



## **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 the Academy Trust. To satisfy this criterion the staff must have been employed by the Academy Trust 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 sibling<sup>1</sup> in attendance at the school at the time of entry and whose normal home address<sup>2</sup> 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. [rbwm.catchment.map](http://rbwm.catchment.map)
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 RBWMs 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 criteria 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 independently verified. 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.

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<sup>1</sup> 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.

<sup>2</sup> 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, both 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.

### **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 September and close on 15 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.

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.

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.

#### **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.

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 RBWM Academy in Year application 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 end of the first term after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

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.

Signed:

Chair of Governors

Signed:

Principal