



Lowbrook Academy – Admissions Policy September 2025 – August 2026

Arrangements for applications for places in Reception at Lowbrook Academy will be made in accordance with the Royal Borough of Windsor and Maidenhead (RBWM) co-ordinated admission arrangements; parents resident in RBWM can apply online at: [RBWM School Admissions](#)

Parents resident in other areas must apply through their home local authority. Lowbrook Academy will use RBWMs timetable published online for these applications and RBWM will make the offers of places as required by the School Admissions Code.

Published Admission Number (PAN)

The PAN for Reception is 30. If there are fewer applicants than places available, all applicants will be admitted.

Special Educational Needs

Any child with an Education, Health and Care Plan that names the academy will be admitted.

Oversubscription Criteria

If there are more applications than places available, we will apply the oversubscription criteria listed below:

1. Looked after children and previously looked after children. A 'looked after child' is a child who is (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. Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes those who appear to the admission authority to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children whose parents are employees of Lowbrook Academy. To satisfy this criterion the staff must have been employed by Lowbrook Academy for 2 years at the time at which the application to the school is made and/or have been appointed to a vacant post where there is a demonstrable skills shortage.



3. Children who will have a sibling¹ in attendance at the school at the time of entry and whose normal home address² is within the designated catchment area of the school - see definition at the end of this document. Former pupils or other relatives do not provide an entitlement under this criterion.
4. Children whose normal home address is within the designated catchment area of the school. Parents residing in RBWM can check if they are in catchment for the school using the Neighbourhood View tool here. <https://mol.rbwm.gov.uk/mol/view/>
5. A child with a sibling on roll at the time of application.
6. All other applicants with priority for admission given to children living nearest to the school as measured by straight line distance. Distances are measured using the post office address point of the home to the post office address point of the main school gate and using RBWM's computerised distance measuring software. Where a child lives normally during the school week with more than one parent at different addresses, the permanent home address for the purposes of school admissions will be the one where the child spends the majority of school nights Sunday to Thursday.

Tie-break

Random allocation will be used as a tie-break in criterion 6 above to decide who has highest priority for admission if the distance between two children's homes and the school is the same. This process will be verified by an appropriate independent person not involved in the operation and running of the school. If a tie-break is required in earlier categories to decide who has priority for admission between two children, distance from the school will be used to decide as described above.

¹ Siblings include a brother or sister who share the same parents; a half-brother, half-sister or legally adopted child living at the same address; a child looked after by a local authority placed in a foster family with other school age children; a stepchild or children who are not related but live as a family unit, where parents both live at the same address as the child.

² The address should be where the parent and the child live. Where a child has two homes due to parental responsibility being shared, the address used will be the one where the child spends most of the Academy Week (i.e. Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at the Academy.

Multiple Births

In the case of twins or other multiple births, where there is only one place available in the school, all will be considered together as one application. The school will be allowed to go above its PAN for this purpose.

Fraudulent or Misleading Applications

As an admission authority we have the right to investigate any concerns we may have about your application and to withdraw the offer of a place if we consider there is evidence that you have made a fraudulent claim or provided misleading information, for example a false address was given which denied a place to a child with a stronger claim. We reserve the right to check any address and other information provided so we can apply the oversubscription criteria accurately and fairly.

Deferred Entry to School

In accordance with the requirements of the Admissions Code, if your child has been offered a place:-

- a) your child is entitled to a full-time place in the September following their fourth birthday;
- b) you can defer the date your child is admitted to the school until later in the school year but not beyond the point at which your child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it was made; and
- c) if you wish, your child may attend part-time until later in the school year but not beyond the point at which your child reaches compulsory school age.
- d) to request deferred entry you must submit a request by writing or emailing the school at Lowbrook@lowbrookacademy.co.uk by the 1st of September of the admissions year.

Admission of Children outside their Normal Age Group

You need to apply for a primary school place a year before your child starts school. Applications open in November and close on 15th January.

You should apply to your local authority for a school place as normal – as if your child were going to start school at age 4 – even if you think you want to delay their start until age 5. If you do not want your child to miss their reception year, you should submit a request for admission out of the normal age group to the school's admission authority at the same time (Lowbrook Academy).

If your request for admission out of normal age range is agreed, you can then discontinue the application for the normal age range. However, if it is declined you must then decide whether to proceed with it or discontinue and apply for an in-year place in Year 1 for the following academic year.

This means you will need to decide whether or not you want to request admission out of the normal age group in the autumn following your child's third birthday. Remember that your child will do lots of growing and developing before they reach the point at which they could start school.



If you decide to delay your child starting school until the September following their fifth birthday, but do not request admission out of their normal age group at this time, your child will start school in year 1.

You will need to make an in-year application for a school place for your child and the school admissions team at your local authority can advise you on when it would be best to make such an application.

Some schools are likely to be full at this point and unable to offer you a place. Schools are unable to hold a place for your child from the previous year.

If parents wish for their child to be considered for admission to a year group which is outside their normal age group, then they must:

- a) Complete the LA common application form or the in-year admission form, as appropriate.
- b) Attach a letter outlining reasons for the request and all supporting letters and/or documentary evidence in support of the application.
- c) Write to or email the school at Lowbrook@lowbrookacademy.co.uk requesting admission outside of the normal age group with clear reasons for your request including all supporting letters, statements and documentary evidence in support of the application.
- d) It is the parental responsibility to provide written confirmation of the school's decision to the Local Authority.

Lowbrook Academy will make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include taking account of:

- the parent's views;
- any available information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- any evidence that the child may naturally have fallen into a lower age group if it were not for being born prematurely;
- the views of the Principal.

There is no right of appeal for decisions taken for pupils asking to be educated outside their normal age group.

In-year and Casual admissions: Reception to Year 6

The Academy manages its own in year admission via its Admissions committee made up of Governors and the school Principal.

An application can be made for a place for a child at any time outside the admission round and the child



will be admitted where there are available places.

Intake numbers of children in Year Groups:

Year 1	60
Year 2	60
Year 3	60
Year 4	60
Year 5	30
Year 6	30

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements, will be applied. Parents are advised to read the admission arrangements carefully before making their application.

You can apply for a place using the Lowbrook Academy in Year transfer form and sending it to the school. [In Year Transfer form](#). You will be advised of the outcome of your application in writing as soon as possible and within 15 days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

Waiting List


Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered. A waiting list will be maintained until the 31st of December. At this point we will write to you asking if you wish to remain on the list for the following year. This process will be repeated on an annual basis.


The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria.

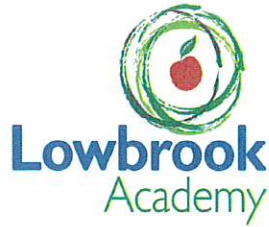
Appeals

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. The school uses the RBWM independent appeal panel service: [RBWM Admissions Appeals](#). Further detail will be provided in the event that your application is unsuccessful. The decision of the independent appeal panel is binding on all parties.

Determined Wednesday 28th February 2024

Signed:  29/02/24 Chair of Governors

Signed:  29/02/24 Principal



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Appendix 1

Surname:	Forename:
	Middle Name:
If different, surname on Birth Certificate (For exam purposes, legal evidence is required of name change)	Date of Birth Gender
Address at which Student Lives:	
Post Code:.....	Home Phone:.....
Do you share joint custody or a child arrangement order for your child (If so both parent signatures are required)	YES/NO
Is your child Looked After by (in the care of the) the Local Authority?	YES/NO
First Parent/Carer living at home address	
Full Name: Mr /Mrs / Ms / Miss	
Relationship to Child:	
Home Phone:.....	Work Phone:.....
Mobile Phone:.....	Occupation:
Name of Second Parent/Carer	
Full Name: Mr/ Mrs/ Ms/ Miss	
Relationship to the Child:	
Address (if different from above)	
Home Phone:	Work Phone:.....
Mobile Phone:.....	Occupation:

Current/Last School:

Current Year Group:

Please include the full address and tel no. if not a school within Berkshire

If last school, give leaving date

Date

1. Does your child have an education healthcare plan?

YES/NO

Please name of the school of your choice, and state your preferred term of admission

School:

Preferred term of admission:

Please state whether this is a move into the area or transfer between schools. (Previous/new address if applicable)

Please state if you were advised to seek a transfer from your present school

YES/NO

If YES, please give full details below.

If NO, please give reasons for your transfer request.

Have you had contact with an Education Welfare Officer	YES/NO
If YES, please give the name of this Officer	Tel No.
Has Social Services or any other agency been involved with your child?	YES/NO
If YES, please give name of the Officer/Agency	Tel No.

Are you a Service/Crown Servant family due to move into the area? <i>Please provide evidence of posting)</i>	YES/NO
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Does your child have a sibling (brother or sister – this includes half, adopted, or foster sibling) attending the school currently?	Yes	No

If you have CIRCELD yes, please provide details below:

Sibling/s Name	Date of Birth

Any other relevant information.

Declaration			
I declare that I have read and understood the online 'Guide to In-Year Admissions'.		YES/NO	
I declare that all the information I have given on this form is correct.		YES/NO	
If you deliberately give false information, you must expect that we will withdraw the offer of a school place.			
Data Protection Act 2018 – The personal information collected on this form will only be used for the purposes of applying the relevant admissions policy. Lowbrook Academy may also use this data in connection with the prevention or detection of other fraud or crime.			
The School is entitled to request further information to verify the details given on this form are correct.			
I enclose: <i>Forms will be returned if evidence is not provided</i>		a) Proof of your address; i.e. recent utility bill, council tax statement, signed tenancy agreement (if I have never supplied proof previously to this school) b) Evidence that I have completed the sale, or ceased rental, of my previous property (if I have moved address and my previous address was within commutable distance of this school)	
Your signature:			
Your full name:			
Date:	Day	Month	Year



Appendix 2

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 known 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

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is where he or she spends most of the school week unless this is accommodation at a boarding school.

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

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 stepchild 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.