The Royal School

Crown Aided and Church of England V.A.

Admissions Policy
2020-21

"Loving to learn, Learning to Love, Guided by God"

Date reviewed:	June 2018
Date ratified:	November 2018
Date of next review:	Summer 2019
To be reviewed by:	Admissions Panel

The Royal School
Crown Aided and Church of England (V.A.)
Admission Policy 2020-21

The Admissions Policy for The Royal School (Crown Aided) has been designed to comply with the School Admissions Code. In the Royal Borough of Windsor and Maidenhead, all parents of children who are due to reach compulsory school age in the school year 2020-21, are asked to request the Annual Admissions Booklet and a Primary School Common Application Form [CAF], from the Local Authority [LA]. Applications must be made on the CAF of the LA in which the children live (the home LA).

The Royal School (Crown Aided) is designated a Church of England Voluntary Aided School. This means that the Governing Body, not the Local Authority of The Royal Borough of Windsor and Maidenhead, is responsible for the final decision on admissions to the school.

The Royal School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

Applications for entry to The Royal School (Crown Aided) for the school year 2020-21 must be received by the date advised by the home LA. All supplementary forms should be sent directly to the school by 15th January 2020.

Decisions on which children are offered a place will be made by the Admissions Panel of The Royal School during March 2020 and offers will be processed by the Local Authority. Parents (see Note 1) will be given 14 days in which to accept an offer. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications received by the deadline, even if the applicant fulfils a higher criterion than that under which places have been offered to other applicants, the application will be unsuccessful. (See Waiting List arrangements)

At The Royal School (Crown Aided), pupils will be admitted on dates set out below, without reference to ability or aptitude.

Children born between 1st September 2015 and 31st August 2016 are eligible for entry in the school year 2020-2021. The school does not accept applications for younger children.

Children who are offered a place at The Royal School (Crown Aided) will all be offered a full-time place in Reception in September 2020. Parents may defer entry until the child reaches compulsory school age (the term after his/her fifth birthday where, for this purpose, terms start in September, January and April). The school will hold the deferred place for the child, provided that it is taken up during the school year 2020-21 However, we would prefer that all children are in school by the start of Term 3 (January 2021).

For children whose fifth birthday falls between 1 April 2021 and 31 August 2021 (summer-born children), parents who do not wish them to start school in school year 2020-21, but to be admitted to the Reception Year in September 2021, should proceed as follows. They should apply at the usual time for a place in September 2020 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2021. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher as early as possible. The school will consider the request carefully and, if it is agreed (this should be clear before the national offer day), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2021) for a Reception place in September 2021. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2021 (NB it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2020-21 Reception Year group.

Until the child reaches compulsory school age s/he may attend part-time should the parents feel it is in the child's best interest. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

The school's admission number (PAN) for the school year commencing September 2020 is 20.

Other Applications – Parents need to contact the school to apply for any places in year. Available places will be offered. Where there are more applications than available places in the same year group then the over-subscription criteria will be applied. The school follows the RBWM Fair Access Protocol. The same procedures will also apply to applications for places at the beginning of the school year for years other than Reception.

Each year group has 20 places. Requests for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, cases will not normally be agreed without a consensus that to do so would be in the pupil's interests. The Governors will ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

Children with a statement of Special Educational Needs or with an Education, Health and Care (EHC) plan 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, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order (see Note 2).**

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. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (see Note 3)

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. (see Note 4)

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 2 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.

In the case of multiple birth children, should their names fall either side of the admission number of 20 or the number of places available in a year group, the school will offer a place to both/all children irrespective of the Infant Class Size rules.

Within each category all applications will be treated equally, irrespective of need or ability.

Proof of residency will be required upon the request of the Admissions Panel. (Note 6)

Note 1: 'Parent' is defined in law (The Education Act 1996) as either:
Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person

or

Any person who has care of the child or young person. If you are in any doubt, please contact the school for advice.

Note 2: By a 'looked after child' we mean one in the care of a Local Authority or being provided accommodation by a Local authority in the exercise of its social services function. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14).). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A). Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order).

Note 3: when applying under criterion 3 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring The Royal School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused, if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4: For families of service personnel with a confirmed posting to their area, or crown servants returning from overseas to live in that area, admission authorities **must**: allocate a place in advance of the family arriving in the area provided the application is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address

Note 5: by sibling, we mean a brother or sister. This means a brother or sister of the whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent has parental responsibility. Please ensure the details of the sibling are entered on your CAF.

Note 6: Home Address – place where the family/child resides for the majority of the time i.e. during the school week. In the case where the applicant and child are living in a rented property at the time of the application, evidence of a minimum of a 12 month lease from the time the child starts school will also be required.

Note 7/Tiebreaker: Within each criterion, the child ordinarily living nearest to the school, based on a straight-line measurement using the Local Ordnance Survey Map from the school gates to the child's house, will be given highest priority. We will use this in the event of oversubscription within any criterion. In the case of two properties being of equal distance from the school a random application process, in the presence of a person independent of the school, will be administered as follows:

The names of the applicants will be recorded on individual pieces of A4 white paper. The papers will then be folded and put into a box. The box will be closed and shaken. A member

of the Admissions Panel will remove one piece of paper at a time and the name will be recorded in the minutes in order of withdrawal. The Chair of the Panel and the Clerk to the Committee will sign the minutes.

In the last 4 years the places accepted were as detailed below.

Criteria	2015-16	2016-2017	2017-2018	2018-19
1	0	0	0	2
2	3	3	5	5
3	0	0	0	0
4	4	6	5	6
5	0	0	2	1
6	0	0	0	0
7	N/A	N/A	N/A	N/A
8	N/A	N/A	N/A	N/A
9	4	6	2	0
Church Attendance Category No Longer Applicable	4	5	6	6

Note: Changes in the Admission Policy over the years mean that Criteria have been changed or additional added and consequently some criteria are Not Applicable to previous years.

There are established arrangements for appeals against non-admission. Details are available from the school. It should be noted that, in event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application to the same school year [1st September – 31st August] unless there is a major change in circumstances. The school maintains a waiting list for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for over subscription. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on a waiting list. For further information, in the first instance, please contact the school office. Contact details are as follows:

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The Great Park
Windsor
Berks
SL4 2HP

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E-mail theroyalschool@rbwm.org.uk