Eton Porny C. of E. First School

ADMISSIONS POLICY 2026-27

Category: Statutory	**Approved by Headteacher:** *E Stanford- Smith* - March 2025
Reviewed By: Emma Stanford-Smith, May 2026	
Review Schedule: Annual	**Overviewed by LGB:** *Maggie Waller & Anita Spires* -March 2025
Next Review Date: Summer 2025	
Last statutory consultation: Autumn 2021	

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.'

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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 2026, 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 2026

Application Process for Foundation Stage Applications (Reception Places)
The Planned Admission Number (PAN) for 2026/27 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 2021 - 31st Aug 2022 Entry: Sept 2026 Apply by: January 2026

Eton Porny C of E First School is in the local authority of the Royal Borough of Windsor and Maidenhead (RBWM). Applications for initial school entry at Foundation Stage are dealt with by your home local authority, even if the school you are applying for is outside of your home local authority. Your home local authority is the council to whom you pay your council tax for your primary residence.
If you live in RBWM, you will apply for school entry through their application portal on their website https://rbwm.afcinfo.org.uk/pages/community-information/information-and-advice/schools-and-education/school-admissions

If applying for schools outside RBWM please check your home local authority website for the appropriate application portal.

The Royal Borough of Windsor and Maidenhead (RBWM) processes all the 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.

3 IF YOUR CHILD HAS AN EDUCATION, HEALTH AND CARE PLAN (EHCP) IN PLACE

You are not eligible to apply through the School Admissions Team. Further information can be found on the Achieving for Children website. Please contact the SEND Team on cypds@achievingforchildren.org.uk and this specialist team will assist you. If your child is undergoing statutory assessment, please contact the SEND Team on 07784 361 267 or 07783 806 246 before making an application.

4 ADMISSIONS OVERSUBSCRIPTION CRITERIA

A child who is the subject of an EHCP will be admitted to the school named therein. Remaining places will be allocated in line with the published oversubscription criteria..

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

1. Looked after children[1] 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[2] or subject to a child arrangement order[3] or special guardianship order[4]

2. Children with exceptional social, emotional or medical need (SEMC). An application in this category will only be considered where the parent or carer can demonstrate a wholly exceptional medical or social requirement why the preferred school is the only suitable school for their child, and the difficulties likely to be caused by not attending that school. To be considered under SEMC criteria, a child must be experiencing such exceptional difficulties that they are very uncommon in the general population. **The threshold for SEMC acceptance is exceptionally high and it is expected that no more than a small number of applications will be given this criterion in a year, if any at all**.

   It is the responsibility of the parents to provide a clear argument, with supporting evidence, as to why their child should be given this consideration. Please be aware that providing evidence does not automatically guarantee that a child will be given priority at a particular school. In each case, a decision will be made based on the merits of the evidence presented and whether that evidence demonstrates that a placement should be made at a particular school above any other.

   Awarding this criterion does not guarantee that a school place will automatically be allocated at the school. If the school is full in the relevant year group, your child will be added to the waiting list with the appropriate social and medical criterion, giving them priority on the waiting list over other children who fulfil lower criteria

3. Children who live in the 'designated area' of the school[5] and who have a sibling who attends this school[6]

4. Children who live in the 'designated area' of the school[5]

5. Children who have a sibling who attends the school[6]

6. Children of a member of staff[7]

7. Children whose parents have any other reason for their preference.

Tiebreaker

If a school does not have places for all the children in a particular category, RBWM prioritises those applicants who live closest to the school. Proximity to the school will be measured in a straight line from the address point of the pupil's house as determined by Ordnance Survey to the address point of the school using the local authority's GIS

system. In the event that two or more children live at the same distance from the school (for example families living in flats) and there are fewer places available then random allocation will be used to decide which child will be allocated the remaining place(s). The names will be drawn and the whole process scrutinised by persons independent of the authority.

NOTES

[1] 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.

[2] All children adopted from local authority care.

[3] Under the terms of the Children Act 1989.

[4] 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).

[5] Designated Areas. See Appendix 1, below. Alternatively maps of the current designated areas may be viewed on the RBWM website, https://rbwm.afcinfo.org.uk. Alternatively, applicants can use the Neighbourhood View facility on the same website for information on schools based on their address.

[6] 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.

[7] 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 member of staff is defined as anyone working within SEBMAT who is employed specifically at the Eton Porny school site. A SIF should be requested from school and returned to the Local authority at the time of application.

5 JOINT CUSTODY / SHARED PARENTAL RESPONSIBILITY

When making your application you will sign a declaration that you have parental responsibility and that you have the agreement of all people with parental responsibility to make your application, or there is a court order allowing your application.

In cases of joint custody, evidence of court orders or other documentation may be required. It is not appropriate for the Local Authority to become involved in private disputes with parents or carers. You should resolve the matter of school preference between yourselves and inform the Local Authority in writing which application should be processed, or through the Family Court by way of a specific issue order or its equivalent. **Any applications subject to a dispute will not be processed until agreement can be reached, and this may affect your child's chance of being allocated a place at a preferred school.**

Where the parents or carers live separately, the application must be based on the address where the child lives most of the time. Where the child lives equally with both parents at different addresses, the child's home address will be taken to be the address of the parent that is deemed to be the child's main residence, that is where the child spends most of the school week. In the absence of a formalised legal care arrangement, the Local Authority will consider all available evidence that you provide to support your application.

6 LATE APPLICATIONS

If your application is late, it will affect your chance of getting a place at one of your preferred schools. No places are held in reserve for late applications or certain categories of students. **It is in the best interest of your child to ensure you apply on time.**

Applications received after the closing date will only be considered after all the ontime applications have been processed, and the first round of offers made. The local authority's decision on whether an application will be considered 'late' is final.

If you apply for a school place or move into the area after the allocation of places, you will still be able to apply and name up to six preferences. You will be offered a place at one of your preferred schools if this is still possible. If all the places at your preferred schools have been allocated, your child's name will be automatically added to the waiting lists in oversubscription criteria order, and (if vacancies are available) you will be offered an alternative school at the next nearest school with vacancies

7 DEFINITION OF 'SUMMER-BORN' CHILDREN

The phrase 'summer-born children' refers to children born between 1 April and 31 August, based on the UK's school year of September to July. Generally, children start school in the September following their fourth birthday.

If you are the parent or carer of a summer-born child, there are different rights associated with the education of your child.

Deferring entry: This is a right for all summer-born children. This means your child will start Reception at some stage during their chronologically-expected year. You need to have a discussion with the school to notify them of your intentions.

Delaying entry: This is not a right for all summer-born children. This means your child will not start Reception at all during their chronologically-expected year, and will 'delay' entering school for at least a full academic year.
In the case of summer-born children, delayed entry is at the discretion of the headteacher who must make an assessment on whether it is in the child's best interest to join Reception or Year 1 at the age of five.

The Department for Education advice states that it expected that parents provide suitable information and reasoning in support of their request to delay entry. This enables the school to make a decision on the basis of the circumstances of the case, in the best interests of the child. It is no longer the case that summer-born children are automatically granted admittance to a Reception class out of year group upon request, so parents and carers should explain their reasoning and demonstrate it is in their child's best interests if they hope to gain delayed entry for that child.

In all cases, parents of summer-born children should still put in an application on time for entry in September 2025. This is so that if your schools do not agree to a 'delayed' entry, you still have the option of 'deferring' entry. Otherwise, it means applying for an in-year transfer and entering straight into Year 1 in September 2026, which means your child will miss a significant volume of essential developmental instruction provided by the Reception year. Missing a child's Reception year altogether is very strongly discouraged.

8 ADMISSION OF CHILDREN OUTSIDE THEIR CHRONOLOGICAL AGE GROUP

It is RBWM's policy that children should move with their chronological age peers, **including children with special educational needs and those with English as an additional language**.

The relevant legislation can be found in section 2.18 of the School Admissions Code 2021. Exceptionally, a child may be educated with a peer group one year younger than their chronological age. This needs careful thought.

Once placed in a younger age group it is exceedingly difficult for a child to return to their chronological age group successfully. The implications for being educated out of year group also extend to every single time your child transfers to another school. At no point is it guaranteed that your child will be allowed to remain with their new cohort, and your child may be required to resume their expected cohort at any time a transfer occurs.

Additional guidance about how the process works and your responsibilities can be found on the school admissions policies website. This applies to all children outside of their chronological year group, regardless of the reason, including 'summer-born' children. Applications made without providing a written agreement from the school to which you are applying will be discarded.

All requests for summer-born delayed entry requests must be made as follows:

a) Contact each school directly and discuss your request with them. You will need to explain how delaying entry is in your child's best interest. Where relevant, submit any additional information from professionals involved with your child, should you choose. Please note there is no requirement for you to provide additional information or evidence to support your application should you choose not to provide it. It is the responsibility of the parent to demonstrate that delaying entry is in the child's best interests.
b) Obtain a written agreement from each school that they are willing to consider your child's application outside of their chronological year group.
c) Provide a copy of these agreements to the Admissions Team at rbwm.admissions@achievingforchildren.org.uk
d) Apply for Reception entry in 2026, and list the school/s you have agreements from as your preferences. You will not be able to apply for a school without a written agreement in place and previously provided to the Admissions Team.

9 OFFERS

Applicants will be sent an email informing them of the outcome on National Offer Day, in mid-April. You must actively accept your offer of a place via the admission portal in order to secure it. You must give your offer decision to your home local authority directly, as messages via school regarding your acceptance will not be accepted by RBWM. You must accept or decline your offer by May 3rd.

The offer for your allocated school is only guaranteed if you select the option to 'Accept' on the online system; if you select any other option, or do not give any response, the place may be withdrawn without further contact from your Local Authority Admissions Team.

10 WAITING LISTS

A waiting list will only exist when there are more applicants for a particular school, than there are places available. Waiting list information will be available after 22 May. Requests for waiting list positions must be made directly to RBWM and will be disregarded before this date. **The school does not hold a copy of the waiting list and therefore this information is not available directly from school.**

Your child will automatically be added to the waiting list for any higher preference schools that you ranked above the school you were allocated. Any requests to be added to the waiting list of a school which was a lower preference than the school offered are not valid and will not be processed.

If you change your mind about the school you want, you must submit a late change of preference request form on our website or write to the RBWM Admissions Team requesting a late change of preference to be considered for lower preferred schools.

Late applications are automatically added to the waiting list for their preferred schools if they are full.

It is important to understand that waiting lists for school admissions do not operate like a queue, where the last person to apply joins the end of the queue. Waiting lists are ordered by the oversubscription criteria of the school. Each time a child applies, they are slotted into the list based on their criterion, and their residential distance from the school. Therefore, if a child is categorised as a higher criterion than your child, or lives closer to the school, they will be placed ahead of you on the waiting list, regardless of how long you have been waiting. Waiting list positions are subject to change and positions can move down as well as up on the list.

11 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

APPENDIX 1: DESIGNATED AREA

The local authority publishes all the designated area maps on their website.

https://rbwm.afcinfo.org.uk/pages/community-information/information-and-advice/schools-and-education/school-admissions/school-designated-areas