

Admissions Policy

Waltham St Lawrence Primary School



Governors' Committee Responsible	Full Governing Board
Status	Statutory
Review Cycle	Annual
Date Written/Last Review	May 2026
Date of Next Review	May 2027

Our mission is to provide inspiration and opportunities for all children to achieve their potential and become confident, independent individuals with key skills for lifelong learning

Aims and objectives

We are an inclusive school that welcomes children from all backgrounds and abilities.

All applications will be treated on merit and in a sensitive manner. The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the over-subscription procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the demand on the school places available.

Admissions

The number of places available is determined by the physical capacity of the school and is called the 'Agreed Admissions Number'. The Published Admission Number (PAN) for Waltham St Lawrence Primary School is 25 per year group from Reception to Year 6.

Admissions for primary school places are handled centrally by the Local Authority (Royal Borough of Windsor & Maidenhead, RBWM). A Common Application Form can be obtained from Admissions:

Email: rbwm.admissions@achievingforchildren.org.uk

Telephone: [01628 683870](tel:01628 683870)

School Admissions

Royal Borough of Windsor and Maidenhead

Town Hall, St Ives Road

Maidenhead SL6 1RF

It should be submitted in the academic year prior to the year in which the child is due to start school.

Please refer to the Designated Catchment Area Map for WSL Admissions on Page 4.

The places will be allocated according to the Royal Borough of Windsor & Maidenhead admission criteria designed to ensure the allocation of places is fair, objective and for the benefit of all children.

Oversubscription criteria for Waltham St Lawrence Primary School

A child with **education, health and care plan** will be admitted to the school named in their plan. Remaining places will be allocated in line with the published oversubscription criteria. The criteria for community schools are, in descending order.

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, child arrangements or special guardianship order. This includes those children 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 with exceptional medical or social reasons for requiring the school.
3. Children who live in the 'designated appropriate area' of the school and who have a sibling in attendance at the school at the time of the application and who is expected still to be attending the school at the time of entry.
4. Children who live in the 'designated catchment area' of the school. (Shown on Page 4)
5. Children with a sibling in attendance at the school. The sibling would need to be attending the school at the time of admission of the child for whom a place is sought.
6. Children of a staff member.
7. All other applicants.

n.b. Brothers or sisters: this includes a half, step, adopted or fostered child permanently living in the same family unit.

Where demand exists, places are allocated up to a school's Admission Number. The law does not permit places to be reserved for pupils moving into a school's Designated Area.

The school admits Reception pupils who are 4 years old by 31st August and Reception children normally start school in September. However, in line with the updated Admissions Code December 2014, parents have the right to defer entry. This means that if your child's birthday falls on or between **1 April and 31 August ('summer born')**, parents may choose not to send their children to school until the September after their fifth birthday and parents may request that they are admitted out of their normal age group into Reception rather than Year 1. If a child's birthday falls between the **1st September and the 31st December**, they will be admitted at the start of the Autumn Term in September.

Admissions Appeal

Parents have a legal right to appeal to an independent panel against a refusal of a place. As a first step any appeal must be made in writing to the Clerk to the Appeal Panel at The Royal Borough of Windsor and Maidenhead, Town Hall, St Ives Road, Maidenhead, SL6 1RF.

Appeals Helpline [01628 796319](tel:01628796319)

Preliminary visits

Parents who are interested in applying for a place for their child are warmly invited to make an appointment to visit the school or attend an "Open Morning for Prospective Parents" meetings. Children are invited to one induction visit during the term prior to their admission. Parents will have an opportunity to meet their child's teachers.

In-Year admissions

Throughout the academic year we will admit pupils to our standard admission number. The governors may, in exceptional circumstances, in consultation with the Headteacher, agree to exceed the admission number.

RBWM website provides a range of information. Please follow the link which applies to your query:

<https://www.rbwm.gov.uk/media/1992/download/>

[Applying for an in-year transfer](#) (all other applications for entry into school)

Review

This policy will be reviewed annually with the Admissions Authority in the light of any changed circumstances in our school or the local area.

Designated Catchment Area Map for WSL Admissions: (See next Page)

