



# Eton Porny C. of E. First School

## Policy Document

### ADMISSIONS POLICY 2025-26

<b>Category:</b> Statutory	<b>Approved by Headteacher:</b> <i>E Stanford-Smith</i>
<b>Reviewed By:</b> Emma Stanford-Smith, June 2023	
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*We are all created unique and special.  
He made us all perfect having our own uniqueness.  
1 Peter 4:10-11 'God has given each of you a gift from his great variety of spiritual gifts.  
Use them well to serve one another.'*

## 1 INTRODUCTION

Eton Porny C of E First School is a one form entry first school catering for children aged 4 to 9, based on Eton High Street. 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.

In September 2025, there will be 30 places available in Reception.

The school has a long history of serving the community of Eton and surrounding area. As a small school, we pride ourselves in knowing our children individually very well. In February 2016, we became an Academy and joined the Slough and East Berkshire CofE Multi Academy Trust, SEBMAT, which gives us access to the wealth of opportunities that brings, working closely with other schools in the Trust.

Parents are very welcome to telephone or email the school directly to arrange a visit and request information about current availability of places. We encourage all prospective parents to visit the school and we would be delighted to show you around and answer any queries. Contact details can be found on the school website:

[About Us - Eton Porny](#)

We are committed to straightforward, open, fair and transparent practices and policy in relation to Admissions. The school will act in accordance with the School Admissions Code, the School Admission Appeals Code and admissions law as they apply to Academies.

## 2 ADMISSION OF CHILDREN TO RECEPTION 2025

### 2.1 Application Process for Foundation Stage Applications (Reception Places)

The Planned Admission Number (PAN) for 2025/26 for Reception is 30 (one form of entry). We are required to organise our infant classes in groups of 30 or fewer to a teacher.

In line with national policy, all children at Eton Porny start school in the September prior to their fifth birthday and are entitled to a full Reception (Foundation 2) year.

**Admission dates by birth are:**

Date of birth: 1st Sept 2020 - 31st Aug 2021    Entry: Sept 2025    Apply by: January 2025

Applications for initial school entry at Foundation Stage are dealt with by the Royal Borough of Windsor and Maidenhead (RBWM).

Applications for Foundation Stage are made via a Common Application Form (CAF) provided by your Local Authority.

The Royal Borough of Windsor and Maidenhead (RBWM) processes these applications for the school. If the number of requests for places is equal to or less than the number of places available, then all applicants could be offered a place.

**Full details of the admissions criteria, catchment areas, appeals and further details on the admissions process is published in the [RBWM Determined Admissions Arrangements](#). Information is also available on the [RBWM Website](#)**

The main Admissions Criteria are also set out in paragraph 2.6 below.

**2.2    Waiting Lists**

Once the offers have been sent out by RBWM, any questions about waiting lists should be made directly to Eton Porny and parents will be signposted to RBWM. If there is pupil movement after allocations have been made and we can offer additional places, we will keep RBWM informed and they will offer these places on our behalf. For full details please see the RBWM website.

Priority order on the waiting list will be determined by the over-subscription criteria, not by the date of joining the waiting list, and the child's position can go up or down. Places available on the waiting list will be offered from May 2025.

**2.3    Late Applications**

Late applications will be dealt with according to the Local Authority coordinated scheme and will be dealt with after any 'on time' applications have been processed. Enquiries for late applications should be directed to the RBWM School Admissions Team in order to receive the relevant application form.

They can be contacted by email: [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

**2.4    In-Year Transfers**

Applications for in-year entry (where children are changing schools within a school year) must be made directly to the school. Should you wish your child to join Eton Porny mid-year, please complete the In-Year Application form which can be found on the Eton Porny website and email it to [office@etonporny.com](mailto:office@etonporny.com) If you are applying on denominational grounds, please also provide a Supplementary Information Form in addition to your application.

These forms can be found on the Eton Porny website:

<https://www.etonporny.org.uk/school/admissions-information>

**2.5    Admissions Policy: Reception**

The published admission number (PAN) for Reception for 2025 is 30.

**2.6    Admissions Oversubscription Criteria**

A child who is the subject of an EHC plan will be admitted to the school named in their plan. These children will be admitted to the named school even if it is full and are therefore outside the normal admission arrangements.

**Places will then be allocated in line with the following objective over-subscription criteria in this order:**

1. Looked after children<sup>1</sup> or a child who was previously looked after, including 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. This category includes a looked after child or a child who was previously looked after but immediately after being in care became adopted<sup>2</sup> or subject to a child arrangement order<sup>3</sup> or special guardianship order<sup>4</sup>
2. Children with exceptional social or medical reasons for requiring the school. An application in this category will only be considered where the child, or their parent or carer, can demonstrate a wholly exceptional medical or social requirement why attendance at the preferred school is significantly more suitable than any other school. It is expected that places will be given under this category in no more than a small number of instances in a year, if at all. Please see the [RBWM Admission Arrangements](#) for further details of the level of evidence required.
3. Children who live in the 'designated area' of the school<sup>5</sup> and who have a sibling who attends this school<sup>6</sup>
4. Children who live in the 'designated area' of the school<sup>5</sup>
5. Children who have a sibling who attends the school<sup>6</sup>
6. Children of a member of staff<sup>7</sup>
7. Children whose parents have any other reason for their preference.

#### NOTES

<sup>1</sup> Looked after children are children who are (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.

<sup>2</sup> All children adopted from local authority care.

<sup>3</sup> Under the terms of the Children Act 1989.

<sup>4</sup> See Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

<sup>5</sup> Designated Areas. The Map of the Current Designated Area for Eton Porny CofE First School is shown below in appendix 1. Maps of the current designated areas may also be viewed on the RBWM website, [designated areas](#) Alternatively, applicants can use the [Neighbourhood View](#) facility on the website for information on schools based on their address.

<sup>6</sup> Sibling Criterion. A sibling would need to be attending the school at the time of admission of the child for whom a place is sought. The term 'sibling' 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.

<sup>7</sup> Children of a member of staff. Priority will be given where the member of staff has a) been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. A SIF should be requested from school and returned to the Local authority at the time of application.

**APPENDIX 1 – Current Designated Area**

