



ADMISSIONS POLICY

Planned Admission Number (PAN)

Up to 60 in Foundation Stage 1 (Nursery)

60 in Foundation Stage 2 (Reception)

60 in Year 1 and 60 in Year 2 (Key Stage 1)

- We take children's names on our Foundation Stage 1 (Nursery) waiting list from birth. Depending on availability of spaces, children are usually admitted into Nursery in the term following their third birthday. Parents/carers will be asked to complete a form indicating preferred sessions and it will be placed on our waiting list. As long as there is space available, during the term in which the child turns 3, we will contact you and offer a place in our Nursery to begin the following term.
- For Foundation Stage 1 admissions in September, the places will be offered in the preceding Summer term.
- Offers will be made for children in the following order:
 1. Looked After and Previously Looked After Children
 2. Those who have siblings currently at Boyne Hill CE Infant & Nursery School
 3. Those living in the catchment area of Boyne Hill CE Infant & Nursery School
 4. Age
 5. Any other reason for application
- The school will only contact parents/carers if they **are able** to offer a place.
- Any remaining places in Foundation Stage 1 will be offered, in the same order as above, for children on the waiting list, for the Spring and Summer terms.
- Places must be accepted, rejected or a request for deferment made, in writing, by the date specified on the offer letter.
- Admission in to Foundation Stage 1 does not guarantee a place in Foundation Stage 2.

The Royal Borough of Windsor & Maidenhead is the 'Admitting Authority' for Voluntary Controlled Schools within RBWM of which Boyne Hill CE Infant & Nursery School is one. A copy of the RBWM School Admission Arrangements can be obtained from the Local Authority School Admissions' team on the RBWM website: [RBWM ADMISSIONS](#) or by calling 01628 683870.

All admissions to Foundation Stage 2 (Reception) and Key Stage 1 (Years 1 & 2) are handled by the local authority and applications must be made directly to them.

Children will be offered a full-time place in Foundation Stage 2 (Reception) class, for the September following their 4th birthday. They become compulsory school age in the term following their 5th birthday.

This policy will be reviewed annually

Last reviewed: September 2025