

Admissions to RBWM primary schools

For September 2026 entry

**Starting school in reception or transferring to junior
school in year 3**



2026/27 primary 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 primary schools in the 2026/27 school year. It is primarily for pupils starting school in primary, first or infant schools (reception) and transferring to junior school (year 3).

Key information

- **Key dates:** applications for September 2026 entry open on 11 November 2025, with a deadline of 15 January 2026, for on-time applications. National Offer Day is 16 April 2026, and the deadline to respond to offers is 3 May 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.
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 15 January 2026 at 11.59pm.
8. **Being offered a school place**
Offers are made on National Offer Day (16 April 2026). You must respond to your offer by 3 May 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 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 may result in the Admissions Team diverting you to the nearest school with vacancies if we cannot offer from your preferences.

- **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 3 May. 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 entering reception into a primary, first or infant school, and pupils transferring to a junior school at the end of year 2.

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

Responsibility for information provided here relating to academies, voluntary aided and free schools lies with the governing body of the school concerned, and not with RBWM nor Achieving for Children.

The information was correct in September 2025 and is subject to change and correction 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 Schools Admissions Team directly by phone is not possible.
- Due to the sheer volume of calls received throughout the year, we cannot necessarily provide phone support for all who request call-backs. In times of especially high demand, the call-back service will be withdrawn without notice, in order to channel the available resources to help as many parents and caregivers as we can.
- Priority will always be given to requests where the information cannot be found on the website or in the appropriate guide, and where information has not already been provided via email.

[School admissions website](#)

[Application portal](#)

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

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	11 November 2025
Deadline to submit on time applications Including supplementary information forms (SIFs) and social and medical applications	15 January 2026
Extended deadline for exceptional circumstances and changes of address 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	31 January 2026
National Offer Day Online applicants will be sent an email informing them of the outcome. Paper form applicants will be sent a letter via second class post on this day	16 April 2026
Deadline to respond to school place offers	3 May 2026
Deadline to submit applications to be considered in the second round To be considered in the second round of allocations. Applications received after this date will only be processed in the third round of applications	3 May 2026
Deadline to submit appeals to be heard in the main round These dates are for appeals heard by RBWM Democratic Services. Own admitting authority schools' dates may vary	20 May 2026
Second round of school place offers Further offers will be made from the waiting list as places become available for all applicants	25 May 2026
Deadline to submit applications to be considered in the third round To be considered in the third round of allocations. Applications received after this date will be processed after the third round outcomes in order of date received	25 May 2026
Third round of school place offers Further offers will be made from the waiting list as places become available for all applicants	29 June 2026
Main round of appeals are heard	June to July 2026
Start of 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.

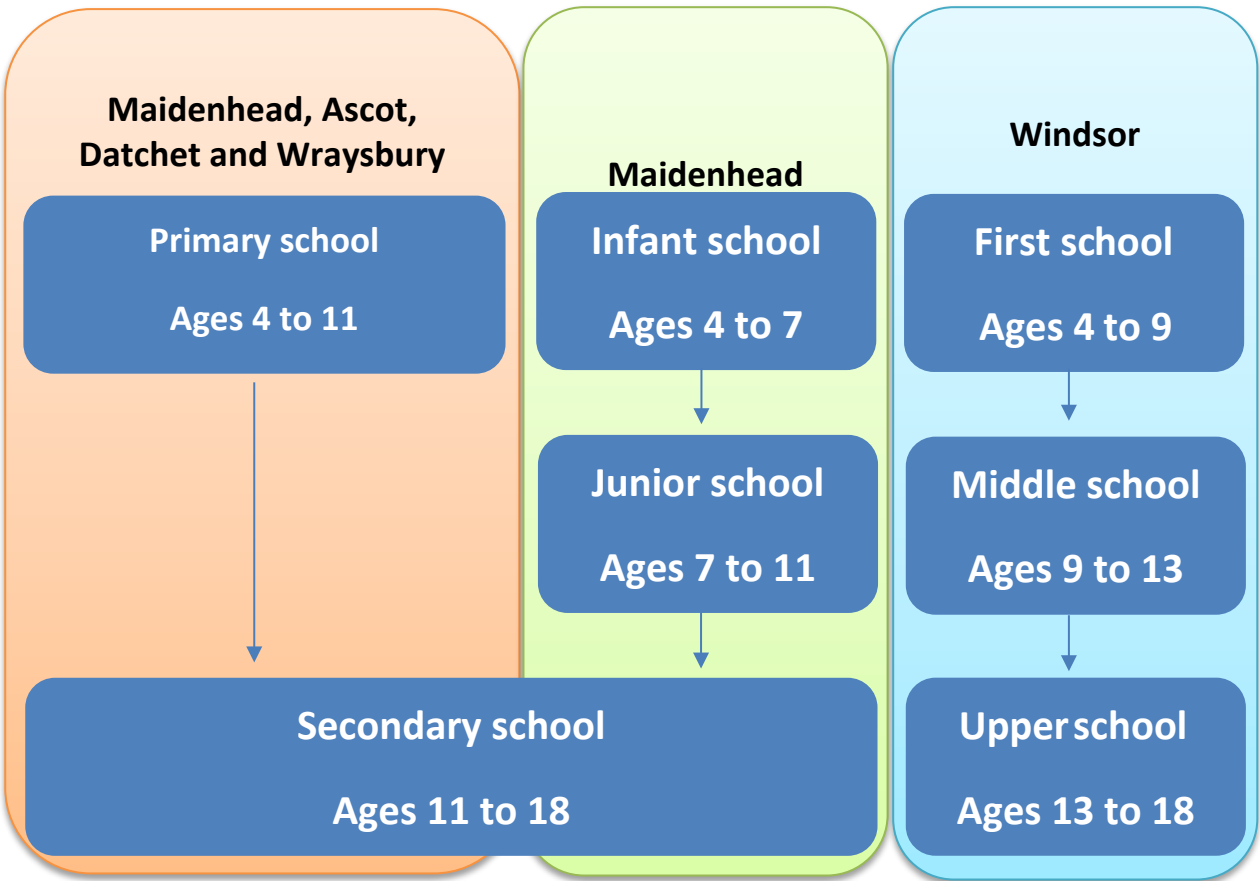
Dates of open events for Windsor and Maidenhead schools for September 2026 entry

Due to the number of primary, infant, first and junior schools in the borough, we do not provide this information in the parent guide. If you require any information relating to open days and tours, please contact the schools themselves. The local authority does not hold visit or open event information for any RBWM school. You must always contact the school directly.

About primary schooling in our local authority

There are 46 state-funded primary schools in RBWM, some of which are their own admission authorities (OAAs)¹ which means they can set their own oversubscription criteria and manage their own transfers outside of the main admissions round. Some OAAs choose to have RBWM manage their processes on their behalf, under the local authority’s buy back validation service². Schools fall into one of categories described below.

The structure of education in RBWM



¹ Own admission authority schools (OAAs) are independent of the local authority. We do not manage their admissions.

² Buy back validation service: a service which own admission authority schools pay the local authority to grade applications and maintain their waiting lists in accordance with the school’s oversubscription criteria and admission arrangements on behalf of the school.

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](#).

The structure of primary education in RBWM

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

You will see a range of school types when looking at primary school education for your child. Each type of school covers a different age range.

- **Primary schools:** catering for pupils from reception to year 6, or ages 4 to 11. These schools are found all over RBWM. After year 6, pupils tend to move from primary schools to secondary schools.
- **Infant schools:** catering for pupils from reception to year 2, or ages 4 to 7. These schools are found in Maidenhead. After year 2, pupils tend to move from infant schools to junior schools.
- **Junior schools:** catering for pupils from year 3 to year 6, or ages 7 to 11. These schools are found in Maidenhead. After year 6, pupils tend to move from junior schools to secondary schools.
- **First schools:** catering for pupils from reception to year 4, or ages 4 to 9. These schools are found in Windsor. After year 4, pupils tend to move from first schools to middle schools.

If you attempt to put a school on your phase entry application that does not receive pupils in that year group, your preference is invalid and will be discarded. For example, if you are applying for junior schools, but place a primary school on the application as well, this primary preference will be discarded. This is because primary schools do not accept phase transfer applications for year 3 entry. You would need to make an 'in year transfer' request instead.

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

- only primary, first and infant schools (where the first point of entry is reception) can be named on an application for entry into reception
- only junior schools (where the first point of entry is year 3) can be named on an application for entry into year 3 at a junior school

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 primary school place in six steps

Step 1: Understanding admissions

Children born between the following dates are eligible to transfer to either primary or junior school in September 2026 as part of the normal admissions round:

- **Primary school:** 1 September 2021 and 31 August 2022
- **Junior school:** 1 September 2018 and 31 August 2019

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 primary 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.

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 | 15 January 2026 |
| • Exceptional circumstances deadline | 31 January 2026 |
| • National Offer Day | 16 April 2026 |
| • Second Round Offer Day | 25 May 2026 |
| • Third Round Offer Day | 29 June 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.

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 15 January 2026.
Applications should be made by completing the common application form (CAF) online. ³	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.

³ 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	Riverside Primary School	No	No current offer (waiting list)
2	Knowl Hill CE Primary Academy	Yes	Offer
3	Lowbrook Academy	No	Withdrawn – higher preference met
4	Woodlands Park Primary School	Yes	Withdrawn – higher preference met
5	St Luke’s CE Primary School	Yes	Withdrawn – higher preference met
6	Wessex Primary School	Yes	Withdrawn – higher preference met

If a parent later changes their mind about school preference (for example) wanting Wessex Primary School, 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 15 January

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

Changing your preferences after the closing date on 15 January

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.

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 parents and carers 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, as this is 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.

For parents and carers applying to junior schools, please note that a school may give priority to applications from pupils attending a Maidenhead infant school, but attendance at a Maidenhead infant school does not guarantee admission into a Maidenhead junior school.

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 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 in Section 3, with individual pages for each own admitting authority.
- Make sure you understand the oversubscription criteria and address any questions directly to the school, if they are their own admitting authority.

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

Most of the primary schools within RBWM have designated areas, but not all schools have one. Braywick Court Free, St Francis Catholic Primary, and St Edmund Campion Primary Schools do not have a designated area.

Your home address may not be in the designated area of the school nearest to your house. It is important that you check which catchment areas include your home address before submitting your application, using the [Neighbourhood View](#) facility on the council website. Electronic copies of the designated areas are available on the [school designated areas](#) website. Please be aware that schools without a designated area will not be listed in the Neighbourhood View facility, but they are [listed in the GOV.UK list of schools nearest your home](#).

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

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

Most of our primary 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

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 the 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 15 January 2026. 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 or nursery 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.

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

The online system will close at 11.59pm on 15 January 2026.

Please note that 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 **15 January**. 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 you want your preferences to be listed in, and have listed 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 the Admissions Team 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 a RBWM resident, the Admissions Team will offer you a place at the nearest RBWM school to your home address with places remaining, wherever 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. 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 24 April.

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 3 May, 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 29 June 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

Community and voluntary controlled schools oversubscription criteria

The following schools are included in this category:

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

Please refer to RBWM's online [schools directory](#) for these schools' website links and contact details.

RBWM strives to ensure fair allocations of school places according to criteria that have been set in advance. 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 usually be offered based on the distance between the school and the home address.

A child who is the subject of an EHCP will be admitted to the school named therein. Remaining places will be allocated in line with the published oversubscription criteria.

The criteria for community and voluntary controlled schools

The oversubscription criteria for these schools are, in descending order.

1. Looked after children⁴ or a child who was previously looked after. This category includes a looked after child or a child who was previously looked after, but immediately after being in care became adopted⁵ or subject to a child arrangement order⁶ or special guardianship order⁷, including children who appear (to the admission authority) to have been in state care outside

⁴Looked after children are children who are (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

⁵ All children adopted from local authority care.

⁶ Under the terms of the Children Act 1989.

⁷ See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

of England and ceased to be in state care as a result of being adopted (please see Section 4 of this document).

2. Children with exceptional medical or social reasons for requiring the school (as explained in Section 4 of this document).
3. Junior schools only: children attending a linked infant school (See note 3 on next page).
4. Children who live in the 'designated appropriate area' of the school (See note 1 below) and who have a sibling who attends the school (See note 2 below).
5. Children who live in the 'designated appropriate area' of the school (See note 1 below).
6. Children who have a sibling who attends the school (See note 2 below).
7. Children of a member of staff (See note 4 on next page).
8. Children whose parents have any other reason for their preference.

Parents of children who are admitted for nursery provision at a nursery attached to a school or a co-located nursery must apply separately for a place at the school if they require a place at that school. **Attendance at such a nursery does not guarantee a place at that school, nor does it give the applicant any priority on entry to the school.** All children must apply for reception entry, and applicants must not assume they will automatically be accepted to reception without an application being submitted for their child.

Tiebreaker

If a school does not have places for all the children in a particular category, the borough prioritises those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

Note 1: designated appropriate areas

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

Note 2: sibling criterion

A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' includes a half or stepchild permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. In the case of infant and junior schools, attendance of a sibling at either the infant or junior school qualifies as a sibling for the linked school. Linked schools are described in note 3.

Note 3: infant and junior linked-school priority

- Furze Platt Junior is formally linked with Furze Platt Infant (Furze Platt Primary Federation)
- Courthouse Junior is formally linked with Alwyn Infant

Note 4: Children of a member of staff

Priority will be given where the member of staff:

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

Academy, voluntary aided and free schools oversubscription criteria

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 following schools are included in this category.

All Saints CE Junior Academy	Lowbrook Academy
Bisham CE Primary Academy	Oakfield First
Braywick Court Free	St Edmund Campion Catholic Primary
Burchetts Green CE Infant	St Edward's Catholic First
Cheapside CE Primary	St Francis Catholic Primary
Clewer Green CE First	St Luke's CE Primary
Cookham Dean CE Primary	St Mary's Catholic Primary
Datchet St Mary's Church of England Primary	St Michael's CE Primary
Dedworth Green First	The Royal First
Eton Porny CE First	Trinity St Stephen CE First
Holy Trinity CE Primary (Sunningdale)	White Waltham CE Academy
Holyport CE Primary	Woodlands Park Primary
Knowl Hill CE Primary Academy	

The oversubscription 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 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 Schools 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. **Please 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 3 entry: All Saints CE Junior School

Please refer to [All Saints CE Junior 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
Address:	Westborough Road, Maidenhead SL6 4AR
DfE code:	868/2002
Admission number:	60
Head of school:	Mr R Harris
Age range:	7 to 11
SIF required:	No
Email:	office@allsaintsmaidenhead.org
Website:	www.allsaintsmaidenhead.org.uk
Phone:	01628 622596

Children with an EHCP naming All Saints Junior 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 All Saints Junior 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 attending Boyne Hill Infant School and Burchetts Green Infant School.
4. Children with a normal home address within All Saints catchment 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 All Saints catchment area.
6. Children with a normal home address outside the All Saints 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.
7. All 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 reception entry: Bisham CE Academy

Please refer to [Bisham CE Academy 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
Address:	Church Lane, Bisham, Marlow SL7 1RW
DfE Code:	868/3010
Admission number:	30
Head of school:	Mrs E Brookman
Age range:	4 to 11
SIF required:	Yes
Email:	office@bisham.org
Website:	www.bishamcofe.co.uk
Phone:	01628 482910

A child who is the subject of an EHCP will be admitted to the school named in their plan. If the school is oversubscribed each preference will be considered against the academy's oversubscription criteria published below.

1. 'Looked after children' (any child looked-after by a local authority in accordance with Section 22 of the Children Act 1989). This 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. Families who have exceptional medical or social needs that make it essential that their child attends Bisham CE Academy rather than any other school.
3. Children with a normal home address in the designated area of the school.
4. Children with a normal home address outside the designated area of the school and with a sibling on roll at 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 where a parent is an active member of a Christian Church.
6. Children whose parents are employed by the Academy Trust at this site.
7. Children with a normal home address within the former ecclesiastical parish of Bisham.
8. All other children.

A SIF must be completed if applying under Criteria 2, 5 or 6 and returned directly to the school by 15 January.

Oversubscription criteria for reception entry: Braywick Court Free School

Please refer to [Braywick Court Free 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:	Free School
Address:	Hibbert Road, Maidenhead SL6 1UU
DfE code:	868/2000
Admission number:	30
Headteacher:	Mrs M Robertson
Age range:	4 to 11
SIF required:	Yes
Email:	office@braywickcourtschool.org.uk
Website:	www.braywickcourtschool.co.uk
Phone:	01628 782562

In accordance with the law, children with an EHCP will be admitted to the school where the local authority has specifically named Braywick Court School as the most appropriate placement.

Where there are fewer applicants than places available all applicants will be admitted. In the event of there being greater demand than there are places available to the school, and after the admission of children with an Education Health and Care Plan that names the school, places will be offered using the following oversubscription criteria in keeping with the School Admissions Code 2021.

1. Children in care ie children in the care of the local authority as defined in the Children Act 1989. This category includes 'looked after children' and children who have previously been 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 case as a result of being adopted.
2. Children with a sibling at the school at the time of admission.
3. Children of staff at the school.
4. Children eligible for the Pupil Premium (including the Service premium) such that up to 10% of children admitted within the year group for which admission is requested are in receipt of the pupil premium or service premium (including children eligible for the premium or service premium through the first four priority criteria above). Proximity to school will be used when the number of pupils in the year group for which admission is requested who are eligible for the pupil premium or service premium exceeds 10%.
5. Proximity to the school. This will be measured in a straight line from the address point of the pupil's home to the central point of the school site as determined by the RMBW's geographical information system.

Notes

1. A child 'looked after' is a child in the care of a local authority or provided with accommodation by that authority in accordance with Section 22 of the Children Act 1989. An adopted child is defined by section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. A child arrangement order is defined by section 14 of the Children and Families Act 2014. A special guardianship order is defined by section 14A of the Children Act 1989.
2. Priority to children of staff will be given in either or both of the following circumstances.
 - (i) Where the member of staff has been employed at the school for two or more years at the time at which the child starts at the school, or
 - (ii) The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
3. Proximity of the child's home to the school, with those living nearer being accorded the higher priority, will also serve to differentiate between pupils in criteria 2-5 if there are more applicants than available places under each criterion. Proximity to the school will be measured in a straight-line measurement from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using RBWM's geographical information system. Measurements by alternative systems or to other points will not be taken into account in any circumstances. Where applicants have identical distance measurements, priority amongst them will be determined at random. In blocks of flats, where applicants have identical distance measurements, priority amongst them will be determined at random.

A child's home will be their habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. A child's home must be a residential property that is the child's only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child's parents or the person with legal care and control of the child. Additionally, a child's home address is where they spend most of the school week unless this is accommodation at a boarding school.
4. Sibling is defined in these arrangements as; a brother or sister, a half brother or sister, an adopted brother or sister, a step brother or sister or the child of the parents' partner where the child for whom the school place is sought is permanently living in the same family unit and at the same address as that sibling or a foster child permanently living in the same family unit whose place has been arranged by the social service department of the local authority. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings. Proof of the sibling relationship will be required.
5. In cases of multiple births where there is only one place available, and the next child on the list is a twin, triplet, or other example of multiple birth, we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception 2026/27 or the number of places in other year groups.

Tie breaker

In the event that two or more children live at the same distance from the school the tie breaker will be random allocation, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which children will be allocated the remaining place(s).

Oversubscription criteria for reception entry: Burchetts Green CE Infant School

Please refer to [Burchetts Green CE Infant School website](http://www.bgis.org.uk) 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
Address:	Burchetts Green Road, Burchetts Green SL6 6QZ
DfE code:	868/3027
Admission number:	25
Headteacher:	Mr R Harris
Age range:	4 to 7
SIF required:	Yes, for criterion 6
Email:	office@bgis.org.uk
Website:	www.bgis.org.uk
Phone:	01628 822926

Children with an EHCP naming Burchetts Green CE Infant School will always be offered a place. 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 Burchetts Green CE Infant 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 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.
4. Children with a normal home address in the catchment area.
5. Children with a normal home address outside 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.
6. Children with a sibling who has previously attended the school in the past four years. The Supplementary Information Form must be completed and returned directly to the school if you wish to be considered under this criterion.
7. All other children.

Oversubscription criteria for reception entry: Cheapside CE (Voluntary Aided) Primary

Please refer to [Cheapside CE \(VA\) Primary 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
Address:	Watersplash Lane, Cheapside, Ascot SL5 7QJ
DfE code:	868/3324
Admission number:	30
Interim headteacher:	Mrs Jo Butler
Assistant headteacher:	Mr Matthew Wickenden
Age range:	4 to 11
SIF required:	Yes
Email:	school.office@cheapside.org.uk
Website:	www.cheapsideschool.org.uk
Phone:	01344 621112

Children with an EHCP naming Cheapside CE Primary School will always be offered places. In the event of there being a greater demand for admission than there are places available, once places have been offered to these children, the following over-subscription 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, or a special guardianship order.
2. A child with a normal home address in the catchment area of Cheapside School and who has wholly exceptional medical or social needs, which are unlikely to be common, that make it essential that they attend Cheapside School rather than any other. These needs must be fully supported by written evidence from at least two professional people involved with the family.
3. A child with a normal home address in the catchment area of Cheapside School and with a sibling on the roll of Cheapside 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. A child with a normal home address in the catchment area of Cheapside School.
5. A child with a normal home address outside the catchment area of Cheapside School and with a sibling on the roll of Cheapside 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.
6. Children of staff a) where the member of teaching or non-teaching staff has held a permanent contract of employment for a minimum of 15 hours per week, for at least two consecutive years b) or where the member of teaching or non-teaching staff was recruited to fill a vacant post for which there is a demonstrable skill shortage.
7. Denominational preference for a Church of England School, supported by evidence that a parent has been, for the year preceding the date of the application, a regular attendee (at least twice a month) at St Michael's and All Angels Church, Sunninghill.

8. A child whose parents express a denominational preference for a Church of England School, supported by evidence that a parent has been, for the last year preceding the date of the application, a regular attendee (at least twice per month) at any Christian church that is a full member of Churches Together in Britain and Ireland.
9. All other children.

You are required to complete a SIF if applying under denominational grounds. This should be returned to the school by 15 January.

Oversubscription criteria for reception entry: Clewer Green CE First School

Please refer to [Clewer Green CE First 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
Address:	Hatch Lane, Windsor SL4 3RL
DFE Code:	868/3326
Admission number:	60
Headteacher:	Mr H Seymour
Age range:	4 to 9
SIF required:	No
Email:	office@clewergreen.org.uk
Website:	www.clewergreen.org.uk
Phone:	01753 864544

Children with an EHCP naming Clewer Green CE Aided First School as their preferred choice will always be admitted even if it means that their pupil admission number is exceeded.

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 Clewer Green CE First 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 who have a parent employed by Clewer Green CE First School and have been employed for at least two years prior to application.
4. Children who, when they start at the school, still have a sibling attending Clewer Green CE First School. Sibling in this instance means brother or sister, half brother or sister, adopted brother or sister, or the child of the parent's or carer's partner where the child for whom the place is sought is living in the same family unit as a sibling.
5. Children whose parents wish to apply to Clewer Green CE First School and whose normal address is within the school's catchment area, which is Windsor.
6. Other children whose parents wish to apply to Clewer Green CE First School.

Oversubscription criteria for reception entry: Cookham Dean CE (Aided) Primary School

Please refer to [Cookham Dean CE \(Aided\) Primary 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
Address:	Bigfrith Lane, Cookham Dean, Maidenhead SL6 9PH
DfE code:	868/3021
Admission number:	30
Headteacher:	Ms F Reekie
Age range:	4 to 11
SIF required:	Yes
Email:	office@cookhamdean.org
Website:	www.cookhamdean.org
Phone:	01628 482734

All children with an EHCP naming Cookham Dean CE Aided Primary School will be admitted regardless of whether places are available or not. In the event of there being a greater demand for admissions than there are places available then places will be offered in the following order.

1. 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 or children adopted from overseas.
2. Families who have exceptional medical or social needs that make it essential that their child attends Cookham Dean CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. See the full policy, available on the school's website.
3. Children whose home address is in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean and having a sibling attending 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 whose home address is in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean.
5. Children whose home address is not in the area based on the ecclesiastical parish of St John the Baptist, Cookham Dean but have a sibling attending 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.
6. Children of staff 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.
7. All other children.

Oversubscription criteria for reception entry: Datchet St Mary's C of E Primary Academy

Please refer to [Datchet St Mary's C of E Primary website](http://www.datchetstmarysacademy.co.uk) 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
Address:	The Green, Datchet, Slough SL3 9EJ
DfE code:	868/3350
Admission number:	30
Headteacher:	Ms N Green
Age range:	4 to 11
SIF required:	No
Email:	office@datchetstmarysacademy.co.uk
Website:	www.datchetstmarysacademy.co.uk
Phone:	01753 542982

Children with an EHCP naming Datchet St Mary's C of E Primary Academy 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 Datchet St Mary's 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 normal home address in the catchment area description 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.
4. Children with a normal home address in the catchment area.
5. Children with a normal home address outside the catchment area description 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.
6. All other children.

Oversubscription criteria for Reception entry: Dedworth Green First School

Please refer to [Dedworth Green First 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
Address:	Smith's Lane, Windsor SL4 5PE
DfE code:	868/2098
Admission number:	30
Executive headteacher:	Mrs N Chandler
Head of school:	Mr M Mackie
Age range:	4 to 9
SIF required:	No
Email:	office@dedworthgreenfirst.com
Website:	www.dedworthgreenfirst.com
Phone:	01753 861668

A child who is the subject of an EHCP will be admitted to the school named in his or her plan. Remaining places will be allocated in line with the published oversubscription criteria. The criteria are, in 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 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. Children who live in the 'designated appropriate area' of the school and who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated appropriate area' of the school.
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought.
6. Children whose parents have any other reason for their preference.

Oversubscription criteria for reception entry: Eton Porny Church of England (CofE) First School

Please refer to [Eton Porny CofE First 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
Address:	14 High Street, Eton SL4 6AS
DfE code:	868/2001
Admission number:	30
Headteacher:	Mrs E Stanford-Smith
Assistant headteacher:	Mrs M Bergin and Mrs H Wiltshire
Age range:	4 to 9
SIF required:	No
Email:	office@etonporny.com
Website:	www.etonporny.org.uk
Phone:	01753 861995

Children who have an EHCP which names the school must be considered by Eton Porny. Where the school feels it can meet the needs of the child a place will be offered. Places will then be allocated in line with the following objective oversubscription criteria in this order.

1. Looked after children or a child who was previously looked after, 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. This category includes a looked after child or a child who was previously looked after, but immediately after being in care became adopted or subject to a child arrangement order or special guardianship order.
2. Children with exceptional social or medical reasons for requiring the school. An application in this category will only be considered where the child, or their parent or carer, can demonstrate a wholly exceptional medical or social requirement why attendance at the preferred school is significantly more suitable than any other school.
3. Children who live in the 'designated area' of the school and who have a sibling who attends this school.
4. Children who live in the 'designated area' of the school.
5. Children who have a sibling who attends the school.
6. Children of a member of staff.
7. Children whose parents have any other reason for their preference.

Oversubscription criteria for reception entry: Holy Trinity CE Primary School, Sunningdale

Please refer to [Holy Trinity CE Primary 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
Address:	Church Road, Sunningdale, Ascot SL5 0NJ
DfE code:	868/3322
Admission number:	30
Headteacher:	Ms J Griffiths
Age range:	4 to 11
SIF required:	No
Email:	holytrinitysunn@holytrinityprimary.org
Website:	www.holytrinityschsunningdale.co.uk
Phone:	01344 620716

Children with an EHCP naming Holy Trinity CE Primary School, Sunningdale will always be admitted to the school. In the event of there being a greater number of applications for places than there are available, then the governing body, through its admissions committee, will admit children in the following category order.

1. Looked after children and children who were previously looked after, including those who appear to have been in state care outside England, 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 Holy Trinity CE Primary School, Sunningdale rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
3. Children resident in the ecclesiastical parish of Sunningdale with a sibling on the roll of Holy Trinity School at the time of application or whose parent has accepted an offer of a place at the school and who is expected to still be in attendance at the time of entry to the school.
4. Children reside in ecclesiastical parish of Sunningdale.
5. Children resident outside the ecclesiastical parish of Sunningdale, who have a brother or sister on the roll of Holy Trinity 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.
6. All other children.

Oversubscription criteria for reception entry: Holyport CE Primary Academy

Please refer to [Holyport CE Primary Academy 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
Address:	Stroud Farm Road, Holyport, Maidenhead SL6 2LP
DfE code:	868/3012
Admission number:	30
Headteacher:	Mrs A Featherstone
Age range:	4 to 11
SIF required:	No
Email:	parents@holyporthprimaryschool.co.uk
Website:	www.holyporthprimaryschool.co.uk
Phone:	01628 627743

If there are fewer applications than places available, all children will be offered places. Children with an EHCP naming Holyport CE Primary School will always be prioritised for placement. 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 Holyport CE Primary 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 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.
4. Children with a normal home address in the catchment area.
5. Children with a normal home address outside 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 for a sibling and who is expected still to be in attendance at the time of entry to the school.
6. All other children.

Oversubscription criteria for reception entry: Knowl Hill CE Academy

Please refer to [Knowl Hill CE Academy 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
Address:	Bath Road, Knowl Hill RG10 9UX
DfE code:	868/3028
Admission number:	30
Headteacher:	Mrs N Bournier
Age range:	4 to 11
SIF required:	Yes
Email:	office@knowlhill.org
Website:	www.knowlhillschool.co.uk
Phone:	01628 822584

Children with an EHCP naming Knowl Hill CE Academy 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. This 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. Families who have exceptional medical or social needs that make it essential that their child attends Knowl Hill CE Academy rather than any other school.
3. Children with a normal home address in the designated area of the school.
4. Children with a normal home address outside the designated area 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 where a parent is an active member of a Christian church.
6. Children where a parent is employed by the Academy Trust, at this site.
7. Children with a normal home address within the former Ecclesiastical Parish of Knowl Hill.
8. All other children.

Oversubscription criteria for reception entry: Lowbrook Academy

Please refer to [Lowbrook Academy 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
Address:	The Fairway, Cox Green, Maidenhead SL6 3AR
DfE code:	868/2186
Admission number:	30
Headteacher:	Mr D Rooney
Age range:	4 to 11
SIF required:	No
Email:	lowbrook@lowbrookacademy.co.uk
Website:	www.lowbrookacademy.co.uk
Phone:	01628 671355

Once children with EHCPs naming Lowbrook Academy have been admitted then places are allocated in the order of the following oversubscription rules:

1. Looked after children and previously looked after children, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children whose parents are staff and are employees of the Academy Trust.
3. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is within the designated catchment area of the school. Former pupils or other relatives do not provide an entitlement under this criterion.
4. Children whose normal home address is within the designated catchment area of the school. If there is oversubscription under this criterion those closest to the school will be offered a place. Distance is determined by RBWM and measured as a straight-line distance from the address point of the pupil's house, as set by Ordnance Survey, to the address point of the school.
5. Children who will have a sibling in attendance at the school at the time of entry and whose normal home address is outside the designated catchment area of the school.
6. Children whose normal address is outside of the designated catchment area of the school.

Oversubscription criteria for reception entry: Oakfield First School

Please refer to [Oakfield First 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
Address:	Imperial Road, Windsor SL4 3RU
DfE code:	868/2176
Admission number:	60
Headteacher:	Mrs S Hull
Age range:	4 to 9
SIF required:	No
Email:	office@oakfieldfirstschool.org.uk
Website:	www.oakfieldfirstschool.org.uk
Phone:	01753 861347

Children with an EHCP naming Oakfield First School as their preferred choice will always be admitted even if it means that our pupil admission number is exceeded. Once children with EHCPs have been allocated, remaining places will be allocated in the following descending order of priority:

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. Children who, when they start at the school, still have a sibling attending Oakfield First School. Sibling in this instance means brother or sister, half brother or sister, adopted brother or sister, or the child of the parent's or carer's partner where the child for whom the place is sought is living in the same family unit as a sibling.
3. Other children whose parents wish to apply to Oakfield First School and are resident within the School's catchment area, which is Windsor.
4. Children who have a parent employed by Oakfield First School and have been employed for at least two years prior to application.
5. Other children whose parents wish to apply to Oakfield First School.

Oversubscription criteria for reception entry: St Edmund Campion Catholic Primary School

Please refer to [St Edmund Campion school website](http://www.st-edmund.org.uk) 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
Address:	Altwood Road, Maidenhead SL6 4PX
DfE code:	868/3337
Admission number:	60
Headteacher:	Mrs J Camp-Overy
Age range:	4 to 11
SIF required:	Yes
Email:	school@st-edmund.org.uk
Website:	www.st-edmund.org.uk
Phone:	01628 620183

Once children with EHCPs have been allocated, remaining places will be allocated in the following descending order of priority.

1. Children who are registered as being in the care of a local authority or provided with accommodation by a local authority at the time an application for a school is made, and children who have previously been in the care of a local authority or provided with accommodation by a local and who have left that care.
2. Baptised Catholic siblings of children who will still be attending St Edmund Campion School at the time of admission. Parents of these children must have a supplementary information form signed by a parish priest confirming the parents' **weekly** attendance at Sunday (or Saturday evening) Mass, for the calendar year.
3. All other Baptised Catholic children. Parents of these children must have a supplementary information form signed by a parish priest confirming the parents' **weekly** attendance at Sunday (or Saturday evening) Mass, for the calendar year.
4. Baptised Catholic siblings of children who will still be attending St Edmund Campion School at the time of admission. Parents of these children must have a Supplementary Information Form signed by a parish priest confirming the parents' attendance at Sunday (or Saturday evening) Mass at least **monthly**, for the calendar year.
5. All other Baptised Catholic children. Parents of these children must have a supplementary information form signed by a parish priest confirming the parent(s)' attendance at Sunday (or Saturday evening) Mass at least **monthly**, for the calendar year.
6. Baptised Catholic siblings of children who will still be attending St Edmund Campion School at the time of admission (without a SIF showing regular attendance at Mass).
7. All other baptised Catholic children.
8. Non-Catholic siblings of children who will still be attending St Edmund Campion School at the time of admission.
9. Children of families who are members of other Christian denominations.
10. All other children.

Oversubscription criteria for reception entry: St Edward's Catholic First School

Please refer to [St Edward's Catholic First 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
Address:	Parsonage Lane, Windsor SL4 5EN
DfE code:	868/3338
Admission number:	60
Head of school:	Mr L Keohane
Executive headteacher:	Mrs R Miccoli
Age range:	4 to 9
SIF required:	Yes
Email:	office@secfs.org.uk
Website:	www.stedwardscatholicfirstschool.co.uk
Phone:	01753 860607

Children with an EHCP in which the school is named are by law given priority and count towards our published admissions number. Remaining places will be allocated to applications in the order set out below.

1. Catholic looked after children and Catholic children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangement order or special guardianship order, including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Catholic children living in the parish of St Edward's and St Mark's with a sibling on roll at the time of application.
3. Catholic children living in the parish of St Edward's and St Mark's.
4. Other Catholic children with a sibling on roll at the time of application.
5. Other Catholic children.
6. Other looked after children and other children who were looked after, but ceased to be so because they were adopted or became subject to a 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.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion with a sibling on roll at the time of application.
8. Children of other Christian denominations whose membership is evidenced by a minister of religion.
9. Children of other faiths whose membership is evidenced by a religious leader with a sibling on roll at the time of application.
10. Children of other faiths whose membership is evidenced by a religious leader.
11. All other applicants.

Oversubscription criteria for reception entry: St Francis Catholic Primary Academy

Please refer to [St Francis Catholic Primary Academy website](http://www.stfrancisprimary.org) 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
Address:	Coronation Road, Ascot SL5 9HG
DfE code:	868/3335
Admission number:	30
Headteacher:	Mrs Miccoli
Age range:	4 to 11
SIF required:	Yes
Email:	office@stfrancisprimary.org
Website:	www.stfrancisprimary.org
Phone:	01344 622840

Children with an EHCP naming St Francis Catholic Primary Academy will always be offered places. Should there be more applications than places available, the governing body will admit children in the following category order.

1. Catholic looked after children and previously looked after children.
2. Catholic children with siblings already in St Francis Catholic Primary School.
3. Other Catholic children.
4. Other looked after children and previously looked after children.
5. Members of an Eastern Christian Church.
6. Non-Catholic children who, on date of entry, have a sibling attending the school.
7. Children of other Christian denominations whose membership is evidenced by a minister of religion.
8. Children of other faiths whose membership is evidenced by a religious leader.
9. Any other children.

You must complete the supplementary information form available on the school's website to ensure correct categorisation of your child and return it directly to the school.

For Criteria 1 to 3, you will require a certificate of baptism or certificate of reception into the full communion of the Catholic Church

For Criterion 5 you will require a certificate of baptism or certificate of reception into the Eastern Christian Church

For Criteria 7 and 8, you will require a letter confirming membership of a Christian denomination (7) or another faith (8).

Oversubscription criteria for reception entry: St Luke's CE Primary School

Please refer to [St Luke's CE Primary 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
Address:	Cookham Road, Maidenhead SL6 7EG
DfE code:	868/3033
Admission number:	45
Headteacher:	Mrs S Stevenson
Age range:	4 to 11
SIF required:	No
Email:	office@st-lukesprimary.com
Website:	www.st-lukesprimary.com
Phone:	01628 621600

Children with an EHCP naming St Luke's CE 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. Children in care and children who were previously in care, 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 St Luke's CE 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 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.
4. Children with a normal home address in the catchment area.
5. Children with a normal home address outside 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.
6. All other children.

Oversubscription criteria for reception entry: St Mary's Catholic Primary School

Please refer to [St Mary's Catholic Primary School website](http://www.stmarys-maidenhead.org.uk) 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
Address:	Cookham Road, Maidenhead SL6 7EG
DfE code:	868/3334
Admission number:	45
Headteacher:	Mrs R Akehurst
Age range:	4 to 11
SIF required:	Yes
Email:	office@stmarys-maidenhead.org.uk
Website:	www.stmarys-maidenhead.org.uk
Phone:	01628 622570

The admission of pupils with an EHCP is dealt with by a completely separate procedure. Children with an EHCP that names the school must be admitted. Where this takes place before the allocation of places under these arrangements this will reduce the number of places available to other children.

After these allocations are made, applications will be categorised in the following manner.

1. Catholic looked after and previously looked after children.
2. Catholic children who are resident in the Parish of St Joseph's Maidenhead.
3. Other Catholic children.
4. Other looked-after and previously looked after children.
5. Members of an Eastern Christian Church.
6. Children of other Christian denominations whose membership is evidenced by a minister of religion.
7. Children of other faiths evidenced by a religious leader.
8. Any other children.

Oversubscription criteria for reception entry: St Michael's CE Primary School

Please refer to [St Michael's CE Primary School website](http://www.st-michaelsprimary.co.uk) 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
Address:	School Road, Sunninghill, Ascot SL5 7AD
DfE code:	868/3323
Admission number:	30
Headteacher:	Mr M Thompson
Age range:	4 to 11
SIF required:	No
Email:	office@stmichaelsce.co.uk
Website:	www.st-michaelsprimary.co.uk
Phone:	01344 622962

Children with an EHCP naming St Michael's CE Primary School will always be admitted. When the number of applications for places in the school exceeds the number available, the Admissions Committee will apply the following criteria in the following order in allocating places.

9. 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.
1. Children whose normal home address is in the catchment with wholly exceptional medical or social needs that make it essential that they attend St Michael's CE Primary School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family.
2. Children whose normal home address is in the catchment area as defined below and have a sibling attending St Michael's at the time of application and who is expected still to be on roll at the time of entry to the school.
3. Children whose normal home address is in the catchment area as defined below.
4. Children who have a sibling attending St Michael's at the time of application and who is expected still to be on roll at the time of entry but where the normal home address is outside the catchment area.
5. All other children whose parents have any other reason for their preference.

The catchment area is defined as being the village of Sunninghill bounded by: the A329 to the north, Brockenhurst Road and Devenish Road to the south, to the west end of Lower Village Road as it leads into South Ascot including Coombe Lane, but excluding Elizabeth Gardens and Francis Chichester Close, and to the east, the parish boundary from Devenish Road east of Hancocks Mount along Larch Avenue to the Silwood Road junction on the A329.

Oversubscription criteria for reception entry: The Royal School (Crown aided)

Please refer to [The Royal School website](http://www.theroyalschool.org.uk) 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
Address:	The Great Park, Windsor SL4 2HP
DfE code:	868/3318
Admission number:	20
Headteacher:	Mrs V Harrall
Age range:	4 to 9
SIF required:	Yes
Email:	office@theroyalschool.org.uk
Website:	www.theroyalschool.org.uk
Phone:	01784 434274

Children with an EHCP naming The Royal School will always be offered places. In the event of there being a greater demand for admission than there are places available, The Royal School will offer places, in the following order of precedence.

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 because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order.
2. Children of parents who are resident within the boundaries of the Crown Estate Windsor and Windsor Castle.
3. Families who have exceptional medical or social needs that make it essential that the child attends The Royal School rather than any other.
4. Children with a sibling on the roll of the school at the time of application or children with a sibling who has previously attended the school in the five years prior to the child being admitted to the school.
5. Children with a grandparent who is, or was, a resident within the boundaries of the Crown Estate Windsor and Windsor Castle for a period of at least three years. Documentary evidence must be provided.
6. Children of staff who have been employed by The Royal School for at least two years prior to application.
7. Children eligible for Service Premium living in the Windsor area, or to be posted to the Windsor area, and whose families wish them to attend the Royal School.
8. Children of parents living outside the perimeter of the Crown Estate Windsor, and Windsor Castle, who wish their child to attend a Church of England School, and where the Royal School is the closest Church of England school to their home address.
9. Children of parents living outside the perimeter of the Crown Estate Windsor and Windsor Castle who wish their child to attend The Royal School.

Oversubscription criteria for reception entry: Trinity St Stephen CE (Aided) First School

Please refer to [Trinity St Stephen CE First 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
Address:	Vansittart Road, Windsor SL4 5DF
DfE code:	868/3327
Admission number:	30
Headteacher:	Mrs L Lovegrove
Age range:	4 to 9
SIF required:	No
Email:	office@TSSFirst.co.uk
Website:	www.tssfirst.co.uk
Phone:	01753 862540

Children with an EHCP naming Trinity St Stephen Church of England First 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, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. Also, children who appear to have been in state care outside England and ceased to be in state care as a result of adoption (internationally adopted).
2. Families who have exceptional medical or social needs that make it essential that their child attends Trinity St Stephen Church of England First 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 normal home address within the school's 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.
4. Children with a normal home address in the school's catchment area.
5. Children with a normal home address outside the school's 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.
6. All other children.

Oversubscription criteria for reception entry: White Waltham CE Academy

Please refer to [White Waltham CE Academy 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
Address:	Waltham Road, White Waltham, Maidenhead SL6 3SG
DfE code:	868/3050
Admission number:	30
Headteacher:	Mrs Denham
Age range:	4 to 11
SIF required:	Yes
Email:	office@whitewaltham.org
Website:	www.whitewalthamschool.co.uk
Phone:	01628 822533

Children with an EHCP naming White Waltham CE Academy 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. This 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. Families who have exceptional medical or social needs that make it essential that their child attends White Waltham CE Academy rather than any other school.
3. Children with a normal home address in the designated area of the school.
4. Children with a normal home address outside the designated area 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 where a parent is an active member of a Christian church.
6. Children where a parent is employed by the Academy Trust, on this site.
7. Children with a normal home address within the former Ecclesiastical Parishes of White Waltham and Shottesbrooke.
8. All other children.

Oversubscription criteria for Reception entry: Woodlands Park

Please refer to [Woodlands Park 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
Address:	Heywood Avenue, Maidenhead SL6 3JB
DfE code:	868/2107
Admission number:	30
Headteacher:	Mrs Jo Sergeant
Age range:	2 to 11
SIF required:	No
Email:	office@woodlandsparkschool.org
Website:	www.woodlandsparkschool.co.uk
Phone:	01628 822350

Children who have an EHCP which names the school must be admitted by Woodlands Park Primary and Nursery School. Places will then be allocated in line with the following objective over-subscription criteria in this order.

1. Looked after children. This 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 a normal home address in the designated area of the school.
3. Children who have brothers or sisters still attending the school when the applicant would enter the school.
4. Children who have strong medical or social grounds for admission.
5. All other children.

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 **15 January** 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 (15 January).

Requests for a late change of preference must be made by completing the change of preference request form found on the RBWM AfCinfo website after 15 January 2026 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 authority⁸ or being provided with accommodation by a local authority, children who were previously looked after but ceased to be so because they were adopted⁹ 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.

⁸ In accordance with Section 22 of the Children Act 1989.

⁹ 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 15 January 2026**. 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?

Please see list academy, voluntary aided and free schools oversubscription criteria.

We also assess social and medical needs applications for:

Dedworth Green First (reception entry)

Eton Porny CE First (reception entry)

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 the [SEMC section of the website](#).

Admission of children outside their chronological age group

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

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

If you are thinking of applying out of year

You must:

- Complete [the application form on our primary webpage here](#), to make a request to be taught out of chronological age group. This form will be shared with the school or schools to ensure they are in agreement.
- Decisions on delayed entry are made by the governors of academies, free schools and church aided schools. The decision for community schools and voluntary-controlled schools is made by the local authority's Admissions Team. In all cases, the local authority's Admissions Team (the council) will email you once a decision has been made. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social, and emotional development, their medical history and the views of a medical professional where relevant, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the headteacher of the school concerned.
- If agreement is given to delay your child's start to school, the School Admissions Team will send you the correct form to apply. You will not be able to apply via the portal.
- You will only be able to apply to schools where we have agreed you can apply.
- If the request is refused, there is no right of appeal against the decision for community or voluntary controlled (VC) schools.
- The School Admissions Team cannot require an academy, voluntary aided or free school to agree to your request. If you disagree with a school's decision, you must follow that school's published complaints procedure.
- Submit your application by 15 January 2026 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 primary to secondary 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 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 31 January**. 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 **31 January** 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 Admissions Team does 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 [phase transfer webpage on the SEND Local Offer](#) 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 15 January 2026.

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.

Infant class size regulations (ICS)

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

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

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

How ICS affects the appeals process

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

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

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

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

5. ‘Summer-born’ children and general information about entry into school outside of expected chronological age group

Definition of ‘summer-born’ children

‘Summer-born children are those born between **1 April and 31 August** (based on the school year running from September to July). Normally, children start school in the September after their **4th birthday**.

If your child is summer-born, you have some specific rights and choices about when they start school. It is important to understand the difference between the terms below, as they are often confused.

- **Deferring entry:** this is a legal right for all children. You can choose for your child to start school later in their reception year, but still within the school year they are due to start. For example, you may decide your child will not begin full-time until January or April instead of September.
- **Delaying entry:** this is not an automatic right. This means your child would not start school at all during the year they turn 5, but instead begin reception a full year later. A request to delay entry is considered on a case-by-case basis, and the admission authority must decide if this is in your child’s best interests.

You may feel your child is ready to start with their age group in the September after their 4th birthday, and many parents choose this. However, if you are considering deferring or delaying, you must discuss this with the school and submit your request.

- **Deferring:** the school must agree, as it is your right. Your child must start full-time no later than the term after their 5th birthday, or by the summer term of reception (whichever comes first).
- **Delaying:** if you request for your child to start reception a year later (rather than moving straight into year 1 at age 5), the admission authority will consider whether this is in your child’s best interests. Parents are expected to provide supporting reasons and evidence for such a request.

The Department for Education has produced [a range of information on the admission of summer-born children](#). The Department for Education advice states that it expected that parents provide suitable information and reasoning in support of their request to delay entry. This enables the authority to make a decision on the basis of the circumstances of the case, in the best interests of the child.

It is no longer the case that summer-born children are automatically granted admittance to a reception class out of year group on request, so parents and carers should explain their reasoning and demonstrate it is in their child’s best interests if they hope to gain delayed entry for that child.

Admission of children outside their chronological age group (for example, delaying entry)

This section covers:

- **delaying entry to reception** (for example, for summer-born children), and
- requests for a child to be **taught in a different year group** (either a year younger or a year older than their chronological age)

RBWM's general policy is that children should be educated in their correct chronological year group, alongside their age peers. This includes children with SEND and those with English as an additional language. The relevant legislation can be found in section 2.18 of the [School Admissions Code 2021](#).

However, in **exceptional circumstances**, a child may be placed in a younger or older year group if this is considered to be in their best interests. This requires careful thought because:

- once a child is placed outside their chronological year, it is very difficult to move them back to their original age group
- being educated either a year behind or a year ahead can cause long-term implications for exams, transfers, and emotional development.

Important implications of being educated outside the expected year group

If placed in a younger year group (held back):

- your child will reach key points like SATs, GCSEs, and phase transfers later than their peers
- legally, children stop being of **statutory school age** on the last Friday of June in the school year when they turn 16. If they are a year behind, the school must continue to provide education for longer, at its own cost

If placed in an older year group (accelerated):

- your child will reach SATs, GCSEs, and post-16 transfer earlier than their age peers
- they will still be legally required to remain in education or training until 18, which may mean leaving school before their peers and facing challenges securing a sixth-form or college place; this can also raise safeguarding concerns

Impact on post-16 education:

- because young people must remain in education or training until 18, being educated out of year may reduce the time available to study for post-16 qualifications

Social and emotional development:

- children learn about careers, relationships, and personal, social and health education (PSHE) at age-appropriate times. Being taught these too early, or too late, can cause difficulties in social, emotional, and personal development

Future school transfers:

- If your child moves school, there is no guarantee that a new school will agree to keep them in the same year group. They may be required to re-join their chronological year group at the point of transfer

‘Deferring’ entry in reception after a place has been accepted

By law, children are not required to attend school full-time until the start of the term after their **fifth birthday**. The school year is split into three terms: **September, January, and April**.

If your child has been offered and you have accepted a reception place for September, you have the following options.

Defer entry

You can delay your child’s start date until later in the school year, but not beyond:

- the start of the term following their 5th birthday, **or**
- the beginning of the summer term of that academic year (whichever comes first)

Part-time attendance

You may choose for your child to attend school part-time until the term following their 5th birthday.

Early years place

You may keep your child in nursery or early years provision until the term following their 5th birthday, but no later than the end of that academic year.

For more information about early years or nursery provision, please contact the **Customer Contact Centre on 01628 683800**. School Admissions cannot advise on these placements.

Important

- This guidance applies to children starting school in the 2026/27 academic year.
- A reception place offered for this year is valid only for that year.
- Your child must take up their place no later than the term after their 5th birthday.
- For children born between April and August (summer-born), the place must be taken up by the start of the summer term 2027 at the latest.

If your child does not start school by this deadline, the place will be withdrawn and offered to another child from the waiting list (if the school is oversubscribed). You would then need to apply again through the in-year transfer process, and your child could miss the valuable reception year entirely.

Making a request to delay entry into reception (summer-born children) or to apply outside your child's normal age group (for example year 3 at junior school)

If you wish to request that your child is admitted outside of their normal chronological age group, you must follow the correct process. This most often applies to summer-born children (born 1 April to 31 August) where parents may request to delay starting reception by one year.

For all schools

- Complete [the application form on our primary webpage here](#), to make a request to be taught out of chronological age group. This form will be shared with the school or schools to ensure they are in agreement.
- Decisions on delayed entry are made by the governors of academies, free schools and church aided schools. The decision for community schools and voluntary-controlled schools is made by the local authority's Admissions Team. In all cases, the local authority's Admissions Team (the council) will email you once a decision has been made. A decision will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views, information about the child's academic, social, and emotional development, their medical history and the views of a medical professional where relevant, whether they have previously been educated out of their normal age group, and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. They must also take into account the views of the headteacher of the school concerned.
- If agreement is given to delay your child's start to school, the School Admissions Team will send you the correct form to apply. You will not be able to apply via the portal.
- You will only be able to apply to schools where we have agreed you can apply.
- If the request is refused, there is no right of appeal against the decision for community or voluntary controlled (VC) schools.
- The School Admissions Team cannot require an academy, voluntary aided or free school to agree to your request. If you disagree with a school's decision, you must follow that school's published complaints procedure.
- Submit your application by 15 January 2026 for September 2026 entry.

Timescales

- If you submit your request by 15 January 2026, the decision will be emailed to you before National Offer Day.
- Requests submitted after this date may be considered, but the decision will be sent after offers are made.

The application process for delaying reception entry by one year

If you want your summer-born child (born 1 April to 31 August) to start Reception **the September after their 5th birthday**, instead of joining their usual age group, here's what you need to do.

Step 1: Apply as normal by 15 January 2026

- You must still submit an on-time application for reception 2026 entry, even if you plan to request delayed entry.
- This ensures your child has a school place reserved in case your request is not agreed.
- In addition, you have to [complete this application to request to delay entry](#).

Step 2: What happens if your request is agreed?

- Your application for September 2026 will be **withdrawn** before offers are made on National Offer Day (16 April 2026).
- You will be invited to apply again in **November 2026** for September 2027 entry.
- You will be sent a **special application link**, as the normal online portal cannot be used for out-of-year applications.
- You can only list schools that have **formally agreed** to consider your child for delayed entry.

Step 3: What happens if your request is refused?

- We strongly recommend you **accept a reception place** for September 2026 (normal age group).
- If you later decide not to take up the reception place, you can apply for **Year 1 entry instead**:
 - Applications open in **June 2026** for a September 2027 start.
 - This will be treated as an **in-year transfer** application.

Important things to remember

An agreement from a school to accept an application for entry into reception in the term after your child's 5th birthday does not guarantee you a place at that school in the following year's admissions round.

There is no right of appeal for refusal to admit out of year group.

Your application will be processed in the same way as all other applications for the following year using the school's published oversubscription criteria. Your child will not receive higher priority because the request has been agreed by a particular school.

If we are unable to offer you a place in reception at any of the preferred schools named on your application, we will support you to make a request to name one or more alternative community or voluntary controlled schools as a late change of preference for the second round of allocations in May. We must take into account the views of the headteacher at the school(s) concerned before agreeing to this request, so if they refuse to admit out of year group, your child will only be eligible to apply in their expected chronological year group.

You are responsible for making any requests to name one or more alternative academies, voluntary aided or free schools as a late change of preference for the second round, and for presenting evidence that the school has agreed to your request for an out of year group entry.

Like with all other applications, you will be limited to naming a maximum of six preferences on your application, including any preferences you keep from your original application.

Starting school in year 1 (skipping reception)

Some parents may wish to delay their child's school start until the term after their **5th birthday**, and then apply for direct entry into **year 1** (skipping reception altogether).

How to apply

- You do not need to apply during the normal Reception admissions round.
- Instead, you must submit an in-year application in June 2026 for your child to start in year 1 from September 2026.
- Your child will be admitted to year 1 with their chronological age group.

Important considerations

- No reserved year 1 places: schools do not hold back places for children who bypass reception. By year 1, oversubscribed schools will already be full, as children automatically move up from reception.
- Risk of no place at preferred schools: you may need to apply to schools with available spaces, which could be different from your original preferences.
- Lost learning opportunities: the reception year provides vital early learning experiences in reading, writing, number skills, and social development. Skipping reception means your child will miss out on this crucial stage, which can make it harder to settle into school life.

Skipping reception is very strongly discouraged. The reception year plays a critical role in your child's academic, social, and emotional development, helping them build the foundations they need for success throughout their school journey.

Admission options comparison table

Option	What it means	How to apply	Key rules	Things to consider
Deferring entry (reception, same cohort)	Child has a reception place, but starts later in the same academic year.	Apply by 15 January 2026 for September 2026 entry. After accepting, you can defer until later in the year, but not beyond the term after your child's 5th birthday or the summer term 2026 (whichever comes first).	Place is held for your child. Child still joins their chronological age group	Keeps place in reception. Child may join partway through the year when friendship groups and routines are already formed.
Delaying entry (reception, new cohort)	Child starts reception a year later, joining the cohort below.	Apply by 15 January 2026 as normal, but also request delayed entry. Must obtain written agreement from each school you wish to apply to. If agreed, you withdraw 2025 application and reapply in November 2026 for September 2027 entry .	No automatic right of approval. No guarantee of a place at preferred school(s). Decision based on child's best interests.	Gives extra year of early years development. Can cause later issues (SATs, GCSEs, school leaving dates, phase transfers). May not be allowed to stay out of cohort when moving schools.
Starting in year 1 (skipping reception)	Child does not attend reception at all, entering year 1 with age peers.	Do not apply in main round. Instead, make an in-year application in June 2026 for year 1 start in September 2026.	Year 1 places are not reserved . Oversubscribed schools will usually be full from reception intake.	Child stays with chronological age peers. Very strongly discouraged as reception provides crucial early learning and social development. High risk of no place at preferred school.

Key recommendations

- Deferring entry is suitable if you want your child to start later in the year, but stay with their normal age group.
- Delaying entry (summer-born children) may help if you feel your child isn't ready, but it requires strong justification and agreement from schools, and can create long-term complications.
- Skipping reception (starting directly in year 1) is not recommended, as it means missing essential early learning.

6. Waiting lists and how they work

RBWM schools' waiting lists

Waiting lists apply to:

- Year 3 junior school entry
- Reception entry to first, infant and primary school

Waiting lists will be available after 25 May, 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 after 31 January will be processed in second and third rounds.
- Those received **after 25 May** 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 [waiting list guidelines webpage](#) 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 appeal website](#).

How to appeal for RBWM schools

You can appeal online for the schools listed below through the borough website.

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

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

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: 18 May 2026.
- 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

If my child is entering reception in September, which types of school can be listed on my application?

You can list any primary, first, or infant school on your application. The school may be located in RBWM, or in a neighbouring local authority, but the closer you live to the school, the higher your likelihood of gaining a place.

If my child is in an infant school, which types of school can be listed on my application?

You can list any junior school on your application. If you wish your child to move to a primary school in year 3, instead of a junior school, you will need to apply for an in-year transfer for these schools. You will not be able to list primary schools on the application for a junior school place.

My child is at a nursery attached to a school. Won't my child be automatically transferred to a school? Will they get priority entry to the school?

No, they will not. Nursery attendance does not transfer to priority entry, nor will your child automatically transfer to the school. Attendance at any nursery **does not guarantee admission** to the school. You must still apply to the school for reception entry.

My child is at an infant school. Won't my child be automatically transferred to a junior school?

No, they will not. Please be aware that you need to apply for entry when your child is in year 2. Junior schools give priority to applications from pupils already attending their linked infant school, but attendance at a linked infant school **does not guarantee admission** to the junior school.

Have I applied for the correct type of school (entry into year 3)?

You can apply for up to six junior schools on one form (including junior schools outside of RBWM). Remember that you can only list junior schools where the first point of entry is year 3. If you wish to transfer into Year 3 at a primary school (where the first point of entry is year reception), this will require a separate in-year transfer application.

Do I need a supplementary information form (SIF)?

You should check whether you need to complete a SIF for any of the schools to which you are applying. If the school is outside of RBWM, please refer to the relevant local authority or contact the school.

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

The order of preference in which you list your schools is confidential. Schools are not told the preference order in which you have listed them 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.

Please see the [primary 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 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](#).

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

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

- **Infant class size exceptions:** the School Admissions (infant class sizes) (England) Regulations 2012 permit children to be admitted as exceptions to the infant class size limit. These are set out in paragraph 2.15 of the Admissions Code.
- **Infant class size limit:** Section 1 of the SSFA 1998 limits the size of an infant class (a class in which the majority of children will reach the age of 5, 6 or 7 during the school year) to 30 pupils per school teacher.
- **In-year application:** an application is an in-year application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group.
- **Late application:** late applications are applications for entry in a relevant age group which are submitted before the first day of the first term in the admission year, but have not been made in time to enable the local authority to offer a place on National Offer Day.
- **Local Government and Social Care Ombudsman:** an independent, impartial, and free service that investigates complaints about maladministration of certain public bodies.
- **Looked after children (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. RBWM is the maintaining authority for all schools named in this publication.
- **National Offer Day (NOD):** the day each year on which local authorities are required to send the offer of a school place to all parents in their area. Secondary National Offer Day is 1 March (or the next working day). Primary National Offer Day is 16 April (or the next working day).
- **Nodal point:** see also 'Designated school' node. A fixed geographical point, other than the location of the school, from which children may be afforded priority for admission to a particular school, based on the distance from the child's home to the nodal point. A nodal point is part of a school's admission arrangements and must therefore be consulted upon, determined, and published in the same way as other admission arrangements. The selection of such a point must be clearly explained and made on reasonable grounds.
- **Normal admissions round:** the period during which parents are invited to express a minimum of three preferences for a place at any state-funded school, in rank order on the common application form provided by their home local authority. This period usually follows publication of the local authority composite prospectus on 12 September, with the deadlines for parental applications of 31 October (for secondary places) and 15 January (for primary places), and subsequent offers made to parents on National Offer Day as defined above.
- **Own admitting authority (OAA):** these are schools that are independent of the local authority. The term covers academies, free schools, and some faith schools.
- **Offer year:** the school year immediately preceding the school year in which pupils are to be admitted to schools under the admission arrangements in question. This is the school year in which the offers of school places are communicated.
- **Oversubscription:** where a school has a higher number of applicants than the school's published admission number.

- **Oversubscription criteria:** this refers to the published criteria that an admission authority applies when a school has more applications than places available in order to decide which children will be allocated a place.
- **PAN:** published or pupil admission number. This is the total number of places available at the school, in the relevant 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).
- **'Primary' school:** this will mean primary, first, infant, or junior school unless otherwise differentiated.
- **Reception class:** defined by Section 142 of the SSFA 1998 as a class in which education is provided which is suitable for children aged 5 and any children who are under or over 5 years old whom it is expedient to educate with pupils of that age.
- **Relevant age group:** the age group to which children are normally admitted to the school. This refers to reception (primary, first and infant schools), or year 3 (junior 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.
- **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: (RBWM)**
- **Twice-excluded pupils:** a child who has been permanently excluded from two or more schools.
- **Waiting lists:** a list of children held and maintained by the admission authority when the school has allocated all of its places, on which children are ranked in priority order against the school's published oversubscription criteria.