

NEWLANDS GIRLS' SCHOOL

POLICY DOCUMENT



Admissions Policy – 2025 - 2026

LAST UPDATED	(by) Resources Committee/ Headteacher	March 2025
---------------------	--	------------

POLICY TYPE	Statutory
REVIEW DATE	<p>Arrangements must be determined annually, which is ratified by the FGB. We must consult on any changes, and where no changes are made, consultation is required at least every 7 years.</p> <p>Next consultation review date is October 2029.</p>

RESPONSIBLE	
Leadership Team	Headteacher
Governing Committee	Full Governing Body

APPROVED		
Approved by:	Fully Governing Body	10 th March 2025
Meeting Date:		<p>Approved independent of a meeting.</p> <p>Minuted as approved by FGB on 10th March 2025</p>

Courage Commitment Compassion

Part One

Admission to Year Groups 7 – 11

A. Introduction

Newlands Girls' School is a single sex, comprehensive academy. Governors are carrying out an annual review of their admission arrangements as required by law and in line with the Admissions Code, which came into force in September 2021. They also have regard to the Local Authority (LA) consultation and proposed timeline for the co-ordinated admission arrangements.

The Governing Body is the admissions authority and participates in the Royal Borough of Windsor and Maidenhead's co-ordinated admission arrangements for Year 7 entry.

Parents/Carers wishing to send their children to Newlands Girls' School should apply to their home Local Authority and follow the guidance of that Local Authority regarding deadlines for submitting the application. This information will be published in Local Authority admission guides.

This policy should be read together with information about your Local Authority's co-ordinated admission arrangements and an online copy of the School Prospectus. Newlands Girls' School will hold an Open Evening for prospective parents to attend and details of this will be made available on their website. Tours round the school during the day can be booked via the School Office throughout the year.

B. Admission number and age of admission

The admission number for Newlands Girls' School is 192, which applies to Years 7 to 11 inclusive. The Sixth Form has its own admission number (see Part 2 of this document).

C. Making an application

An online copy of the school prospectus is available on the school website to all Parents and Carers who are interested in applying to Newlands Girls' School. Under the co-ordinated arrangements for Year 7 entry, applicants must complete the Local Authority application form through the Local Authority where they reside and pay Council Tax to by the closing date given by that LA.

If there are fewer applicants than there are places available for Year 7 entry in September, everyone who applies will be offered a place. Children who have an Education, Health and Care Plan, which names the school, will be allocated a place in accordance with their statutory entitlement. If there are more applicants than there are places available after the admission of students with an Education, Health and Care Plan naming the school, places will be offered in accordance with the criteria for admission detailed in Section I below.

In exceptional circumstances, Parents or Carers may wish to seek admission to a year group that is not the normal group for a child of that age. If a Parent or Carer is considering this they must contact the school for a discussion prior to making an

Making an application - Continued

application. The Headteacher will consider a request and make the decision on the basis of the circumstances of the case and in the best interests of the child concerned. This will include consideration of the Parent's/Carer's view, the academic, social and emotional development of the child, any relevant information provided by medical professionals, and whether they have previously been educated outside of their normal age group. If the Headteacher refuses to consider a request to consider an application for a year group outside of the child's normal age range, they will set out the reasons for this refusal. If the Headteacher agrees to the request, and if the application would then seek entry into Year 7, it would be processed as part of the main admissions process and using the over-subscription criteria outlined above (if the request was received after the closing date for Year 7 entry then the application would be considered alongside other late applications). While parents have a right of appeal against a decision to refuse admission to their child, there is no right of appeal if they have been offered a place but not in their preferred year group.

D. Timescale

In accordance with the co-ordinated admissions body, on 3rd March 2025 the Local Authority will communicate the formal offer of a place to parents or carers on behalf of the Governing Body. The onus is on parents to contact the Local Authority by their specified date (15th March 2025) to either accept or decline the offer of a place. This will in no way affect parents' right to appeal for a place at another school. Unaccepted places may be withdrawn and allocated to other applicants from the waiting list if a response is not received within a reasonable amount of time.

E. Waiting List

The parents of pupils not offered a Year 7 place will automatically have their daughter's name added to the waiting list for places that might become available later. The waiting list will be maintained by the Royal Borough of Windsor and Maidenhead until 31st August 2025, where after it will be passed to Newlands Girls' School to maintain.

F. Appeals

Parents who are unsuccessful in their application will be given the opportunity to submit an appeal (to Democratic Services at the Royal Borough of Windsor and Maidenhead) against refusal of a place. Admission appeals will be heard by an independent panel, the membership of which is decided by the Royal Borough of Windsor and Maidenhead. The first round of appeal hearings for appeals submitted by the deadline set by Democratic Services are usually heard towards the end of May and throughout June. Late appeal submissions will be heard during the first round where possible, however, they may be scheduled to be heard at a later stage in the summer term.

G. In-Year Applications

These should be made direct to the school using an 'In-Year Application Form'. This is available on the school website, under our 'Admissions' page (www.newlandsgirlsschool.co.uk). Should there be more applicants than places available, the same admission criteria will apply as for applications in Year 7.

The offer of a place is open for five school days and if no response is received, we will send a reminder. If there no reply in a further five days from this reminder, the offer will be withdrawn.

H. Children with Education, Health and Care Plan

The law requires Governors to admit pupils with an Education, Health and Care Plan where the Local Authority has named Newlands Girls' School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. In the case of a late application, Governors can be required to admit even if the admission number has been reached.

I. Criteria for admission

Once children with an EHC Plan have been allocated, in the event of there being greater demand for admission than there are places available, places at Newlands Girls' School will be offered using the following criteria in the following **descending order**:

Children in care.¹ This category includes a 'looked after child' or a child who was previously looked after but immediately after being looked after became adopted² or were subject to a residence order³ or special guardianship order.⁴ This category also 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.

Children with exceptional social or medical reasons for requiring the school (as explained in Note 1 below).

Children who live in the 'designated area' of the school (see Note 2 on page 5) and who have a sibling who attends this school (see Note 3, page 5).

Children of staff at Newlands Girls' School where that member of staff is the legal parent and guardian of that child, has a permanent contract to work at the school and where that member of staff has been employed at the school for two or more years at the time of application for the place, or the member of staff is recruited to fill a vacant post within a demonstrable skill shortage.

Children who live in the 'designated area' of the school (see Note 2, page 5).

Children who do not live in the designated area, but have a sibling who attends the school (see Note 2, page 5).

Children who attend a Primary School that is formally linked with the preferred Secondary school (see Note 4, page 5).

Individual preference for a single-sex educational school where only the alternative is available in the local area.

Children whose parents have any other reason for their preference.

¹ I.e. children in care 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. See Section 8 which defines a 'residence order'

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).

Note 1 - Application of the Social or Medical category

The academy will consider an application in this category only where the Parents/Carers can demonstrate a **wholly exceptional** medical or social requirement for admission.

To apply under this category, the parent must send a letter with the application form explaining the reasons for requiring a place at Newlands Girls' School. The letter must state why the preferred school is the only one suitable and the difficulties associated with attendance at another institution. Such difficulties must be so exceptional as to be extremely rare amongst the general population.

Supporting evidence must be provided from a suitably qualified professional person such as a consultant, a general practitioner, psychiatrist or senior social worker. All evidence must be on headed writing paper and provided at the expense of the parent/carers. The academy reserves the right to undertake further investigations or enquiries into the matter.

Applications lacking external objective evidence will be rejected under this category and then considered under the next highest appropriate category in the admission arrangements.

Final decisions under this criterion will be made by persons independent of the academy.

There is no right of appeal against refusal of a decision in this category, but all parents have the right to appeal to an independent appeal panel after allocations of places have been published.

Note 2 – Designated Areas

Maps of the current designated areas may be viewed on the Royal Borough of Windsor and Maidenhead website, [AfCinfo website - Windsor and Maidenhead :: Community Information / Information and advice / Schools and education / School admissions / School designated areas](#). Alternatively, you can contact the Borough by phone for details.

Note 3 – Sibling Criterion

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 the 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.

Qualification for sibling status is made on the basis that the pupil already at the school will be of compulsory school age and will remain on roll at the school at the time of application. Attendance of a sibling in Year 11 at the time of application or possible attendance in the Sixth Form (Years 12 and 13) does not confer sibling status. A child is regarded as being of compulsory school age until the end of the school or academic year in which he or she becomes 16 years of age.

Note 4 – Formally Linked Schools

The schools which are formally linked to Newlands Girls' School are: Courthouse Junior, Riverside Primary, Holyport CE Primary, Oldfield Primary and St Luke's CE Primary.

J. Tiebreaker

If Newlands Girls' School does not have enough places for all children in a particular category, a tiebreaker will be applied to prioritise places.

Priority will be given to those applicants who live closest to the school. The distance will be measured in a straight line from the address point of the pupil's house as determined by Google Maps to the address point of the school. In the event that two or more children live at the same distance from the school then random allocation will be used to prioritise applicants where necessary. The names will be drawn and the whole process scrutinised by persons who are independent of the authority.

K. Residence in the designated appropriate area for the school

The 'designated area' for the school (sometimes referred to as a catchment area) covers the whole of the Maidenhead area. A copy of the map of the area can be inspected at the school and is also available on the RBWM website and the Newlands Girls' School website. [School Admissions Maidenhead Secondary Project](#)

The 'home address' is the child's permanent address at the time the application is considered. It is where the child and Parent/Carer live during the school week, including nights. Where there is shared parental responsibility and the child spends time at two addresses, **the 'home address' is the one where the child benefit is claimed**. Newlands Girls' School reserves the right to check the validity of any address given by asking for evidence such as a recent utility bill confirming the name and address or inclusion on the Electoral Roll.

If the child does not live at the parent's address for valid reasons (e.g. lives with grandparents), we may ask to see official documentation such as a child benefit book or medical card to prove habitual residence of the child. In such cases, you will need to state this on the application form. If you do not declare any such arrangements or use a relative's address, we may consider that you have made a false declaration and withdraw the offer of a place. (Child care arrangements are not sufficient grounds for naming another address.)

L. Children of multiple births

In cases where there is only one place available at the school and the next child on the waiting list is one of a twin, triplet or other multiple birth groups, both twins (or all the siblings in the case of other multiple births) would be admitted, even if this meant that the school would admit in excess of the admission number.

M. Definition of parent

This means the parent who has parental responsibility as defined in the Children Act 1989, or the person in the household who is defined as a parent for the purposes of Section 576 of the Education Act 1996. This could include a person who is not a biological parent but who has responsibility for her (such as a child's guardians) but will not usually include other relatives such as grandparents, aunts, uncles, etc. unless they have all the rights, duties, powers and responsibilities and authority, which by law a parent of a child has in relation to the child and their property. (This excludes child-minding arrangements).

N. Waiting Lists

Unsuccessful applicants will automatically be placed on a waiting list. The list will be held in the order of the stated admissions criteria. Late applications will be added to this waiting list dependent on the criteria they fulfil. Active waiting lists will be maintained by the school for all year groups.

If the Admissions Team does not receive the evidence required to verify your home address within two weeks of the submission, the application will be considered under the lowest category on the oversubscription criteria, with no distance priority applied, as per our admissions guidelines.

O. Fair Access Protocol

All state schools are required to participate in the Fair Access Protocol. This can, on rare occasions require Newlands Girls' School to be directed to admit a pupil where no alternative school can be found. This could, on very rare occasions, mean that a child is admitted ahead of the waiting list or in addition to the admission number.

P. Admission into year groups other than Year 7

Where applications are made to year groups 8-11, places will be offered dependent on available vacancies. In the event of more applications than places available, the criteria outlined in section I will apply. Please note the information relating to waiting lists in 'N' above. **Please read this carefully.**

Q. Information about past years

Students admitted to Year 7

2016	2017	2018	2019	2020	2021	2022	2023	2024
192	192	192	192	192	192	192	192	192

R. Further information – named contact

Please telephone the Headteacher's PA at the school.

Part 2

Candidates applying to the Sixth Form may be in Year 11 at Newlands Girls' School or following courses at other schools. Students must be between 16 and 17 years of age as of 1st September 2025. Students will need to meet the entrance criteria set out in the Sixth Form prospectus, which is published annually and on our website.

The Sixth Form Prospectus and application information are available on our website, showing the range of courses offered. The application can be accessed via the school's website between the Sixth Form Open Evening and the application deadline (www.newlandsgirls.co.uk, under Sixth Form / Applications to Sixth Form).

There are 150 places available in Year 12. We anticipate offering a minimum of 20 places to external candidates; more places may be available depending on the uptake of places by internal candidates.

A. Internal candidates

Newlands Girls' School students notify the school in the Autumn term of Year 11 of their wish to stay on to follow courses in the Sixth Form through completion of the application form within the portal.

B. External candidates

Applications for places from external candidates can be made by either the parents/carers and/or the student. Places are considered on receipt of the completed portal application form and references from students' current schools.

If the student is refused admission, both parents/carers and the student have the right to appeal, either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.

C. Overseas applicants/applicants with qualifications other than GCSEs/iGCSEs

If the student is from overseas and does not have GCSE or iGCSE qualifications, they will need to have a certificate of comparability that indicates the relative standard of qualifications attained. We recommend the ENIC service, which can be found here: <https://enic.org.uk/Default.aspx>

D. Allocation of places (oversubscription criteria)

In the case of oversubscription for a place on a particular course, places will be offered first to students within the school and then to external applicants.

The following criteria will be used to allocate to external applicants the available places on those courses that receive more applications than can be accommodated:

Applicants with EHCPs that name a school in their plan are required to be admitted to the school that is named and who meet the academic requirements for the course. Admissions for students with an EHCP should apply via their SEND Case Coordinator. The admission authority does not have the right to refuse admission. Remaining places will be allocated in the following descending order:

- A Children in care, i.e., children in the care of a local authority as defined in the Children Act 1989. 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, residence, or special guardianship order¹. This category also includes those children who appear (to the admission authority) to have been in care outside of England and ceased to be in state care as a result of being adopted.
- B Students with siblings at the school at the time of admission. 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.
- C All other applicants who meet the academic requirements of the course.

¹ Adoption and Children Act 2002, s.46; Children Act 1989, s.8 and s.14A

Tiebreaker: If a school does not have enough places for all applicants within a particular course, places will be prioritised by means of a tiebreaker.

Tiebreaker 1: Priority will be given to students where there are spaces available in more of the courses they have opted for (and met the entry requirements). If there are still not enough places for all applicants once Tiebreaker 1 has been applied, applications will be prioritised using Tiebreaker 2.

Tiebreaker 2: Priority will be awarded based on proximity to the school measured in a straight line from the address point of the student's house, using Google Maps.

E. Waiting lists

Oversubscribed courses may operate waiting lists. The waiting list will be held in order of the admission criteria. It will be maintained until the beginning of term in September 2025.

F. Late applications

If an application is received after the deadline, this will be considered 'late'. Late applications will be considered after the allocation of places and notified after the main allocation date, unless exceptional circumstances apply, e.g., hospitalisation of a parent or a family has just moved into the area. In such instances, evidence will be required.

G. Re-opening of applications

The school publishes the closing date for applications in the Sixth Form Prospectus and on the website each year. The school may reopen applications if there is capacity in the Sixth Form and will advertise this on the website under these circumstances. The school will not accept applications other than through the application portal on the school website.

H. English & Maths GCSE retakes

All students who have achieved the grades required to enter the Sixth Form, but who have not achieved a Grade 4 in either English Language or English Literature (only one of them is required) or Maths, will be required to attend 'retake' classes and retake the GCSE exams in those subjects, until they achieve a Grade 4.

I. Multiple births or children with birth dates in the same academic year

Application for places is based on meeting the individual requirements of the course. However, in cases where there is one place available and the next student on the waiting list is one from the same family born in the same academic year every effort will be made to admit both students, subject to the availability of appropriate courses.

J. Accepting or declining the offer of a place

Places are offered on the understanding that there is a two-year commitment to meet the academic requirements of a minimum of three courses.

Students are required to accept or decline the conditional offer two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn.

Parents/carers or students are requested to advise the school at any stage, if they are not accepting the place for any reason.

K. Appeals

The student and/or the parents/carers of students who are not offered a place, have the right to appeal against non-admission. A panel, independent of the school, will hear appeals. Their decision is binding on all parties. Appeals for admission into the Sixth Form will take place after GCSE results have been published.

Appendix 1

Newlands Girls' School Designated Area map

