Proposed Desborough College Admission Arrangements for September 2028

The following arrangements have been adopted by Pioneer Educational Trust, the admissions authority for Desborough College.

Transition to co-educational admissions

From September 2028, Desborough College will begin its transition from a single-sex (boys) school to a co-educational school.

For admission to Year 7 in September 2028, applications will be welcomed from both boys and girls. The Published Admission Number (PAN) for Year 7 will be 180 as stated in the information below.

The school will transition to full co-education on a phased basis, beginning with the Year 7 cohort in September 2028. Existing year groups will continue under the current arrangements, with co-education extending to each subsequent Year 7 intake until the school is fully co-educational.

Accordingly, references within these admission arrangements to applicants, students, children or pupils apply equally to boys and girls for the relevant co-educational year groups. The same admission arrangements and oversubscription criteria will apply to all applicants, both boys and girls, for co-educational year groups.

The schools' Sixth Form is co-educational and admissions will continue under the current arrangements, with applications considered for places for both boys and girls.

During the transition period to full co-education, in-year applications for girls will therefore only be considered for year groups that have transitioned to co-education. In-year applications for boys will continue to be considered for all year groups, subject to the availability of places and these admission arrangements.

Admissions to Year 7

1. The school's Published Admissions Number (PAN) for Year 7 Entry in September 2028 is 180.

2. 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 Local Authority.

   The closing date for receipt of applications by the Royal Borough of Windsor & Maidenhead for admission into Year 7 in September 2028 will be 31st October 2027.

If an applicant misses their Local Authority deadline to apply for admission into Year 7 in September 2028, they must follow their Local Authority's late application process.

For the Royal Borough of Windsor & Maidenhead, you can still apply online for a late application. Any late applications received after 31st October 2027 will not be processed until the second round of allocations.

3. Pupils with Special Educational Needs who have an Education Health Care Plan (EHCP), supported by written evidence supplied by a recognised authority, will be admitted automatically where the school has been named by the Local Authority, in consultation with the school, on the EHCP for the child.

   Section 39(2) of the Children and Families' Act 2014 says that the Local Authority must consult the school before naming a school on the EHC plan and section 39(4) gives the only reasons why a school should not be named. These are "a) the school or other institution requested is unsuitable for the age, ability, aptitude or special educational needs of the child or young person concerned, or b) the attendance of the child or young person at the requested school or other institution would be incompatible with – (i) the provision of efficient education for others, or (ii) the efficient use of resources." Pursuant to this act, Desborough College will work with recognised authorities to ensure that admission of a child with an EHC plan is compatible with the school.

4. Once the pupils with an EHCP have been admitted, where the number of applicants exceeds the number of remaining places available, places will be allocated according to the following oversubscription criteria in this order of priority:

   (i) 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 including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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).

   (ii) Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to the final submission deadline for the Common Application Form (CAF), on 0.5 of full time or above or filling a vacant post where there is a skills shortage, and working at Desborough College. The term "staff" refers to any employee who is permanently employed by Pioneer Educational Trust working at Desborough College, and excludes those contracted through external agencies.

   (iii) Children living within the 'designated area' of the college with siblings at the school of compulsory school age. In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be

expected to still be attending at the time of admission to the school "time of entry". A child is regarded as being of compulsory school age until the end of the school or academic year in which they become 16 years of age. Attendance of a sibling in Year 11, 12 or 13 at the time of application does not confer sibling status (see notes a, b and c below).

(iv) Children living within the 'designated area' of the college. (see note a below).

(v) Children not living within the 'designated area' of the college with siblings at the school of compulsory school age. In order to meet the sibling criterion, your child's sibling must be attending the school at the time of application and be expected to still be attending at the time of admission to the school "time of entry". A child is regarded as being of compulsory school age until the end of the school or academic year in which they become 16 years of age. Attendance of a sibling in Year 11, 12 or 13 at the time of application does not confer sibling status (see notes a, b and c below).

(vi) Any other applicants.

5. Tiebreaker: If applying these criteria results in there being more children within any of the above categories than the number of available places, the tie break will be the distance the pupil lives from the school, measured in a straight line, using the Local Authority's computerised mapping system, with those living closer to the school receiving the higher priority. The distance will be measured from the address point of the pupil's permanent home address to the main school reception of the main school site. Priority will not be given within each criterion to children who meet other criteria. Where there is one remaining place available, but the next measured distance is shared equally by more than one applicant, the place will be allocated by lot supervised by an independent person. Where there is one remaining place available and the next child to be considered for admission is one of a multiple birth group, all multiple birth siblings will be admitted even if this exceeds the PAN.

6. Once all offers of places have been made according to sections 3 & 4 above, any remaining children that were not offered a place initially due to over-subscription, will be placed on a waiting list. The position of each child on the waiting list is determined through the application of the over-subscription criteria above. Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-drawn. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused, then the child's name will be removed from the waiting list.

   The waiting list will operate until 31 December 2028.

   If parents wish to keep a child on a waiting list beyond this term they will need to write in for an extension. This new waiting list, and any subsequent waiting list, will be drawn up using the oversubscription criteria detailed in the in-year admissions section below. There is no guarantee of a school place by remaining on the waiting list. This waiting list will operate until the end of the academic year (31 August 2029).

If parents wish to keep a child on a waiting list beyond this academic year, they will need to write in for an extension at the end of each academic year.

Appeals

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the Local Authority following the coordinated admissions process.

In-Year Admissions

Requests for admission into the school, other than at the start of Year 7, should be made directly to the school. Applications for in year admission may be submitted at any time during the school year. Please contact the school for in year admissions.

Upon receipt of an in-year application, the school, will aim to notify parents of the outcome of their application in writing within 10 school days, but at the latest, within 15 school days.

Where the school has spaces available, the same oversubscription criteria will apply as for applications in Year 7, if there are not enough spaces to accept all applicants (see Admissions to Year 7 above).

Where the School has no spaces available, the application will be refused. The child will be placed on a waiting list for the rest of the academic year following refusal.

The position of each child on the waiting list is determined through the application of the over-subscription criteria as for applications in Year 7 (see Admissions to Year 7 above). Each time an applicant joins or leaves the waiting list, the rank order of remaining applicants will be re-drawn. You may request your child's name be removed from the waiting list at any time. If a place is offered but refused, then the child's name will be removed from the waiting list.

If parents wish to keep a child on a waiting list beyond an academic year, they will need to write in for an extension at the end of each academic year. There is no guarantee of a school place by remaining on the waiting list.

Parents who have not been allocated a place for their child will have the right of appeal to an independent panel. Details of how to exercise this right will be included in the notification letter from the school following the application for in-year admission.

Admission Outside Normal Age Group

In exceptional circumstances the Trustees will consider agreeing to the admission of a child to a year group other than is applicable to their chronological age. This may be appropriate, for example, where premature birth has led to children falling into a year group other than would have been the case had they been carried to full term. Similarly, where decisions to

allow out of age group education have been taken by previous schools it will normally be appropriate for children to remain with their established year group. Other circumstances will be considered on their merits and in all cases, decisions will be taken in the best interests of the child.

For in-year admissions, parents must explain in their application why admission out of the normal year group is being requested, and state the year group in which they wish their child to be allocated a place. For Year 7 entry in the normal admissions round, parents should make a request to the school in writing before the deadline for the submission of the Common Application Form.

The School will consider each such application individually and make a decision based on the circumstances of the case and in the best interests of the child concerned. There is no right of appeal against a decision relating to admission out of chronological age. All decisions about offering places are made by applying the oversubscription criteria set out in these admissions arrangements (see Admissions to Year 7 above).

If a request is denied a place may be offered in the age-appropriate year group, subject to the oversubscription criteria set out in these admissions arrangements (see Admissions to Year 7 above).

Admissions to the Sixth Form

7. There are 140 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.

8. In relation to Sixth Form admission, all applicants must meet the entry requirements specified by the college for their preferred courses, where the relevant admissions test will be performance in GCSE examinations, or level 2 qualifications using Desborough College's specified equivalences, or ENIC verified overseas equivalent.

9. The minimum entry requirements for admission to Year 12 apply equally to both internal and external applicants and are based on:

   (i) minimum grade of 4 in both GCSE English Language and GCSE Mathematics (reformed qualifications);
   (ii) specific minimum GCSE grades or other academic entry criteria for the particular A Level subjects to be taken; *[See note (k)].*

10. There are a variety of Sixth Form courses on offer, each with different entry requirements. Full details of the general and subject specific entry requirements are given in the Sixth Form Prospectus including Course Guide published annually on the school website. This information can be accessed via the school's website between the Sixth Form Open Evening and the application deadline (www.desborough.org.uk under Sixth Form / Prospectus). *[See note (k)]*

11. Students must come directly into the Sixth Form from Year 11; no student will be admitted to the school to repeat/restart Year 12. Any student that has previously repeated year 11 may not be considered for admission to the Sixth Form.

12. All applicants to the sixth form must submit an application form by the date published on the school's website. Students must hold a conditional offer of a place which may be made following a Careers Information Advice and Guidance (CIAG) interview with the school. On the enrolment day(s), applicants holding a conditional offer must attend an enrolment interview with the school where the place may be confirmed if the published eligibility criteria have been met. At this stage, other conditions for admissions must be met in addition to academic achievement, such as ENIC certificates for overseas qualification equivalences, and eligibility to receive free education in the United Kingdom.

13. In the event of the number of external applicants exceeding the planned admission number into Year 12, the following oversubscription criteria will apply:

    (i) 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 including those who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (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).

    (ii) Children of members of staff who have been employed by Pioneer Educational Trust for 2 years or more prior to the final submission deadline for the Sixth Form Application Form (published on the school's website) on 0.5 of full time or above or filling a vacant post where there is a skills shortage and working at Desborough College. The term "staff" refers to any employee who is permanently employed by Pioneer Educational Trust working at Desborough College, and excludes those contracted through external agencies.

    (iii) Applicants who meet the entrance requirements as described in paragraph 17 including the specific requirements for the subjects they intend to study, in rank order of GCSE average points score across the best 8 GCSE or equivalent qualifications taken, subject to the "best 8" criteria in the Sixth Form prospectus/course guide (if fewer than 8 GCSE or equivalent are taken, the average grade will be calculated with a zero in place of each shortfall) *[See note (k)]*.

The student and/or the parents/carers of students who are not offered a place, have the right to appeal against non-admission. If the student is refused admission, both the student and/or parents/carers have the right to appeal, either jointly or separately. If the appeal is lodged separately, both appeals will be heard together. 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.

NOTES (these form part of the admission arrangements):

a) The "designated area" for the college (sometimes referred to as a catchment area) covers the whole of the Maidenhead area. This is the same area as designated for all other secondary schools in Maidenhead as shown by the pink shading on the Royal Borough map. The map of this designated area viewed on the Royal Borough's website at the following address:
School Admissions Maidenhead Secondary Project

b) Time of Entry (siblings) - The admission rules give some priority to those with a sibling of compulsory school age, attending the college at the applicant's "time of entry". A child is regarded as being of compulsory school age until the end of the school or academic year in which he becomes 16 years of age. This means that, in the normal admissions round, there will be no sibling connection for admission purposes for applicants for entry to Year 7 if they have a brother or sister in Years 11, 12 or 13.

c) The definition of brothers and sisters (siblings) for admissions purposes is defined as one of the following:

- A brother or sister (both parents the same) living at the same home address; or
- A half- brother or half-sister (one parent the same) living at the same home address; or
- A step-brother or step-sister (sharing a parent who is married or in a civil partnership) living at the same home address; or
- An adopted child who, by reason of the adoption, now shares one or more parents with a child living at the same home address.

d) An applicant's ***permanent home address*** is their normal place of residence, excluding any business address or a relative or childminder's address, and must be the permanent place of residence of the parent/carer with whom the applicant spends the majority of his/her time.

e) Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one at which the child resides for the majority of nights of the school week (Sunday night to Thursday night) during school term-time, as confirmed by written evidence from both parents/carers. Documentation to confirm the arrangement such as a residence order or other court order may be required. Where this is unclear, disputed, or care is split equally and there is no agreement between the parents (it is not possible to determine which parent is the principle carer), the application considered will be that made by the parent at the address identified on the child's registered General Practitioner (GP) record.

f) Applicants must be resident at that address on the closing date for the Common Application Form on 31 October 2027 and have been **continuously resident at the same address since 1 May 2027**, i.e. six months prior to the closing date for the Common Application Form. The school may check the authenticity of the address stated; proof of residence or further information may be requested and must be provided.

g) If the main address has changed temporarily, for example where a family is renting a property on a Short-Term Tenancy Agreement (less than 6 months), then the parental address remains that at which the parent was resident before the period of temporary residence began unless it can be shown that all ties to the previous address have been relinquished, or that the move is not easily reversible. The Trustees may refuse to base an allocation on an address which might be considered only a temporary address or an address of convenience. An address of convenience is considered to be an address used for the purposes of gaining a school place which is not a child's normal, permanent residence.

h) If the permanent home address of an applicant is incorrectly stated or a parent/carer submits false or misleading information or deliberately withholds any relevant information, the application will be invalid and will result in the withdrawal of an offer of a place or a place already accepted at the School.

i) Where Service families or other Crown Servants who often move within the UK and from abroad, are posted to the area, we will allocate a place in advance of the family move if an official government letter is provided declaring a relocation date and an intended address.

j) Distances will be measured using a computerised mapping system. The measurement is taken from the address point of the applicant's home to the address point of the school. It does not take into account the actual or expected route a child will travel to school.

k) The Sixth Form Prospectus including Course Guide form part of the school's determined admissions arrangements and are published annually on the school website.

l) The Statutory Policies for Schools circular issued by the Department for Education (September 2021) requires schools to review admissions policies annually, and any changes must undergo consultation. The next review will take place in Autumn 2027. In the event of no changes, consultation must take place every seven years, scheduled for Autumn 2033.

We reserve the right to seek verification of the information parents have given on the application form and to withdraw the offer of a place if inadequate, inaccurate, deliberately misleading or false information has been given.

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