



Admission Policy

For Entry in Academic Year

September 2027 – August 2028

This policy was approved and ratified

by the Board of Trustees of Cox Green School on

2nd December 2025

Version	Authorisation	Approval Date	Effective Date	Next Review
1	Full Governing Body	Jan 2012	Sept 2013	Dec 2012
1.2	Full Governing Body	Jan 2013	Sept 2014	Dec 2013
1.3	Full Governing Body	Jan 2014	Sept 2015	Dec 2014
1.4	Full Governing Body	Jan 2015	Sept 2016	Dec 2015
1.5	Full Governing Body	Dec 2015	Sept 2017	Dec 2016
1.6	Full Governing Body	Nov 2016	Sept 2018	Oct 2017
1.7	Full Governing Body	Nov 2017	Sept 2019	Oct 2018
1.8	Full Governing Body	Oct 2018	Sept 2020	Oct 2019
1.9	Full Governing Body	Oct 2019	Sept 2021	Oct 2020
2.0	Full Governing Board	Oct 2020	Sept 2022	Oct 2021
2.1	Full Governing Board	Oct 2021	Sept 2023	Oct 2022
2.2	Full Governing Board	Dec 2022	Sept 2024	Oct 2023
2.3	Board of Trustees	Dec 2023	Sept 2025	Oct 2024
2.4	Board of Trustees	Feb 2025	Sept 2026	Oct 2025
2.5	Board of Trustees	Dec 2025	Sept 2027	Oct 2026



Part One

Admission to All Year Groups Except the Sixth Form

1.1 Introduction

Cox Green School is a co-educational comprehensive academy, and the Board of Trustees is the Admission Authority for the school. As an academy, Trustees have carried out an annual review of their admission arrangements as required by law and in line with the most recent version of the School Admissions Code. They also had regard to the Local Authority (LA) consultation and the proposed timeline for coordinated admission arrangements.

This policy should be read together with information about your Local Authority's coordinated admission arrangements and a copy of the School Prospectus. The school will hold an Open Evening for prospective parents and students to attend. Details of this event can be found on the school website and in the prospectus. We also have designated 'Open Mornings' in September and October. Details on how to book onto our Open Events can be found on our school website. www.coxgreen.com.

1.2 Admission Number and Age of Admission

The admission number for Cox Green School is 210 for Year 7.

1.3 Making Application/the Timescale

Copies of the School Prospectus are available on the school website. Under the coordinated arrangements, applicants must complete the LA application form for the area in which they reside and meet the closing date for that LA.

The closing date for receipt of applications by the Royal Borough of Windsor & Maidenhead for admission into Year 7 in September 2027 will be 31 October 2026.

One or more Trustees will inspect the graded application allocation list in early January to ensure that it has been graded in line with the policy criteria and that the process for applying the grading is clear and transparent. If the school is oversubscribed, a waiting list will operate for Year 7 places. Further offers will be made during the second round of allocations and thereafter as and when vacancies become available. The LA will send out the allocation notification to parents on behalf of the Board of Trustees on 1 March 2027 or the next working day.

Parents who are unsuccessful in their application will be given the opportunity to submit an appeal against refusal. Admission appeals will be heard by an Independent Panel. For applications made in the normal admissions round, appeals will be heard within 40 school days of the deadline for lodging appeals. For late applications, appeals will be heard within 40 school days from the deadline for lodging appeals, where possible, or within 30 school days of the appeal being lodged. Any appeals submitted after the deadline will still be heard, where possible, in the first round of appeal hearings, but always within 30 school days from the date the appeal is lodged.



1.4 Children with Statements of Special Educational Needs and Disabilities or Education and Health Care Plans

The law requires Trustees to admit students with Statements of Special Educational Needs and Disabilities or Education and Health Care Plans where the LA has specifically named Cox Green School as the most appropriate placement. These applications will usually be agreed in advance of the main allocation process. Where they are a late application, the Trustees can be required to admit even if the admission number has been reached.

1.5 Criteria for Admission

In the event of there being greater demand for admission than there are places available, places will be offered using the following criteria in the order given:

- a) Children in care ^[1] and previously in care, including a 'child looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence order, or special guardianship order, and 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; ^[2]
- b) Children with exceptional medical or social reasons for requiring the school (as explained in note 1 below);
- c) Children who live in the designated area of the school;
- d) Children who would have a sibling of compulsory school age who would be at the school at the time of admission of the child for whom a place is sought. The term 'brothers or sisters' includes a half-sibling 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. 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;
- e) Children who attend a priority-linked school: Holyport Primary School, Oldfield Primary School, Larchfield Primary School, Lowbrook Academy, Knowl Hill Primary School, Waltham St Lawrence Primary School, Wessex Primary School, White Waltham CofE Primary School, Woodlands Park Primary School;
- f) Children of staff at the school where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage;
- g) All other applicants.

If the Academy does not have places for all the children in a particular category, tiebreakers will be applied to prioritise places.

¹ Adoption and Children Act 2002, s.46; Children Act 1989, s.8 and s.14A. Evidence of this status will be required

² i.e children in the care of a local authority, as defined in the Children Act 1989, s.22



Tiebreaker 1

Children who have siblings of compulsory school age at the school at the time the applicant would enter the school. If there are still not enough places for all the children in section 1.5 once this sibling tiebreaker has been applied, applications will be prioritised using the second and then the third tiebreaker.

Tiebreaker 2

Children living in the designated area who attend White Waltham CofE Primary School or Waltham St Lawrence Primary School.

If there are still not enough places for all the children once this linked school tiebreaker has been applied, applications will be prioritised using the third tiebreaker.

Tiebreaker 3

Proximity to the school. This will be measured in a straight line from the address point of the student's house, as determined by the Ordnance Survey, to the address point of the school. In the event that two or more children live the same distance from the school (for example families living in flats) and there are fewer places available, the tie breaker will be random allocation in accordance with paragraphs 1.34 and 1.35 of the School Admissions Code, where the supervised drawing of lots by an independent responsible person of good standing will be used to decide which child will be allocated the remaining place(s).

Qualification for sibling status is made on the basis that the student already at the school will be of compulsory school age and on roll at the school at the time of admission. 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.

1.6 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. This is the same area as designated for most other secondary schools in Maidenhead, as shown by the pink shading on the Royal Borough map. The map can be viewed on the Royal Borough's website at the following address: <http://www.rbwm.gov.uk> and in Annex 1 of this policy.

The 'home address' is the child's permanent address at the time the application is considered. It is where the child and parent or carer live during the school week, including nights. The Academy 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 Register.

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 letter or medical card to prove the 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 for your application, we may consider that you have made a false declaration and withdraw the offer of a place. (Childcare arrangements are not sufficient grounds for naming another address.)

1.7 Definition of Parent

We define parents not only as both natural parents, but also include any person who, although not a natural



parent, has parental responsibility for a child, or any person who has formal care of the child. (This excludes child-minding arrangements).

1.8 Waiting Lists

Unsuccessful applicants will be placed on a waiting list. The list will be held in order of the stated admissions criteria. Late applications will be added to this waiting list, dependent on the criteria they fulfil. This means that positions on the list may change over time. Trustees will oversee active waiting lists for all year groups.

1.9 Fair Access Protocol

The school is required to participate in the Fair Access Protocol introduced by the government in September 2007. This can, on rare occasions, require the school to be directed to admit a student where no alternative school can be found. This could mean such a child being admitted ahead of the waiting list, or, in very exceptional circumstances, even if the year group is full. Likewise, the school may refer applications to Fair Access if deemed appropriate.

1.10 Multiple Births or Children with Birth Dates in the Same Academic Year

In cases where there is one place available and the next student on the waiting list is from a multiple birth or from the same family born in the same academic year, every effort will be made to admit both students, even if this means temporarily exceeding the published admission number.

1.11 Admission into Year Groups Other Than the Year of Entry (Year 7)

Where applications are made to year groups outside the year of entry, places will be offered dependent on available vacancies. In the event of more applications than places available, the criteria outlined in section 1.5 will be applied.

1.12 Admission of Children Outside Their Normal Age Group:

Year 7: Parents of children who have a child out of their chronological age group applying for a Year 7 space will need to make a request via their Local Authority. These requests will need to be approved by the Local Authority and the Academy before the deadline to submit applications on the 31st October. The Local Authority and the Academy must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

In-Year Transfer: The Academy decides whether a student is able to be admitted out of their normal age group. The application will be reviewed in line with our admissions criteria. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

1.13 Further Information – Named Contact

Further details/information may be obtained from the school's Admissions Administrator by emailing admissions@coxgreen.com.



Note 1

Application of the Medical or Social Category

The Academy will consider an application in this category only where the child, or their parent or carer, can demonstrate a wholly exceptional medical or social requirement for attendance at the preferred school and that attendance at no other school will suffice.

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.

To apply under this category, the parent or carer must send a covering letter with the application form explaining the reasons for requiring a place in this category. It must explain why the preferred school is the only suitable school, why no other school is suitable, and must describe the difficulties likely to be caused by attendance at any other school. Such difficulties must be so exceptional as to be extremely rare in the population. The reasons may be associated with the child or with the family.

Supporting evidence must be included from a suitably qualified professional person associated with the child or the family, such as a consultant, a general practitioner, a psychiatrist or a senior social worker. Evidence from members of the family, friends or a childminder will not normally be acceptable. All evidence must be on headed writing paper. Any evidence must be provided at the expense of the parent. The parent must permit the Academy to make such enquiries as it thinks necessary to investigate the matter further.

Domestic arrangements, such as childcare arrangements, or the need to leave or meet children at more than one school at the same time, are unlikely to be acceptable without accompanying exceptional medical or social reasons.

Applications lacking external objective evidence will be rejected under this category. Any rejected application will then be considered under the next highest appropriate category to the child. Applicants are strongly advised to name other schools within the permitted number of preferences.

Applicants seeking to rely on these grounds must provide the necessary evidence by the closing date for applications. This will allow time for the Academy to request or seek additional evidence, if necessary, by the time the decision must be made. It may not be possible to consider applications under this criterion after the closing date, even where a family has moved house into the area after the closing date for applications.

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

Decisions under this criterion will be made by persons independent of the Academy.



Part Two

Admissions to Cox Green School Sixth Form, September 2027

Candidates for the Sixth Form may be in Year 11 at Cox Green School or from other schools. The school will hold an Open Evening for prospective parents and students to attend, and details of this event can be found on the school website. www.coxgreen.com.

Students need to meet the relevant entrance criteria as stated in the Sixth Form Prospectus. The Prospectus shows the range of courses available in the Sixth Form at Cox Green School. Both the Prospectus and Application Form are available on the school website. Application Forms should be completed by Sunday 21st February 2027.

There are 150 places available in Year 12.

2.1 Internal Candidates

Cox Green School's students notify the school during Year 11 of their wish to stay on to follow courses in the Sixth Form by completing the Application Form.

2.2 External Candidates

Applications for places from external candidates can be made by parents/carers or the student. Places are considered on receipt of the completed Application Form. If the student is refused admission, both the parent or carer and the student have the right to appeal, either jointly or separately. If the appeal is lodged separately, both appeals will be heard together.

We anticipate offering a maximum of 50 places to external candidates. More places may be available depending on the uptake of places by internal candidates.

2.3 Allocation of Places (Oversubscription Criteria)

In the case of oversubscription for a place on a particular course, places will be offered first to students with the highest examination results. The following criteria will be used to allocate the available places to external applicants on those courses that receive more applications than can be accommodated:

Children with an Education and Health Care Plan that names a school in the statement are required to be admitted to the school that is named and who meet the academic requirements for the course, unless the school cannot meet their needs. The Trustees do 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 'child looked after' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order;¹
- b. Students with siblings at the school at the time of admission. The term 'sibling' includes a half-sibling 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



Tie breaker

If the Academy does not have enough places for all applicants, a tie breaker will be applied to prioritise places. This tie breaker will be proximity to the school, measured in a straight line from the address point of the student's house, as determined by the Ordnance Survey, to the address point of the school.

2.4 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 2027.

2.5 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.

2.6 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.

2.7 Accepting or Declining the Offer of a Place

Conditional places are offered on the understanding that there is a commitment to meeting the academic requirements of the course. All applicants are required to attend an interview with the school following GCSE Results Day.

An "offer email" is sent to the student or parent confirming the sixth form place. Students or their parents/carers are requested to advise the school if they no longer wish to accept the Sixth Form place. Failure to attend on the first day or during the first two weeks may result in the offer being withdrawn.

2.8 Appeals

The student or their parents/carers have the right to appeal against non-admission if they are not offered a place. A panel, independent of the school, will hear appeals. Their decision is binding on all parties. Further information on appealing a Sixth Form place can be found on the school website.

3. Communication of Policy

This policy will be communicated via the school website and on the staff intranet.

4. Review of Policy

This policy is reviewed every year by the Full Board of Trustees.



Annex 1 – Designated Area Map

