

## BRAYWOOD CE FIRST SCHOOL



## Admission Policy

***'From tiny acorns, mighty oak trees grow, watered and nurtured by God.'***

Braywood CE First School is part of the Royal Borough of Windsor and Maidenhead's admissions procedures and although we are a Church of England school, our admissions are controlled by the LEA. In order to apply to our school it is necessary to complete a Common Application Form (CAF) and the school's register of interest form. Decisions are based upon the RBWM and places will be allocated in accordance with L.E.A. criteria.

1. Children in care (This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship)
2. Children with exceptional medical or social reasons for requiring the school
3. Children whose home address is in the area served by the school ('the designated area')
4. Children with a sibling in attendance at the school at the time of the application who is expected still to be attending the school at the time of entry qualifies as a sibling for the partner school
5. Children who attend an infant school that is formally linked with the preferred junior school\*\*
6. Children whose parents choose the school on denominational group

There will be one entry point into school for every academic year so children whose date of birth falls between 1<sup>st</sup> September and 31<sup>st</sup> August will be considered for entry in the September before their fifth birthday. At Braywood we have the facility to offer three terms in a Foundation Stage classroom.

### Application for school places

All applications for a school place must be made through your Home Authority regardless of which local authority your preferred schools are located. If you would like to apply for a school place outside of the Royal Borough of Windsor and Maidenhead, then this will be co-ordinated by both authorities. Your Home Authority is the local authority to which you pay Council Tax.

All parents whose children are due to enter school next year should receive a Common Admission Form (CAF) from the Local Educational Authority (LEA) and have visited their preferred schools. If not forms are available on the RBWM website or through the Town Hall. These forms usually have to be sent back to the LEA before January.

It is only if you are applying to the school on religious grounds (please read Section 3 of the CAF) that it is a requirement to have Section 3 completed by your vicar,

minister or priest. You do not need this as an entrance requirement to apply for a place at Braywood and you may leave that section blank. It will not affect your eligibility for a place.

All completed CAFs must be returned to the LEA's Admission Section by the date published in the Borough's Primary School Guide. The LEA will send written offers of places to parents in Spring and parents will be given a limited period of time in which to accept the offer. The school will confirm this place in writing and invite all prospective children and parents to attend an induction programme in preparation for starting school. Dates vary so do consult RBWM Guidelines.

On the application form you will be able to apply for up to 6 schools. Please read the admission criteria for each school in which you are interested and consider which criteria apply to your child. Applications can be made on line at [www.rbwm.gov.uk](http://www.rbwm.gov.uk).

Some of the information you provide on your application will need to be verified by the Admission Department before your application can be processed. This applies particularly to your home address, child's date of birth and any older siblings still attending the school of your choice.

If you change your mind about the preferences you have listed on your application form you should let the borough know of the change in writing. If the LEA receive your written request before the application deadline date then your changed preference will be taken into account during the initial round of allocations. If your written request is received after the deadline then your changed preference will be taken into account during the second round of allocations.

In the School Prospectus Brochure there is a form which we would be obliged if you would complete and return, although this does not take replace the CAF form which must be lodged at the Admissions Department to apply for a place for your child.

### **In- Year Transfers**

An application for a school place other than first entry to school, i.e. for primary education Reception for Primary, Infant and First Schools or Year 3 for Junior schools, is regarded as an 'In-Year application'. Allocation to the school are again organised by the RBWM and an application has to be made to the school before a place can be offered.

### **Exceptional Circumstances**

The admission number for each year group is 25 but legally we are able to accommodate 30 children in each class. This is known as the Infant class size pledge. By law, there are very limited circumstances in which pupils may be admitted as exceptions to the infant class size limit. These exceptions are as follows.

- Children with statements of special educational need admitted outside the normal admission round
- Children moving into the area outside the normal admission round for whom there is no other available school within a reasonable distance.
- Children in the care of a local authority admitted outside the normal admission round
- Children admitted where an independent appeal panel upholds an appeal on the grounds that the child would have been offered a place if the admission arrangements had been properly implemented, and/or the

- admission authority's decision to refuse a place was not one which a reasonable admission authority would have made
- Children who are registered pupils at special schools and who, by arrangement with another school which is not a special school, receive part of their education at that other school

### **Waiting List**

If not offered a place at your child's preferred school, parents will automatically have their child's name to be added to the waiting list. The waiting lists will be held in order of the admission criteria. Your child's place on a waiting list can go up or down as the process evolves. Places will be offered as and when they arise. In such cases we will ask you for a speedy answer to any offer. The procedure is well documented with specific deadlines in the RBWM Admission's guidelines. Waiting lists will be maintained and operated by the local authority. You will need to contact us if you wish to remain on the waiting list after this time.

### **Appeals**

In accordance with the 1994 Act, parents whose children are refused a place have a right to appeal. Appeals should be lodged within 21 days of the refusal letter being sent. All appeals are arranged through the RBWM. Parents can appeal for a place at any school or schools to which you have applied and been formally been refused a place, whether or not you named it in your original application form.

### **Deferred Entry**

If we offer a place in our Foundation Class before a child is of compulsory school age (rising five), the parent has the option of deferring their child's entry within an academic year until the child is of statutory school age. This does not permit a deferred entry to a different academic year for children born in the summer (1<sup>st</sup> April – 31<sup>st</sup> August).