

**Altwood Church of England School
Admissions 2017 – 2018**

As a non-sponsored Academy, we now have greater autonomy over our admissions. For September 2017 entry, the following will hopefully assist you in the application process.

❖ **The Common Application Form (CAF)**

Must be completed with all your preferred schools and listed in order of priority. The CAF should be returned to your home local authority either on-line or hard copy. You are welcome to send a copy to our Registrar, Mrs Woodruff at Altwood School. ***THE CLOSING DATE FOR ALL COMPLETED APPLICATIONS IS 31 OCTOBER 2016***

❖ **The Supplementary Information Form**

Should be completed and signed by your place of worship and sent directly to Mrs Woodruff, Registrar, Altwood School, Altwood Road, Maidenhead, Berkshire SL6 4PU. *It is important to return this form if you wish your application to be considered under this criterion.*

For September 2017 entry we will now receive all Applications from the Admissions Department at the Royal Borough of Windsor & Maidenhead. As an Academy we now have responsibility for allocating places, applying the criteria and taking note of preferences and Supplementary Information as appropriate.

Our initial allocation of places, with our rankings incorporated, will be returned to the Royal Borough Windsor & Maidenhead by December 2016

❖ **Offer of a place**

Offer letters will be posted by the Royal Borough of Windsor & Maidenhead on 2 March 2017. If you have applied on-line you can view the outcome of your application on 2 March 2017.

❖ **Waiting Lists / Appeals**

On first allocation of places, should you be unsuccessful in securing a place for your child, your child can be added to a waiting list. Any questions should be directed straight to our School Registrar for support and advice. Should we be able to offer a place from the waiting list, we will notify the Royal Borough of Windsor & Maidenhead and they will offer the place on the School's behalf. If a place cannot be offered initially due to over-subscription, you will automatically be sent information about the appeals' process. Should the appeal be unsuccessful there is no automatic right for a 're-appeal' however, significant and material circumstances may alter this, for example –

- ❖ change of address closer to the school;
- ❖ a sibling is now attending the school but wasn't on-roll at the time of the appeal;
- ❖ medical evidence supported by a letter from a doctor, psychologist, social worker / health visitor which could not have been introduced at the time of the original appeal.

Throughout the process we encourage you to keep in contact with us. We will do everything we can to allocate your child a place / keep you informed of progress regarding your application if we know that Altwood Church of England School is your preferred school.

We are here to assist and appreciate that although an exciting time, it can be daunting.