.

Within each criterion, the child ordinarily living nearest to the school will be given highest priority, based on straight-line measurement between the school and the individual property, using the local authority GIS local ordnance data software where available. Where there is one place, but two identical distance measurements, a process of random allocation in the presence of an independent person will be used to determine allocation. In line with RBWM guidance, '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'.

Oversubscription criteria for Year 5 entry: Trevelyan Middle School

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

School details

Type of school:	Co-educational academy
Address:	Wood Close, Windsor SL4 3LL
DfE code:	868/4083
Admission number:	150
Headteacher:	Mrs H Swidenbank
Age range	9 to 13
SIF:	No
Email:	office@trevelyan.org.uk
Website:	www.trevelyan.org.uk
Admissions arrangements	Admissions Arrangements for 2026-27
Phone:	01753 864371

About the school

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. Trevelyan pupils will celebrate success today and be prepared for success in tomorrow's rapidly changing world, by thinking critically, having a global perspective, demonstrating kindness, and embracing our school's values.

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. Where the number of applicants exceeds the number of places available, the following over-subscription criteria will be applied:

1. 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).
2. Children of members of staff who have been employed by Pioneer Educational Trust for two 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.

3. Children attending a first (Reception to Year 4) school within the Royal Borough of Windsor and Maidenhead (see point 4 below) with siblings at the school. To meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission to the school 'time of entry' [see notes b) and c) below].
4. 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, King's Court, Oakfield First School, Queen Anne First School, St Edward's RC First School, 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).
5. Children living within the catchment area of the school.
6. 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 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.

Once all offers of place have been made according to sections 3 & 4 above, any remaining children that were not offered a place initially due to over-subscription, will be placed on a waiting list. The position of each child on the waiting list is determined through the application of the over-subscription criteria above. 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.

The waiting list will operate until 31 December 2026.

Oversubscription criteria for Year 9 entry: The Windsor Boys' School

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

School details

Type of school:	Academy, boys only
Address:	1 Maidenhead Road, Windsor SL4 5EH
DfE code:	868/4044
Admission number:	260
Headteacher:	Mr Sean Furness
Age range:	13 to 18
SIF required:	No
Specialism:	Arts
Email:	mail@twbs.co.uk
Website:	www.twbs.co.uk
Phone:	01753 716060

About the school

At The Windsor Boys' School students aged 13 to 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

Pupils will be admitted to TWBS at the age of 13+ without reference to ability or aptitude.

Children who have an education, health and care plan 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 an education, health and care plan naming the school, the following criteria will be considered, in order, to determine who will be offered a place.

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.
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.
3. Students who live in the 'designated appropriate area' of the school and who would have a sibling of compulsory school age are expected still to be at a school in the trust at the time of admission of the student for whom the place is sought.

4. Students who live in the 'designated appropriate area' of the school.
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.
6. Students who attend a feeder middle school (Trevelyan, St Peter's, St Edward's or Dedworth).
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 Criterion 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.

Oversubscription criteria for Year 9 entry: Windsor Girls' School

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

School details

Type of school:	Academy, girls only
Address:	Imperial Road, Windsor SL4 3RT
DfE code:	868/4046
Admission number:	230
Head of School:	Mr Ben Garner
Age range:	13 to 18
SIF required:	No
Specialism:	Teaching school
Email:	office@windsorgirls.net
Website:	www.windsorgirls.net
Phone:	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.

Children who have an education, health and care plan 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 plans naming the school, the following criteria will be considered, in order, to determine who will be offered a place.

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.
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.
3. Students who live in the designated appropriate area of the school and who would have a sibling of compulsory school age expected to still be at a school in the Trust at the time of admission of the student for whom the place is sought.
4. Students who live in the designated appropriate area of the school.

5. Students who would have a sibling of compulsory school age expected to still be at a school in the Trust at the time of admission of the student for whom the place is sought.
6. Students who attend a feeder middle school (Trevelyan, St Peter's, St Edward's or Dedworth).
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 Criterion 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 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 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 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.

4. Common areas of query and special circumstances

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.

It is in the best interest of your child to ensure you apply on time.

Applications received after the closing date of **31 October** will only be considered after all the on-time applications have been processed, and the first round of offers made. **The authority's decision on whether an application will be considered 'late' is final.**

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. 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 (if vacancies are available) we will offer an alternative school at the next nearest school with vacancies.

Late changes 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. It is considered 'late' if it is received after the closing date for the normal round of admissions (31 October).

Requests for a late change of preference must be made by completing the '[Change of preference request form](#)' found on the RBWM AfCinfo 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.

Looked after children or previously looked after children

These terms refer to children who are in the care of a local authority² or being provided with accommodation by a local authority, children who were previously looked after but ceased to be so because they were adopted³ or became subject to a child arrangement order or special guardianship order and children who appear (to the admitting authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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

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

² In accordance with Section 22 of the Children Act 1989

³ Under the Adoption Act 1976 or Adoption and Children Act 2002

Evidence required for a previously looked after child

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

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

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

Documentary evidence of adoption such as:

- an adoption order from a UK court
- an adoption certificate issued by the Registrar General for England and Wales, National Records Scotland, or the General Register Office for Northern Ireland
- an Article 23 Certificate: this applies to Hague convention adoptions, and will have been issued by a central authority
- official documentation from the relevant court or state authorities in the country of adoption, confirming that the child was adopted. In this case further information may be required including:
 - a certified document obtained from the embassy of the country of origin
 - a letter from the adoption agency
 - a letter from another agency or organisation that has been involved with the child
- documentary evidence that a child was previously looked after. The child must appear (to the admission authority) to have been in state care outside of England (in the care of or accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society) and ceased to be in state care as a result of being adopted. Examples may include:
 - an Article 16 Report – this applies to Hague convention adoptions and will have been issued by the Central Authority
 - information provided by an adoption agency, either in the UK or overseas
 - information provided by an organisation that provided care for the child
 - a report or letter from another agency or organisation that has been involved with the child

Exceptional social or medical need (SEMC)

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

To apply under SEMC?

- Only if the school includes SEMC in its oversubscription criteria.
- It must be for your **first-choice school**, and it must use SEMC in its admissions policy.
- You must submit a **SEMC form and evidence by 31 October 2025**. Late applications are only considered in exceptional circumstances.
- Include:
 - why **only** that school can meet your child's needs
 - why your nearest school is not suitable (if it's not the one you're applying to)
 - a letter from a **qualified professional** (such as a doctor, consultant, social worker) where applicable
- Email everything to: rbwm.admissions@achievingforchildren.org.uk.

Which schools does RBWM assess SEMC applications for?

These schools buy into the local authority's admissions service, so RBWM handles SEMC for them.

- Charters School (Year 7)
- Dedworth Middle School (Year 5)
- Newlands Girls' School (Year 7)
- The Windsor Boys' School (Year 9)
- Windsor Girls' School (Year 9)

What doesn't count as SEMC

The following do not qualify unless they are part of a **very rare** and exceptional case.

- Common conditions like asthma, allergies, diabetes, eczema.
- Emotional issues like anxiety or school refusal (all schools support these).
- Bullying concerns or past incidents.
- Family or work transport or childcare reasons.
- Keeping friends together or school clubs.
- A headteacher's letter from the preferred school (conflict of interest).

How the decision is made

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

Further details can be found on our website [here](#).

Admission of children outside their chronological age group

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

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

This decision is **entirely up to each individual school** (not the council), as all RBWM secondary schools are their own admissions authorities.

If you are thinking of applying out of year

You must:

- contact your preferred school(s) first and get written agreement that they'll consider your out-of-year application
- email this written agreement to the Admissions Team, before you apply: without it, your application will not be processed
- submit your application by 31 October 2025 for September 2026 entry

This also applies to summer born children who delayed starting Reception in primary school.

Important considerations for parents

- Children taught **below** their age group stay in school longer and take exams like GCSEs a year later.
- Children taught **above** their age group finish earlier and may struggle with early transfers to sixth form or college.
- Transfers to new schools (for example: from middle to upper school) may force a child back into their correct age group.
- Being out of year group can affect access to social, emotional support, career advice, and age-appropriate PSHE education.
- There's **no guarantee** a new school will accept the current year-group placement during any future moves.

Why do we verify a child's home address?

Address verification is not the same as identity verification

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

Only one address can be used per child, and it must be their permanent residence. You may be asked to provide supporting documents, especially if you've recently moved, are in a joint custody arrangement, or if your address can not be verified. In cases where the address cannot be verified the school place could be withdrawn, even after it has been offered. To avoid delays or complications, it's best to upload all relevant documents to the admissions portal when applying.

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

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

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

What is considered my child's admission address?

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

The address you give us on your application must be your child's **permanent address** or where they spend **most of the school week** in the case of joint custody arrangements. This decision is made at the date of application, and where they will be living when they join the school is also considered. If you intend to move before the September of entry, please see the section 'Moving home' below.

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

Permanent address for admissions purposes

- Your home address must be where you live with your child. The exception to this is if you can prove that your child lives elsewhere with someone who has legal care and control of your child. This must be due to a formal fostering arrangement through social services, and official letters from the professionals involved are submitted to confirm this at the time of application.
- A child's home address should be a **residential property** that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. **We cannot accept the address of a relative (unless it can be evidenced that the applicant and the child live there as a long-term and permanent arrangement), friend or childminder, a temporary address, or an address of a house you intend to move to, or a commercial address.**

- If you own or rent a property which is used, or has previously been used, as your home address that is within commutable distance of an oversubscribed school, and you state that you are living at, and apply from, a different address which is closer to the school, we will normally treat the second address as temporary, even if the property which is further away is not available for you to inhabit. **It is your responsibility to provide the Admissions Team with information on the properties that you are connected to for us to make an assessment on whether a property can reasonably be disregarded for admission purposes.** The aim is to show that the original property cannot be used by your family, to a level beyond a reasonable doubt.

The individual circumstances will be considered by two or more officers who will make an evidence-based decision individually and then together, referring to another officer where disagreement exists. If you are unsure of how your particular circumstances would be treated in this event, please email us for advice on your next steps, at rbwm.admissions@achievingforchildren.org.uk.

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

If you intend on renting a property or you cannot provide evidence that a property that you own will be available to you and your family upon your return, we cannot apply the address for admissions purposes until you have arrived, and you can prove that you and your family are habitually resident in the property. If we do not receive sufficient proof of address before your arrival, your application will still be processed, however, we will not apply distance or criterion priority until we have received evidence. We cannot accept a temporary address or an address of friends or relatives. **It is your responsibility to let us know when you have arrived and provide evidence that you are habitually resident in the property.**

Special categories of residence

Crown Servants and Armed Forces

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

Barge or boat dwellers

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

Travelling families

Children of, or who identify as, Gypsies, Roma, Travellers are considered in a different manner. Proof of address for voluntary controlled, community schools and any academy or free schools which buy back into our admissions services, will not be required for traveller families where the address is confirmed by the Traveller Education Service.

For admissions purposes, children meeting this criterion are defined by RBWM as children who have lived in a mobile home, traveller housing or caravan for the last two years and whose families are planning to continue to do so for at least a further 12 months from the point of application. Groups considered under this element of the protocol are Irish Travellers, Scottish or Welsh Travellers, Roma People (including British Romany Gypsies), New Age Travellers, or Travelling Show People.

Living in accommodation tied to your job

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

What do I do if I believe someone has made false claims in their application?

RBWM strictly checks all application addresses to ensure school places are fairly allocated. If false or misleading information is found, the place can be withdrawn, and legal action may follow. Anyone suspecting a fraudulent address can report it confidentially to the admissions team.

What happens if an investigation is still ongoing on National Offer Day?

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.

Moving home during the admissions process

Moving house during the secondary school admissions process can make things significantly more complicated. Since school offers are based on your child's permanent home address at the time of application, a change of address may impact your eligibility, especially if you're applying to oversubscribed schools. If you move, your application will only be updated once you've submitted proof and the new address is verified. Importantly, moving into a school's area doesn't guarantee a place. You can only be offered a space if there's a vacancy and your child meets the criteria.

If you plan to move 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 in the section 'What is considered my child's admission address?' 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 resident in the new property **by 15 November**. 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**
- copies of three further documents: these could be utility bills or contracts (less than three months old) to prove that the family is habitually resident in the new property. These utility bills may be for water, gas, electricity, waste disposal or sewage, or internet or data connection contracts for the property itself (not a mobile device). As part of these three further documents, we may also accept insurance documentation, DVLA, HMRC or Home Office documentation, GP registration letters, driver's or professional licenses or DBS certificates, if they are dated within the last three months (or are in date), and the paperwork has your address listed. Mobile phone bills, prescriptions, credit card statements and bank statements are not acceptable, nor is inclusion on the electoral roll 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, where the child is starting school in September.

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** will be processed in subsequent rounds of allocations. 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 move after a school place offer has been made based on the address on your application, we **must** 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 will be withdrawn if an offer would not have been received using your new address.**

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 RBWM Admissions Team do not verify addresses that lie outside of this borough in these cases.

If you fail to notify the Admissions Team of a change of address during the application process or before your child starts school in September, 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. This will happen regardless of whether you have bought uniform or branded school supplies, and regardless of your child attending transition or transfer days at their new school. The local authority will not be liable for any costs you incur when a place is withdrawn due to your residential move.

Joint custody arrangements

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

Key points

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

Address and residence for admissions

- The application must be based on the address where the child **lives most of the time**.
- For shared custody where the child spends time at two addresses, the home address used will be where the child spends **most of the school week**.
- If there is no formal legal arrangement, admissions will consider all evidence provided to decide which address to use.
- If residence is equally split or unclear, the following will be considered when deciding the address for admissions purposes.
 - Legal documents confirming residence
 - Pattern of residence, including school nights spent at each address
 - Duration of the current arrangement and any planned reviews
 - Information from current or previous schools regarding addresses and contact details
 - Which parent receives Child Benefit, Tax Credit, or Universal Credit for the child. HMRC will give it to the parent who the child lives with **most of the time** 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 or parent with main responsibility** of the child.
 - The address where the child is registered with a GP
 - Any other supporting evidence parents provide
- Applications cannot progress if parental disputes remain unresolved.

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

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

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

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

- **Check your right to reside:** if you and your child are not UK or Irish nationals, you must ensure you have the legal right to live in the UK before applying. It is your responsibility to check this, not the school's or local authority's.
- **Applying from abroad:** you can apply before arriving in the UK. However, your current overseas address will be used when considering your application, and you won't receive priority based on distance or criteria.
- **Returning to a UK Home:** if you are returning to a property that you **own** and have **previously lived in as a family home**, and you can prove it will be available for you to live in again, your application will be assessed from this address.
- **Other UK addresses:** if you are not returning to a home you own and previously lived in, your application will only be updated once you are **permanently and habitually living** at a UK address. Temporary addresses or those of friends and relatives will not be accepted.
- **Verification of address:** any offer made is provisional until your address is confirmed. If there is a dispute, the application will be paused for investigation.
- **Proof of residence:** you must provide proof that your child lives in the area before the school year or term begins. Without this, the offer will be withdrawn.
- **First day of term:** if your child does not attend school on the first day, we will contact you. If no valid reason is given or your child does not start within 20 school days, the place will be withdrawn and offered to another child.

Children with an education, health and care plan

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

- Visit the [moving up a school when you have an education health and care plan phase transfer page](#) for more information.
- Contact the **SEND Team** at: cypds@achievingforchildren.org.uk or telephone: **020 8547 8610** or **07783 806 246**

If your child has additional needs, but does not currently have an education, health and care plan you should apply in the normal way by the closing date of 31 October 2025.

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

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

Key points for families with a confirmed posting or relocation

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

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

Admissions teams cannot reserve school places specifically for Service children, and **oversubscription criteria** still apply to all applications equally.

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

Need help or advice?

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

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

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

Twins, triplets, and other children of multiple births

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

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

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

5. Available options post-14 and post-16 years of age

Transfer to a university technical college or studio school at the end of year 9

Some schools accept pupils at a different age than typical secondary schools. These are known as **schools with atypical admissions**, and include:

University technical colleges (UTCs)

- Set up by universities and employers.
- Focus on one or two technical subjects (such as engineering, digital technology).
- Aim to prepare students with skills employers need.
- Offer:
 - GCSEs and technical qualifications in Key Stage 4 (years 10 to 11)
 - A Levels and technical qualifications in Key Stage 5 (years 12 to 13)

Studio schools

- Combine academic and vocational learning.
- Use project-based learning and include work experience.
- Work closely with local employers.
- Focus on developing real-world skills for employment or further education.

Both UTCs and studio schools provide specialist subject pathways that standard secondary schools may not offer. However, they **do not cover the full range of subjects** usually available in mainstream secondary schools.

How to apply

- Admissions to UTCs and studio schools are not handled by the RBWM Admissions Team.
- You must apply directly to the school.
- A list of UTCs and studio schools within travelling distance of RBWM is available for your convenience.

Note: applications to these schools typically occur at the end of **Year 9** for entry into **Year 10**.

Details of the atypical admission schools within travelling distance of RBWM are included here for your convenience.

UTC Reading

Specialism: Computer science | Engineering

Address: Crescent Road, East Reading RG1 5RQ

[UTC Reading website](#)

Global Academy

Specialism: Creative media | E-Sports production | Broadcast media | Media business

Address: The Old Vinyl Factory, Blyth Road, Hayes UB3 1HA

[Global Academy website](#)

UTC Heathrow

Specialism: Aviation | Engineering

Address: Potter Street, Northwood HA6 1QG

[Heathrow UTC website](#)

UTC Oxfordshire

Specialism: Life sciences | Physical sciences | Engineering

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

[UTC Oxfordshire website](#)

Aylesbury UTC

Specialism: IT and computing | Health and social care

Address: Oxford Road, Aylesbury HP21 8PB

[Aylesbury UTC website](#)

Elstree Screen Arts

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

Address: Studio Way, Borehamwood WD6 5NN

[Elstree Screen Arts website](#)

Parkside Studio College

Specialism: Creative media | Construction | Health and social care | Hospitality and catering |
Hairdressing and beauty therapy | Sport and leisure

Address: Wood End Green Road, Hayes UB3 2SE

[Parkside Studio College website](#)

Space Studio West London

Specialism: Space | Aerospace | Science | Maths

Address: Letchworth Avenue, Feltham TW14 9RY

[Space Studio West London website](#)

Sixth form and post-16 education

By law, all young people must continue in education or training until at least their 18th birthday. However, this doesn't mean staying at school. There are several different routes to choose from, depending on each student's goals and interests.

Post-16 options include:

- staying in school sixth form
- attending a further education (FE) or sixth form college
- starting an apprenticeship
- working or volunteering with training
- starting their own business (with education or training included)

Schools are legally required to provide **impartial advice and guidance** to help young people make informed decisions about their future.

More information:

- Post-16 courses and guidance can be [found on the UCAS website](#).
- Apprenticeships and vacancies [information can be found on the government website](#).
- School sixth forms in RBWM

All secondary and upper schools in **RBWM** offer sixth form education (years 12 and 13).

- Contact the school directly for:
 - course options
 - entry requirements
 - application deadlines

Note: applications to sixth form are managed **by the schools themselves**, not the local authority.

Other local post-16 learning options contact details

Name	Website	Phone	Email
BCA - Berkshire College of Agriculture	Main BCA website	01628 824444	enquiries@bca.ac.uk
Reading College	Main Reading College website	0800 371434	enquiries@reading-college.ac.uk
Bracknell and Wokingham College	Main Bracknell and Wokingham College website	01344 766200	office@bracknell.ac.uk
Henley College	Main Henley College website	01491 579988	info@henleycol.ac.uk
Slough and Langley College	Main Slough and Langley College website	01753 793000	info@windsor-forest.ac.uk
Windsor College and Strode's College	Main Windsor College and Strode's College website	01753 793000	info@windsor-forest.ac.uk

6. Waiting lists and how they work

RBWM schools' waiting lists

Waiting lists apply to:

- Year 7 secondary school entry
- Year 5 entry to middle schools
- Year 9 entry to upper schools

Waiting lists will be available after 6 April, following the second round of school offers. Requests made before this date will not be responded to.

How waiting lists work

- A waiting list is created only if a school receives more applications than available places.
- Children are automatically added to the waiting list for any higher preference school than the one they were offered.
- You will not be added to the list of a lower-ranked school unless you submit a late change of preference via the online form.
- Late applicants are automatically added to the waiting list of their preferred schools if those schools are full.

Important notes about waiting lists

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

Accepting or rejecting a place

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

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

Additional key points

- **Applications, address changes, and preference changes** received **by 15 March** (outside the main round) will be added to the waiting list based on criteria **before** the initial lists are finalised, regardless of the date received or school preference rank.

- Those received **after 15 March** will be processed in **date order, after** the initial round of waiting list offers.
- During the coordination period (up to 31 August), the Admissions Team will provide waiting list positions for **own-admission authority schools that use their service**.
 - For other schools, you must **contact them directly**.
 - Full details will be available on the RBWM website after waiting lists go live.

Waiting lists for schools in other local authorities

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

Key points

- These schools must still follow national admissions legislation, but they may operate their waiting lists differently from RBWM.
- It is your responsibility to check the waiting list arrangements directly with the relevant local authority.
- RBWM does not hold any information about waiting lists for these schools and cannot respond to enquiries about them.

7. Appealing a decision on a school place

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

What happens during an appeal?

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

Appeal panel decision

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

How to appeal for RBWM schools

You can appeal online for these schools through the borough website.

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

If you want to appeal for a school **not listed above**, contact that school directly for appeal details.

For schools in other council areas, contact the relevant school or local authority. Contact details for neighbouring boroughs are in Section 8.

Important deadlines and details

- Deadline for first-round appeals for RBWM schools: 27 March.
- Contact Democratic.Services@rbwm.gov.uk for more information.
- While your appeal is being considered, your child will be offered a place at a lower preference school or the nearest school with an available place.
- If your appeal is unsuccessful, you usually cannot appeal again in the same academic year, unless there are significant changes in circumstances.

8. FAQs

Have I applied for the correct school for year 9 entry?

- For transfer from middle to upper school in Windsor, you can only apply to one Windsor upper school (The Windsor Boys' or Windsor Girls').
- If applying outside the borough, you can list up to six schools.
- You can only apply to upper schools with year 9 as the first point of entry.
- To transfer to a secondary school with year 7 entry at year 9, you must submit a separate in-year transfer application.
- For UTCs or studio schools, contact those schools directly.

Do I need to complete a supplementary information form (SIF)?

- Check if any of your chosen schools require a SIF.
- For schools outside RBWM, check with the relevant local authority or the school directly.

Will schools know where I placed them in my preferences?

- No. Your order of preference is confidential and only shared if relevant in an appeal.

Have I used all my available preferences?

- You should list schools in order of preference, including out-of-borough schools, to maximise your chances.
- Listing only one preference does not guarantee a place at that school. If oversubscribed, you may be offered a place at the nearest school with vacancies, which might not be your local school.
- If you don't use all preferences, the Admissions Team may automatically add schools based on distance, which might not be your preferred choices.

Can I name the same school more than once?

- No. If a school is named multiple times, it counts as only one preference. This wastes a choice and may result in added preferences you did not select.

Will my child be automatically transferred from middle to upper school?

- No. You must apply for entry when your child is in year 8.
- Linked middle schools get priority but this does not guarantee admission to the linked upper school.

Please see the [secondary admissions website](#) for a greater range of FAQs.

If you cannot find your answer in this guide or on the website, please email us on rbwm.admissions@achievingforchildren.org.uk

9. Useful contact details

The Royal Borough of Windsor and Maidenhead

Appeals helpline	01628 796319
Home to School Transport Team helpline	01628 796666
Special Educational Needs and Disabilities Team helpline	07784 361267 or 07783 806246
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 2001004
Reading Borough Council	0118 9373777
Wokingham District Council	0118 974 6000

Other useful telephone numbers

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

Free school meals

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

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

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

Home to school transport support

Some children and young people may qualify for help with transport to and from school if they live more than a certain distance from their nearest school, or if they have special educational needs which means they cannot walk safely to school. The council provides this support in line with national guidelines and legislation, which means that some children and young people may be eligible for free home to school transport. The full home to school transport policy and information on how to apply is available on [the school transport website](#).

Appendix: Definitions

Definitions of terms and acronyms used in this guide.

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

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

- **Banding:** a system of oversubscription criteria in which all children applying for a place at a banding school are placed into bands based on their performance in a test, a statutory characteristic, a form of premium (such as Pupil or Service Premium), religious denomination or other assessment. Places are then allocated so that the school's intake either reflects the profile of those children applying to the school, those children applying to a group of schools banding jointly, the local authority profile or the national ability profile.
- **Buy back validation service:** a service which own admission authority schools buy back into whereby the local authority grades applications and maintains their waiting lists in accordance with the school's oversubscription criteria and admission arrangements on behalf of the school.
- **Catchment area:** see 'Designated area'.
- **Common application form (CAF):** the form parents complete, listing their preferred choices of schools, and then submit to local authorities when applying for a school place for their child as part of the local coordination scheme, during the normal admissions round.

Parents must be allowed to express a preference for a minimum of three schools on the relevant common application form as determined by their local authority. Local authorities may allow parents to express a higher number of preferences if they wish. These forms are the same for all schools.

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

- **Governing bodies:** school governing bodies are bodies corporate responsible for conducting schools with a view to promoting high standards of educational achievement. Governing bodies have three key roles: setting strategic direction, ensuring accountability, and monitoring and evaluation.
- **Grammar schools (designated):** these were the 163 schools that were designated under Section 104(5) of the SSFA 1998 as grammar schools. A 'grammar school' is defined by Section 104(2) of that act as a school which selects all (or substantially all) of its pupils on the basis of general (academic) ability. At the time of publication, most grammar schools have converted to academy status.
- **Home local authority:** a child's home local authority is the local authority in whose area the child lives.
- **In-year application:** an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.
- **Late application:** late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year but have not been made in time to enable the local authority to offer a place on National Offer Day.
- **Local Government and Social Care Ombudsman:** an independent, impartial, and free service that investigates complaints about maladministration of certain public bodies.
- **Looked after children (LAC):** children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to a school. See also 'Previously looked after children'.
- **Maintaining local authority:** the area in which a school is located is referred to as the maintaining local authority.
- **National Offer Day (NOD):** the day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).
- **Nodal point:** see also 'Designated school node'. A fixed geographical point, other than the location of the school, from which children may be afforded priority for admission to a particular school, based on the distance from the child's home to the nodal point. A nodal point is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements. The selection of such a point must be clearly explained and made on reasonable grounds.
- **Normal admissions round:** the period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.
- **Own admitting authority (OAA):** these are schools that are independent of the local authority. The term covers academies, free schools, and some faith schools.

- **Offer year:** the school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
- **Oversubscription:** where a school has a higher number of applicants than the school's published admission number.
- **Oversubscription criteria:** this refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.
- **Published or pupil admission number (PAN):** this is the total number of places available at the school, in this particular year group.
- **Previously looked after children (PLAC):** previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).
- **Relevant age group:** the age group to which children are normally admitted to the school. This refers to year 5 (middle schools), year 7 (secondary schools) or year 9 (upper schools). Each relevant age group must have admission arrangements, including an admission number. Some schools (for example schools with sixth forms which admit children into the sixth form) may have more than one relevant age group.
- **School year:** the period beginning with the first school term to begin after July and ending with the beginning of the first such term to begin after the following July, as defined by Section 579 of the Education Act 1996.
- **Schools adjudicator:** a statutory officeholder who is appointed by the Secretary of State for Education but is independent. The schools adjudicator decides on objections to determined admission arrangements of all state-funded schools and variations of determined admission arrangements for maintained schools. The schools adjudicator also deals with referrals of directions by local authorities to maintained schools to admit a child and provides advice on requests to the Secretary of State by local authorities to direct academies to admit children.
- **Secondary school:** this will mean secondary, middle, or upper school unless otherwise differentiated.
- **Social and medical consideration (SEMC):** also known as social, emotional, and medical consideration. This is an application for a specific school, based on its unique ability to provide for the specific needs of a child. Only a small number of, if any, applications are successful in any application year.
- **Supplementary information form (SIF):** this is a form requested by some schools that contains extra information to help the school decide which oversubscription criteria is most appropriate. These forms may ask questions about religious attendance, pupil premium information, staff children information, or other information required by the individual school.
- **The Royal Borough of Windsor and Maidenhead council:** RBWM
- **Twice excluded pupils:** a child who has been permanently excluded from two or more schools.
- **Waiting lists:** a list of children held and maintained by the admission authority when the school has allocated all its places, on which children are ranked in priority order against the school's published oversubscription criteria.