

## Applying for a school place

1. **Identify the closest school and contact it.**
  - Find out whether there are vacancies in the applicable year group.
  - Find out how to make an application.
2. **Make an application**
  - Only a small number of schools handle their own admissions and they will be able to advise you of the process and provide you with the forms to complete.
  - For most schools, you must complete an application online through the local authority.
  - Apply directly to the school or college for a place in the sixth form/Year 12 or 13.
3. **In year applications**
  - Generally applications will be made outside of the normal timescales so an 'in year application' sometimes known as 'in year transfer' will be necessary.
  - Complete the online form and submit.
  - Make sure to include any relevant information eg any known special educational needs or social and medical information such as trauma.
  - It is possible to appeal a decision if a place is not offered in accordance with parental preference. The school and local authority can help with this.
4. **Fair Access Protocol**
  - Where a place is not identified through the normal in year process, an application in respect of a refugee child is eligible to be considered by the local Fair Access Panel. The Panel will identify a place for the child as quickly as possible; it will take account of parental wishes though this may not be possible.
5. **Late applications**
  - There is a separate application process for all pupils for Reception and Secondary School (Year 7) places as well as Junior School (Year 4), University Technical College (UTC) or Studio School (Year 10) where applicable. If an application falls outside of this process but before the term in which pupils start, it will be dealt with as a late application.
6. **Legislation and guidance**
  - School admissions are governed by detailed legislation and regulation which affect how applications are dealt with.
  - Infant class sizes are strictly limited – this means that classes of pupils up to and including age 7 can generally be no larger than 30 except in very limited circumstances.

Local authority contact information:

- [Bracknell Forest Council](#)
- [Buckinghamshire Council](#)
- [Milton Keynes Council](#)
- [Oxfordshire County Council](#)
- [Reading Borough Council](#)
- [Royal Borough of Windsor and Maidenhead](#)
- [Slough Borough Council](#)
- [West Berkshire Council](#)
- [Wokingham Borough Council](#)

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