

# **Admission arrangements for Royal Borough of Windsor and Maidenhead community and voluntary controlled schools**

## **For September 2020 entry**

Determined on 13 December 2018

	<b>Contents</b>	<b>Page</b>
	Introduction	3
<b>Section 1</b>	<b>Admission policy for primary age schools</b>	5
	Children with Education, Health and Care Plans	5
	Oversubscription criteria	5
	Tiebreaker	6
	Multiple births or children with birth dates in the same academic year	6
	Primary school entry point	7
	Children educated outside of their chronological academic year group	8
	Appeals	9
<b>Section 2</b>	<b>Admission policy for secondary age schools</b>	10
<b>Section 3</b>	<b>Admission policy for in-year entry</b>	11
	The application process for RBWM community and voluntary controlled Schools	11
<b>Section 4</b>	<b>Admission policy for sixth form entry</b>	13
<b>Section 5</b>	<b>Further Information</b>	14
	Social or medical criterion	14
	Children in care – (Looked-after children and previously looked-after children)	15
	Denominational criterion	15
<b>Section 6</b>	<b>Published admission numbers of schools</b>	17
<b>Section 7</b>	<b>Definitions and explanations</b>	19

## **Introduction**

The Royal Borough of Windsor and Maidenhead is the admitting authority for community and voluntary controlled schools within the borough.

The Royal Borough of Windsor & Maidenhead deliver its school admissions service through Achieving for Children, a community interest company set up in partnership with the Royal Borough of Kingston and the London Borough of Richmond

This document sets out the local authority's admission arrangements for entry to schools in September 2020.

There are no changes to the admission arrangements for 2020/21 and therefore no requirement for a public consultation.

These arrangements comply with the School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014, the School Admissions Code 2014 and the School Admissions Appeals Code 2012.

### **Other admitting authorities within RBWM**

Voluntary aided schools, free schools and academies are their own admitting authorities and are required to publish their own proposals for consultation (if required) and determine their own admissions arrangements. Details of their proposals and/or determined arrangements should be obtained from each individual school.

Own admitting authority schools within RBWM are as follows:

Altwood CE Secondary	A	Holyport College	FS
Bisham CE Primary School	A	Knowl Hill Primary	A
Braywick Court School	FS	Lowbrook Academy	A
Burchetts Green Infants	A	Newlands Girls' School	A
Charters School	A	St Edmund Catholic	A
Cheapside CE Primary	VA	St Edwards Catholic First	VA
Churchmead CE Secondary	VA	St Edwards RF Middle	VA
Clewer Green CE	VA	St Francis Catholic Primary	A
Cookham Dean CE Primary	VA	St Lukes Primary School	A
Cox Green	A	St Marys Catholic Primary	A
Datchet St Marys CE Primary	A	St Michaels CE Primary	VA
Dedworth Green First	A	St Peters CE Middle	A
Dedworth Middle	A	The Royal	VA
Desborough College	A	The Windsor Boys' School	A
Eton Porny CE First	A	Trevelyan Middle	A
Furze Platt Senior	A	Trinity St Stephen CE First	VA
Holy Trinity CE Primary (Sunningdale)	VA	White Waltham CE Academy	A
Holyport CE Primary	A	Windsor Girls' School	A

*A - Academy*

*Key: VA - Voluntary Aided school*

*FS - Free school*

Schools that become academies after 3 January 2019 must process applications in line with the arrangements published in this paper for admissions in September 2020. They will then be expected to determine their own arrangements for entry in September 2021.

## Section 1: Admission policy for primary age schools from 1 September 2020 (primary, first, infant and junior Schools)

1.1 These criteria relate to the following schools – community (C) or voluntary controlled (VC) - within the local authority.

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

1.2 The authority strives to allocate school places in a fair and transparent way. Every school has a published admission number (PAN), which is the number of pupils normally admitted to the entry year of the school. The numbers currently in force are given in section 7 of this document.

1.3 Where a school receives more applications than there are places available, applicants will be prioritised and places allocated according to the published oversubscription criteria below.

### Children with Education, Health and Care Plans (EHC)

1.4 A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements. As required by the Admissions Code however, these children will count as part of the school's PAN.

### Oversubscription criteria

1.5 Once children with EHC plans have been allocated, places at community and voluntary controlled primary age schools will be allocated in the following descending order of priority:

1. Children in care.<sup>1</sup> This category includes a child in care or a child who was previously in care but immediately after being in care became adopted<sup>2</sup> or subject to a child arrangements order<sup>3</sup> or special guardianship order<sup>4</sup>

<sup>1</sup> I.e. children in care 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.

<sup>2</sup> All children adopted from local authority care.

<sup>3</sup> Under the terms of the Children Act 1989.

<sup>4</sup> 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).

2. Children with exceptional social or medical reasons for requiring the school (as explained in the section 5 of this document)
3. Children who live in the 'designated area' of the school (note 1) and who have a sibling who attends this school (note 2)
4. Children who live in the 'designated area' of the school (note 1)
5. Children who have a sibling who attends the school (note 2)
6. Children who attend an infant school that is formally linked with the preferred junior school (Furze Platt Junior is formally linked with Furze Platt Infant; All Saints Junior is formally linked with Burchetts Green Infant and Boyne Hill Infant; Courthouse Junior is formally linked with Alwyn Infant).
7. **For Voluntary Controlled schools only** - Children whose parents choose the school on denominational grounds (as explained in section 5 of this document)
8. Children whose parents have any other reason for their preference

### **Tiebreaker**

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

### **Multiple births or children with birth dates in the same academic year**

1.7 After the admission criteria have been applied, should applications for siblings whose birthdays are in the same academic year fall either side of a school's PAN the authority will admit above the PAN in order to allocate all siblings to the same school.

### Notes

#### Note 1 – Designated Areas

1.8 Maps of the current designated areas may be viewed on the RBWM website, [www.rbwm.gov.uk](http://www.rbwm.gov.uk). Alternatively applicants can use the Neighbourhood View facility on the website for information on schools based on their address.

#### Note 2 – Sibling Criterion

1.9 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 step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child. 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 criterion 6 of the oversubscription criteria.

## Primary school entry point

- 1.10 Pupils are eligible to commence full time education from the September following their 4<sup>th</sup> birthday. However, a child does not legally have to be in full time education until the term following their 5<sup>th</sup> birthday.
- 1.11 Parents who feel their children are not ready to begin school full time in the September following their 4<sup>th</sup> birthday have the option for their child to either:
- Start school later in the academic year, so long as the place allocated is taken up during the Reception academic year (unless section 1.38-1.42 applies) *and* no later than the start of the final term and / or the start of the term following the child's 5<sup>th</sup> birthday; or
  - Start school part time at any stage during the Reception academic year, so long as the child then attends the school full time from the start of term following their 5<sup>th</sup> birthday;
  - Start school directly in Year 1 if a child was born between 1 April and 31 August. Please note that an application for a Year 1 place can only be made from the start of the term prior to September entry, in line with the in-year process as detailed in section 6. For the avoidance of doubt, places for entry directly into Year 1 cannot be reserved from the preceding year, nor from an application for a reception place
- 1.12 It will be expected that parents will opt for their child to commence school at the start of one of three traditional terms (autumn, spring, summer). It is also expected that part time schooling offered will be either five mornings or five afternoons a week; a decision which will normally be made by the school.

## Children educated outside of their chronological academic year group

- 1.13 It is expected that children will be educated in the appropriate academic year group for their chronological age. In certain exceptional circumstances, children will be educated outside this year group. If this is the case, then applications should be made in the academic year prior to the required school transfer. Applications must be made on a paper CAF and cannot be made online.
- 1.14 The Admissions Code enables a parent to request that their child is admitted outside of their normal age group. For example, a parent may request that a summer-born child – born between 1 April and 31 August is admitted into a reception class in the September following their fifth birthday instead of entering year 1.

- 1.15 Admission authorities are responsible for making the decision into which year group a child should be admitted but are required to make a decision based on the circumstances of the case. There is no statutory barrier to children being admitted outside their normal year group. An admitting authority will usually take the following factors into account when considering a parental request for a summer born child to be admitted into a reception class in the September following their fifth birthday:
- The needs of the child and the possible impact on the child of entering Year 1 without having first attended the reception class;
  - In the case of children born prematurely, the fact that the child may have naturally fallen into the lower age group if born on the expected date;
  - Whether delayed social, emotional or physical development is adversely affecting the child's readiness for school;
  - Relevant research into the outcomes of summer-born and premature children.
- 1.16 For all requests for delayed entry into Reception, parents should make their application at the same time as those applying for normal Reception entry stating that they wish to enter reception a year later than normal for their child's age. Parents should discuss this as soon as possible with their preferred schools and the authority.
- 1.17 Parents do not have a right to appeal against entry into a specific year group. However, they may make a complaint to the local authority or to the school.

## Appeals

- 1.18 Appeals against a decision not to offer a place at a particular school should be lodged by the published closing date for the on time submission of appeals. This date will be published in the authority's composite prospectus and in the relevant offer letter.
- 1.19 Appellants are entitled to ten school days' notice of the appeal hearing date. The School Admission Appeals Code requires that appeals for on time applications are heard within 40 school days of the deadline for lodging appeals. Appeals for late applications are expected to be heard within 40 school days of the deadline for lodging appeals where possible or within 30 school days of the appeal being lodged. Appeals lodged by the closing date will be heard before the end of the summer term. Appeals lodged after the closing date will be heard as soon as possible. All aspects of appeals for voluntary aided schools, free schools and academies are the responsibility of the school governors. Appeal deadline dates may differ for own admission authority schools.
- 1.20 Other admitting authorities within the local authority's area are required to notify the local authority about the outcome of any appeals.

## **Section 2: Admission policy for secondary age schools from 1 September 2019 (Secondary, Middle and Upper Schools)**

All secondary age school schools in RBWM are academies, voluntary aided or free schools, and responsible for their own admission policies. Please refer to the individual school for details of their admission arrangements.

### **Section 3: Admission policy for in-year entry for 2020/21 (Year Reception to Year 11)**

3.1 This policy refers to all applications made for children of statutory school age seeking entry to school outside of the normal admissions round.

3.2 Parents must apply directly to the admission authority for the school or schools of their preference. This is the local authority for community and voluntary controlled schools, and the schools themselves for voluntary aided schools, free schools and academies (own admission authority schools).

3.3 The relevant admission authority will make available a suitable form upon which an application may be made. The local authority will also make available a suitable form for own admission authority schools. Own admission authority schools may also require a supplementary information form (SIF) to be completed at the time of application.

3.4 Own admission authority schools are required to notify the authority of applications received and their outcome. This is to enable the authority to keep up to date figures of available school places in the area, and support applications where necessary. Admission authorities must inform parents of their right to appeal against refusal of a place.

3.5 Children who are the subject of a direction by the local authority to admit, or who are allocated to a school in accordance with the Fair Access Protocol, will take precedence over those on a waiting list.

#### **The application process for RBWM community and voluntary Controlled schools**

3.6 Applications should be made no earlier than one term prior to hopeful entry, based on the modern six term year. Applicants may state up to six preferences.

3.7 Applicants will be required to provide evidence of their child's date of birth if they have not previously made an application via the local authority. If the application is due to a house move, the applicant will need to provide evidence they are residing at the new address, such as a completion of sale document or a rental agreement. Further documents may be requested. Additional information will be required for applicants applying from abroad (e.g. entry visa and passport details) to verify right of abode.

3.8 Applications will be processed and, where vacancies exist, a place will be offered at the highest preferred school possible.

3.9 Entry will be deferred until the start of the next term, unless a child is without a school place or it is considered impractical to delay, in order to minimise the disruption to both the child's education and that of other children.

3.10 If a place is not available at a preferred school, and no higher preferred school has been offered, then parents will be informed of their right of appeal. The child will automatically be placed on the preferred school(s) waiting list which will be prioritised in line with the over-subscription criteria as published in section 1.5 of the admission arrangements.

3.11 Where no school place is available at a preferred school, and a child is currently without a school place within a reasonable distance, then the authority will, as a minimum, inform applicants of the availability of places at alternative schools and how they may apply. Where possible, the authority will offer a school alternative school place at the next nearest community or voluntary controlled school with a vacancy. A referral may be made under the Fair Access Protocol, available on the RBWM website.

3.12 The Admissions Code allows admission authorities to admit above the published admission number (PAN) in-year. Community and voluntary controlled schools must not do so save by specific request or direction of the authority. Voluntary aided schools, free schools and academies are expected to notify the local authority if they do so.

## **Section 4: Admission policy for sixth form entry in September 2020**

4.1 All RBWM schools with sixth forms are academies, voluntary aided or free schools, and are responsible for sixth form admissions. The Local Authority has no jurisdiction over sixth form admissions.

## **Section 5: Further Information**

### **Social or medical criterion**

5.1 The authority will consider an application in this category only where the child, or his or her parent or guardian, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all.

5.2 To apply under this criterion, the parent or guardian must send a covering letter to support the application. It must explain the reasons for requiring a place under this criterion, why the preferred school is significantly more suitable than any other school for their child, and the difficulties likely to be caused by not attending it. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.

5.3 Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, psychiatrist or a senior social worker. Evidence from members of the family, friends or a child minder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must give permission to the local authority to make such enquiries as it thinks necessary to investigate the matter further.

5.4 All schools are able to work with special educational needs and are expected to accommodate severe medical needs. The authority is unlikely to accept that one school is more suitable than another on these grounds. Such difficulties as child care arrangements or the need to drop off/collect children at more than one school are unlikely to be acceptable without accompanying exceptional medical or social reasons.

5.5 Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.

5.6 Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the authority to obtain additional evidence if necessary. It may not be possible to consider applications under this criterion after the closing date, even where a family has subsequently moved into the area.

5.7 The strength of applications will be considered by two or more officers individually and then together, referring to another officer where disagreement exists. Those officers assessing the strength of an application should have knowledge of the admissions process and the School Admissions Code. The papers they consider must have the name of the child and his or her family redacted. Those officers must consider the application as objectively as possible, and will note collectively their reasons for any rejection of the application under this criterion. Applicants are advised that because of the possible subjectivity of applications and decisions, the evidence that is presented must be as full and objective as possible, and that the threshold of acceptance will be exceptionally high.

5.8 There will be no right of appeal to officers against refusal of a decision in this category, but all parents will have the usual right of appeal to an independent appeal panel after allocations of places have been published.

### **Children in care (and previously in care)**

5.9 When an application outside of the normal admissions round or in-year application is received to admit a child in care or a child previously in care<sup>1</sup>, the authority will place the child in the school of the parent's preference (including the corporate parent) unless:

- that school is unsuitable to the child's age, ability or aptitude or to his special educational needs; or
- the attendance of the child would be incompatible with the provision of efficient education for the children with whom he would be educated or the efficient use of resources; or
- the child has previously been permanently excluded from the preferred school; or
- other exceptional circumstances exists rendering the school unsuitable.

5.10 The local authority has the power to direct a school to admit a child in care where Key Stage 1 classes are already at the maximum size<sup>2</sup> to comply with the infant class size legislation.

### **Denominational criterion**

5.11 For voluntary controlled schools, the published admissions criteria provide priority to those applying under denominational grounds. Where applicants believe they should be considered under this criterion they must complete a Supplementary Information Form (SIF) if making an online application or the relevant section of the paper Common Application Form.

5.12 To be considered under this criterion, at least one of the parents/carers of the child concerned must regularly attend a church that is part of the group of Churches Together in England, Scotland, Wales or Northern Ireland. This group includes the following types of church: Church of England, all the protestant nonconformist churches (e.g. Baptist, Methodist, United Reformed) and Roman Catholic. Attendance does not include services of marriage, funerals or christenings (except for the christening of the child seeking entrance to the particular school).

5.13 It will be necessary for the form to be signed by their local clergy for verification before the form is submitted.

5.14 In the event of there being more applicants than places available in this category, RBWM's standard tiebreakers will be applied.

5.15 A copy of the wording of the paper common application form is provided below.

---

<sup>1</sup> a 'child in care' or a child who was previously in care but immediately after this became subject to an adoption, child arrangements, or special guardianship order.

<sup>2</sup> children in care are excepted pupils outside of the normal admissions round under the School Admissions (Infant Class Sizes) (England) Regulations 2012.

**CONFIRMATION OF CHURCH ATTENDANCE**

I confirm that I am the parent /carer of the applicant and have significant involvement with a church on a frequent basis. I understand that 'frequent' is defined as at least twice a month for at least 8 months of the year prior to the published closing date for school admissions of 15 January 2020.

Signed:

Print Name:

To the vicar/priest/minister: Can you confirm that, to the best of your knowledge, the applicant's statement is true?

YES

NO

Signed:

Print Name:

Church:

Date:

## Section 6: Published admission numbers of schools

School Name	2014	2015	2016	2017	2018	2019	2020	
Alexander First School	30	30	30	30	30	30	30	
All Saints CE Junior School	90	90	90	90	90	90	90	
Altwood CE Secondary School	150	150	150	150	150	150	150	
Alwyn Infant and Nursery School	101	101	101	101	90	90	90	
Bisham CE Primary School	16	16	16	30	30	30	30	
Boyne Hill CE Infant and Nursery School	60	60	60	60	60	60	60	
Braywick Court School	28	30	30	30	30	30	30	
Braywood CE First School	30	30	30	30	30	30	30	
Burchetts Green CE Infants School	20	20	20	25	25	25	25	
Charters School	240	240	240	270	270	270	270	
Cheapside CE Primary School	16	16	16	30	30	30	30	
Churchmead School	140	140	140	140	110	110	110	
Clewer Green CE School	60	60	60	60	60	60	60	
Cookham Dean CE Primary School	26	26	27	27	27	27	27	
Cookham Rise Primary School	30	30	30	30	30	30	30	
Courthouse Junior School	105	105	105	105	105	105	105	
Cox Green School	176	176	176	206	206	206	206	
Datchet St Mary's Academy	60	30	30	30	30	30	30	
Dedworth Green First School	60	30	30	30	30	30	30	
Dedworth Middle School	120	120	120	150	180	180	180	
Desborough College	189	189	189	189	189	189	189	
Eton Porny CE First School	30	30	30	30	30	30	30	
Eton Wick CE First School	30	30	30	30	30	30	30	
Furze Platt Infant School	90	90	90	90	90	90	90	
Furze Platt Junior School	90	90	90	90	90	90	90	
Furze Platt Senior School	193	193	193	223	223	223	253	
Hilltop First School	45	45	45	45	45	45	45	
Holy Trinity CE Primary School, Cookham	32	30	30	30	30	30	30	
Holy Trinity CE Primary School, Sunningdale	30	30	30	30	30	30	30	
Holyport CE Primary School	60	60	60	60	60	60	30 <sup>1</sup>	
Holyport College	Year 7 entry	Day places	22	22	26	26	26	26
		Boarding places	18	18	18	18	18	18
	Year 9 entry	Day places	44	44	26	26	26	26
		Boarding places	36	36	18	18	18	18
Homer First School	75	45	45	45	45	45	45	
Kings Court First School	45	45	45	45	45	45	45	
Knowl Hill CE Primary School	13	13	30	30	30	30	30	
Larchfield Primary and Nursery School	30	30	30	30	30	30	30	
Lowbrook Academy	30	30	30	30	30	30	30	
Newlands Girls School	186	186	186	192	192	192	192	
Oakfield First School	60	60	60	60	60	60	60	
Oldfield Primary School	60	60	60	60	60	60	60	
Riverside Primary School	60	60	60	60	60	60	60	
South Ascot Village Primary School	30	30	30	30	30	30	30	
St Edmund Campion Catholic Primary School	60	60	60	60	60	60	60	
St Edward's Catholic First School	60	60	60	60	60	60	60	

<sup>1</sup> Subject to public consultation Nov/Dec 2018

St Edward's Royal Free Ecumenical Middle School	120	120	120	120	120	120	120
St Francis Catholic Primary School	30	30	30	30	30	30	30
St Luke's CE Primary School	45	45	45	45	45	45	45
St Mary's Catholic Primary School	45	45	45	45	45	45	45
St Michael's CE Primary School	30	30	30	30	30	30	60
St Peter's CE Middle School	60	60	60	60	60	60	60
The Queen Anne Royal Free CE Controlled First School	30	30	30	30	30	30	30
The Royal (Crown Aided) School	20	20	20	20	20	20	20
The Windsor Boys' School	230	230	230	260	260	260	260
Trevelyan Middle School	150	150	150	150	150	150	150
Trinity St Stephen CE Aided First School	30	30	30	30	30	30	30
Waltham St Lawrence Primary School	19	19	19	19	19	22	22
Wessex Primary School	60	60	60	60	60	60	60
White Waltham Academy	30	30	30	30	30	30	30
Windsor Girls' School	178	178	178	208	208	208	208
Woodlands Park Primary School	30	30	30	30	30	30	30
Wraysbury Primary School	60	60	60	60	60	60	60

## Section 7: Definitions and explanations

**Admission Authority** – this is the authority responsible for setting and managing admission arrangements for a particular school. Specific types of schools are managed by different admitting authorities, although all are bound by the local authority’s co-ordinated admission scheme. These different schools are detailed below:

Community schools – the local authority is the admission authority for these schools.

Voluntary Controlled schools – these are generally faith schools for which the local authority is the admission authority.

Voluntary Aided schools – these schools are faith schools, managed by the Church of England or Catholic diocese, for which the governing body is the admission authority. All the Voluntary Aided schools are bound by the co-ordinated admissions scheme.

Academies and Free Schools – these are schools whose running and capital costs are met by the DfE for which the governing body is the admission authority.

**Published Admission Number (PAN)** – this is the maximum number of pupils that a school is required to admit into each Year group. The number is agreed as part of a school’s admission arrangements and is commonly determined with regard to a Net Capacity Assessment (calculated using instructions from the Department for Education (DfE) based on the space available and use of resources). Schools must admit up to their PAN. The PAN for Free schools and Academies is set by the Department for Education.

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

**Appeals** – a parent’s opportunity to ask for an independent panel to consider the admission authority’s decision not to offer the child a place at the desired school.

**Common Application Form (CAF)** – this is the form used by applicants to apply for school places via their home authority.

**Designated Area** – sometimes know as the ‘catchment area’, this is a distinct geographical area that is served by a school. Admissions criteria often give certain priority to applicants living within a school’s designated area, although this is never a guarantee of a school place.

**Education, Health and Care Plans** - An education, health and care plan is for children and young people who have special educational needs and disabilities and where an assessment of education, health and social care needs has been agreed by a multi-agency group of professionals. It is available from birth to age 25.

**Home Address** – this is a child’s habitual residence and must be the address where you live with your child, unless you can prove that your child lives elsewhere with someone who has legal care and control of your child. We expect a child’s home address to be a residential property that is the child’s only or main residence, not an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property

must be owned, leased or rented by the child's parent/s or the person with legal care and control of the child. Additionally, a child's home address is where he or she spends most of the school week unless this is accommodation at a boarding school.

**Joint Custody Arrangements** – where the childcare arrangements are jointly shared between both parents, the LA will consider the mother's home address to be the normal home address when considering the application unless legal documents are provided to the contrary.

**Local Authority (LA)** – if you live in the Royal Borough of Windsor & Maidenhead we are your 'home local authority'. If you live somewhere else, then the county or borough you live in is your 'home authority'. References in this paper to 'the local authority' or 'the authority' will be taken to mean the local authority of the Royal Borough of Windsor and Maidenhead unless otherwise specified.

**Oversubscribed** – when there are more applications than places, the school is said to be oversubscribed.

**Parent** – this is defined in law (the Education Act 1996) as *either* any person who has 'parental responsibility' (as defined in the Children Act 1989) for the child or young person, *or* any person who has care of the child or young person.

**Preference** – this is a school to which a parent/carer wishes to send their child. Parents can not choose the school their child attends but can indicate their preference. The authority must offer a place at the highest preferred school possible once the admissions criteria have been applied.

**Service Families** – where Service families and the families of other Crown servants are due to be posted to an area admitting authorities must treat such families as resident in the area when processing any application assuming appropriate evidence has been provided which may include notification of posting in the form of an official letter from the MOD, FCO or GCHQ.

**Sibling** – children are considered siblings if they have brothers or sisters living in the same family unit at the same address, and for whom the applicant has parental responsibility. The term includes a half or step child permanently living in the same family unit or a foster child permanently living in the same family unit whose place has been arranged by the social services department of a local authority. Sibling eligibility will flow from a foster child to other children of the family or from a child of the family to a foster child.

**Supplementary Information Form (SIF)** – a SIF is required by some own admission authority schools in order to collect additional information not provided on the common application form. This is to enable them to assess applicants against the published admission criteria.