



# All Saints Junior School

## Admissions Policy

### 2025-2026



All Saints Junior School is an academy within the Oxford Diocesan Schools Trust (ODST). ODST is legally responsible for admissions decisions which it has delegated to the Local Governing Body (LGB). ODST and All Saints Junior School work closely with the Local Authority (LA) and uses it as their agent for processing of applications.

ODST and the school governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation and equal opportunities. There are 60 places available with a PAN size of 60 per year group.

At All Saints Junior School, we believe that all our children are special, set apart for God's special purpose. Our promise is that our school will be a place where children know they are loved, nurtured and where they will learn to live well. Fundamental to this is our belief that all children should be enabled to fulfil their whole potential, not just academically, but also creatively, morally, physically and spiritually.

We achieve this through our ambitious and engaging curriculum and nurturing approach to all. At All Saints Junior School, we are kind and caring and every child is known and loved as an individual. When children leave the school, they will be equipped to be independent, lifelong learners ready to face the challenges of an ever-changing world.

Through the establishment of a safe, calm and respectful learning environment our pupils will develop a social and emotional maturity to enable them to be wise, compassionate and environmentally responsible citizens in today's multi-faith modern Britain.

*And I will always guide you and satisfy you with good things. I will keep you strong and well. You will be like a garden that has plenty of water, like a spring of water that never goes dry.*  
(GNT Isaiah 58:11)

#### **Admission arrangements to Year 3 in September 2025**

Parents (see Note 1) wishing to apply for a Year 3 place in September 2025 must complete the common application form provided by Royal Borough of Windsor & Maidenhead (RBWM), in whose area the parents live at the time of the application. The form must be returned to RBWM no later than 15 January 2025.

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 posted by RBWM on 17 April 2025.

#### **Over-subscription criteria**

Children with an Education, Health and Care (EHC) plan 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.  
(See Note 2)



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- 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. (See Note 3)
- 3 Children attending Boyne Hill Infant School and Burchetts Green Infant School<sup>1</sup>
- 4 Children with a normal home address (See Note 4) within All Saints Catchment area (please see map in note 6) and with a sibling (see Note 5) 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 (please see note 6)
- 6 Children with a normal home address outside the All Saints catchment area (please see note 6) 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 Other children.

Proximity of the child's home, as measured by the straight line distance (see Note 6) 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 7 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.

#### **All Other Admissions**

Admission to the school during the school year depends on whether or not there are places available.

Applications must be made directly to the school on a form available from the school.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years will only be considered by the Governing Body up to six school weeks in advance of the desired date for entry. For example, for entry in January, the application will not be considered until 1<sup>st</sup> November.

If parents are moving house, the school will ask for evidence of the move when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months may be required (Families who are living in accommodation linked to their employment are exempt).

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<sup>1</sup> These are linked infant schools to All Saints Junior School. Boyne Hill Infant School is linked due to its proximity and Burchetts Green Infant School is linked through being another ODST school.



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If you are returning from elsewhere, to live in a home that you own we will require evidence to show that you have returned. We may ask you to provide evidence that the house you are returning to is vacant, habitable and available for you to live in as your primary address. We will also ask for evidence that any previous house owned has been sold or is being sold. 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.

#### **Admission outside normal age group**

Requests from parents 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 and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion. 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. The Local Authority requires written confirmation from the Headteacher or their representative that they have agreed for a child to be educated out of year group, so any decision on out of year group admissions needs to be sent through to RBWM, in writing, by the parent. As well, there is no right of appeal for pupils asking to be educated out of year group. Right of appeal only exists when appealing for admission to their chronological age group. The school's decision to accept a pupil out of year group is final.

#### **Waiting Lists**

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. Children's names will be kept on the waiting list until the end of the academic year. In order to remain on the waiting list for the subsequent academic year, a new application will need to be made.

#### **Multiple births**

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., 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.

#### **Fair Access**

The school participates in RBWM's Fair Access Protocol. Children qualifying under the Fair Access Protocol will be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.



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#### **Joint Custody Arrangements**

Where the child is subject to a child arrangement order and that order stipulates that the child will live with one parent/carer more than the other, the address to be used will be the one where the child is expected to live for the majority of the time. For other children, the address to be used will be the address where the child lives the majority of the time. Where the child lives equally with both parents and carers at different addresses the authority will consider all available evidence the parent or carer provides in order to confirm which address the authority will use to process the application, for example:

- any legal documentation confirming residence
- where the child spends the majority of the school week
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the primary contact details and home address provided to them by the parents
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position

#### **Appeals**

Any parent not offered a place for their child at their preferred school in the pupil's chronological age group, has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

#### **Further information**

Further information can be obtained from the office at the school (01628 622596 or [office@allsaintsmaidenhead.org](mailto:office@allsaintsmaidenhead.org))

#### **Notes**

**Note 1:** "Parent" is defined in law (The Education Act 1996) as either:

- a) Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
- b) 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 with accommodation by a local authority in the exercise of its social services function.

Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is 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



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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).

A "looked-after child" includes any child who appears to have 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 2 (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 All Saints Junior 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 or similar, 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 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 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



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- 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, 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.

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.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address, or the family is not yet living in the area.

#### **Note 5:**

By sibling we mean a natural brother or sister, half brother or sister, adopted or fostered brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.



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It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

**Note 6:**

The straight-line distance used to determine proximity of the home to the school will be measured by RBWM's Geographical Information System.

Further information may be obtained from:  
The Office at All Saints Junior School  
Westborough Road,  
Maidenhead,  
Berkshire,  
SL6 4AR



# All Saints Junior School Admissions Policy 2025-2026



## CATCHMENT AREA MAP



All Saints CE Junior School  
Westborough Road  
SL6 4AR





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#### IN YEAR APPLICATION FORM

### 1 CHILD'S DETAILS

First name .....

Middle name(s) .....

Legal surname .....

Sex Male/Female

Date of birth \_\_\_/\_\_\_/\_\_\_

Normal home address (the address and postcode at which the child normally lives). Please enclose address evidence.

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Postcode .....

If moving home, please provide the new home address (the address at which the child **will** be living). Please enclose address evidence.

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.....

.....

Postcode .....



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Name and address of current or most recent school

.....

.....

.....

Postcode ..... Telephone number .....

#### **2 YOUR DETAILS**

Name of parent/carer living at home address above

Title ..... First name ..... Surname .....

Relationship to child .....

Email address .....

Daytime telephone number .....

Mobile telephone number .....

#### **3 FURTHER INFORMATION**

Date admission required    \_\_\_/\_\_\_/\_\_\_

Does the child have any brothers or sisters attending the school? Yes/No



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If 'Yes', please give name of the youngest sibling attending the school

.....

Does the child have an EHC (Education & Health Care Plan) Yes/No

If 'Yes', which Local Authority maintains this Plan? .....

Is the child 'looked after' by a Local Authority or was s/he previously 'looked after'?  
Yes/No

If 'Yes', please provide details.

[Any other questions needed to apply the school's oversubscription rules – eg disability, medical/social needs, previous sibling attendance, etc.]

#### **4 DECLARATION**

I certify that I have parental responsibility for the child named in Section 1 above and that this application has the agreement of any other parent/carer with parental responsibility for the child.

I have read the school's admission policy.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or any supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.

I authorise the school to contact my child's previous school.

Signature of parent/carer .....

Date:                    \_\_/\_\_/\_\_

**Supplementary Information Form attached yes/no (delete as appropriate)**