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for children**

Champions for children and families

School Admissions  
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September 2024

Dear Parent or Carer

### **Transfer to Secondary/ Middle/Upper School – September 2025**

Parents of children wishing to apply for a school place for September 2025 must submit an application between 9 September 2024 and 31 October 2024. If you are not resident of the Royal Borough of Windsor & Maidenhead, please contact your local authority for further information on how to make your application.

If you are a resident of the Royal Borough of Windsor & Maidenhead please apply online on [our website here](#).

You will need to register for an account on our new Synergy Application [Portal](#) before making your application. The portal supports mobile devices, as well as PCs and laptops. Please make a note of the email address and password you use to register.

**Please note that we are no longer using the citizens portal and therefore all parents will need to register on the new Synergy Application Portal, even if you have applied for a child's school place in previous years.**

If you need support to access our online facility, please email the Admissions team at [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

Please read the online guide '*Admission into Secondary School 2025*' before making your application which explains the application process and your responsibilities as the applicant. This is available to download from our website [here](#).

You must include preferences for all 6 places available on the application form, where multiple preferences exist. This is to ensure every child receives an offer of a school place in their local area. In the case of phases where less than six options exist, you should include all preferences available to you. For example, if you are applying for a middle school, you must include all four middle schools in your application, as only four middle schools exist in the local authority.

Where you do not include all available preferences, they will be added for you in the nearest appropriate distance order.

Parents applying for Upper schools are exempt from using all available preferences, as the only one preference will be applicable for each applicant, i.e. male applicants will be sent to The Windsor Boys' School, and female applicants to Windsor Girls' School.

### **Guidance on entry testing for admission to state-funded selective schools (Grammar Schools)**

The Royal Borough of Windsor and Maidenhead School Admissions team is unable to provide information about grammar school testing arrangements and dates etc. Please contact the relevant local authority for information.

Parents must apply for their child's secondary school place no later than the closing date i.e. 31 October 2024. Both grammar schools and non-selective schools must be included within the six preferences allowed in an application in the event that the child does not meet the required standard for entry into a grammar school. Parents are encouraged to look at the allocation information published on The Royal Borough website to make an informed decision about the non-selective schools they choose to name as a preference and the likelihood of their child being allocated a place at the school based on the oversubscription criteria.

Further information on how to decide preference order and equal preference processing have been provided in the '*Admission into Secondary School September 2025*' guide which is now available online.

Any additional questions, queries or concerns about the application process can be emailed to [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk). Questions relating to the transfer testing process itself should be directed to the local authority where the child intends to sit the test.

Please remember to submit your application no later than the deadline **31 October 2024**.

If you have any questions or concerns, please do not hesitate to email us using the contact details above.

Yours sincerely

**RBWM Admissions Team**

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