

**The Royal School**

**Crown Aided and Church of England V.A.**



**Admissions Policy**  
**2024-25**

*“Loving to learn, Learning to Love, Guided by God”*

Date reviewed:	Autumn 2022
Date ratified:	Autumn 2023
Date of next review:	Autumn 2023
To be reviewed by:	Admissions Panel

AT THE ROYAL SCHOOL OUR VISION IS TO LIGHT UP THE WORLD THROUGH BEING – **BIG THINKERS** – **RESOURCEFUL** -  
**INDEPENDENT AND RESILIENT** - **GENEROUS OF SPIRIT** - **HONEST AND** - **TEAM PLAYERS**

The Royal School  
Crown Aided and Church of England (V.A.)  
Admission Policy 2024-25

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 2024-25, 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 2024-25 must be received by the date advised by the home LA. All supplementary forms should be sent directly to the school by 15<sup>th</sup> January 2024.

Decisions on which children are offered a place will be made by the Admissions Panel of The Royal School during March 2024 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 1<sup>st</sup> September 2019 and 31<sup>st</sup> August 2020 are eligible for entry in the school year 2024-2025. 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 2024. 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 2024-25. However, we would prefer that all children are in school by the start of Term 3 (January 2025).

For children whose fifth birthday falls between 1 April 2025 and 31 August 2025 (summer-born children), parents who do not wish them to start school in school year 2024-25, but to be admitted to the Reception Year in September 2025, should proceed as follows. They should apply at the usual time for a place in September 2024 together with a written request that the child is admitted outside his or her normal age group to the reception year in September 2025. 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 2024) for a Reception place in September 2025. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2025 (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 2025 for a Year 1 place in September 2025. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2024-25 Reception Year group.

Until the child reaches compulsory school ages/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 2024 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.

Parents (see Note 1) wishing to apply for the reception [Foundation] Year in September 2024 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2024. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be sent by the home LA on 16 April 2024.

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, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (see Note 2).
- 2 Children of parents who are resident within the boundaries of the Crown Estate Windsor and Windsor Castle. A map showing the Crown Estate Windsor and Windsor Castle boundaries is held in the school office.
- 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. A map showing the Crown Estate Windsor and Windsor Castle boundaries is held in the school office.
- 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 (see note 5).
- 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 normal home address. (see Note 6)
- 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

**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:** 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 5:** 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 6:** By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else who has legal care and control of the child. The address should

be a residential property that is owned, leased or rented by the child's parent/s or person with legal care and control of the child.

To avoid doubt, where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit 18 book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

**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	2019-20	2020-2021	2021-22	2022-23	2023-24
0	0	0	0	0	2
1	1	0	0	2	0
2	6	4	6	6	7
3	0	0	0	0	0
4	7	6	7	6	4
5	1	0	0	0	0
6	0	0	0	0	0
7	N/A	0	0	2	0
8	N/A	0	0	0	0
9	1	10	8	4	9
<b>Church Attendance Category No Longer Applicable</b>	4	0	0	0	0

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 [1<sup>st</sup> September – 31<sup>st</sup> 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:

Address	The Royal School (Crown Aided) The Great Park Windsor Berks SL4 2HP	Telephone	01784 434274
E-mail	<a href="mailto:office@theroyalschool.org.uk">office@theroyalschool.org.uk</a>		