



Admission Policy

For Entry in Academic Year

September 2025 – August 2026

This policy was approved and ratified by the Board of Trustees of

Cox Green School

On 5th December 2023

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



Part One

Admission to all year groups except the Sixth Form

A. 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 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 to attend and details of these can be found on the school website and in the prospectus. We also have designated 'Open Mornings' in September and October. Additionally, parents may telephone the school for an appointment to visit.

B. Admission number and age of admission

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

C. 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 2025 will be 31 October 2024.

One or more Trustees will inspect the graded application allocation list 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 2025 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.



D. Children with Statements of Special Educational Needs or Education and Health Care Plans

The law requires Trustees to admit pupils with Statements of Special Educational Needs 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.

E. 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:

1. Children in care ^[1] and previously in care, including a “looked after child” 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]
2. Children with exceptional medical or social reasons for requiring the school (as explained in note 1 below)
3. Children who live in the ‘designated area’ of the school
4. 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 or step child 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 he or she becomes 16 years of age
5. Children who attend a priority linked school; Holyport Primary School, Larchfield Primary School, Lowbrook Academy, Knowl Hill Primary School, Waltham St Lawrence Primary School, Wessex Primary School, White Waltham CE Primary School, Woodlands Park Primary School
6. 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
7. 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 brother(s) or sister(s) 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 E 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 CE Primary School, 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 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.

F. 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. The Royal Borough's website <https://rbwm.afcinfo.org.uk/pages/community-information/information-and-advice/schools-and-education/school-admissions/school-designated-areas> publishes Designated Area Maps, alternatively, the Cox Green School map can be found in Annex 1 of this policy.

<http://www.rbwm.gov.uk>

The "home address" is the child's permanent address at the time the application is considered. It is where the child and parent or guardian lives 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 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 letter 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 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).

G. Definition of parent

We define parents not only as both natural parents, but 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).

H. 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 maintain active waiting lists for all year groups.

I. 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 pupil 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.

J. 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 one 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 going over the published admission number.

K. 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 E will be applied.

L. Further information – named contact

Further details / information may be obtained from the admissions administrator at the school by emailing enquiries@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 his or her parent or guardian, 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 guardian 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 and 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 or friends or a child minder 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 give permission to the academy to make such enquiries as it thinks necessary to investigate the matter further.

Domestic arrangements, such as child care 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 authority to request or seek additional evidence if necessary by the time that 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 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 2025

Candidates for the Sixth Form may be in Year 11 at Cox Green School or from other schools. Students need to meet the relevant entrance criteria as stated in the Sixth Form Admission Pack which can be found on the school website at www.coxgreen.com.

The Sixth Form Prospectus and application form are available from the school's website. The course booklet showing the range of courses available and the application form can be downloaded from the school's website. Applications should be returned by Sunday 23rd February 2025.

There are 150 places available in Year 12.

3.1 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 through completion of the application form.

3.2 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 application form.

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.

3.3 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 to external applicants the available places on those courses that receive more applications than can be accommodated:

Children with Statements of Special Educational Needs or Education and Health Care Plans that name 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. 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
- B Students with siblings at the school at the time of admission. The term 'sibling' includes a half or step child permanently living in the same family unit or a foster child permanently living in the

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



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

Tie breaker

If a school does not have enough places for all applicants within a particular category, places will be prioritised by means of a tie breaker. 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, using the local GIS system.

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.

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.

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.

Accepting or declining the offer of a place

Places are offered on the understanding that there is a commitment to meet the academic requirements of the course.

Parents are required to accept or decline the allocated place using the form sent with the allocation letter. The form must be returned to the school within two weeks from the date of the offer letter. Failure to respond may result in the place being withdrawn. Parents are requested to advise the school at any stage, if they are not accepting the place for any reason.

Appeals

The student and/or the parents 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.



Communication of policy

The policy will be communicated via the school website.

Evidence of implementation

Evidence of admissions will be collected by the school and reported to the People & External Relations Committee annually, following the allocations by RBWM. The report to the Committee should show detail by criteria and details of any appeals.

Review of Policy

This policy shall be reviewed every year by the People & External Relations Committee and thereafter by the Full Governing Body.



Annex 1 – Designated Area Map

