

October 2020

Dear Parent or Carer

**Transfer to Secondary/ Middle/Upper School – September 2021  
Update - requesting a change of preference(s)**

In light of the decision by other local authorities administering the transfer test for grammar schools to allow their residents to request a change of preference(s) on their application following release of the test results, the Royal Borough of Windsor and Maidenhead have varied our coordination scheme to align with the rest of the region. We will now allow all Royal Borough of Windsor and Maidenhead residents the same opportunity to amend their preferences for transfer to a secondary, middle or upper school in September 2021 until Thursday 10 December 2020. This change will be in effect for the 2021 secondary transfer groups only.

Please be aware of the following important deadlines and the process to request a change of preference:

**Saturday 31 October 2020**

All parents **must** make their application by the national deadline of Saturday 31 October 2020 in order for the application to be considered in the first round of allocations on Monday 1 March 2021. You apply via the [Royal Borough of Windsor and Maidenhead website](http://www.rbwm.gov.uk).

A late application will only be accepted where you are able to provide proof that there are exceptional reasons why you made a late application and it can be reasonably assumed that your application could not be made on time, and then no later than Monday 16 November 2020.

Parents of children who are sitting the transfer test **must not** wait for the test results before making their application. This will not be considered an exceptional reason for delaying your application and your child's preferences will only be processed in the second round of allocations on Monday 5 April 2021.

**Monday 16 November 2020**

Deadline for late applications for exceptional reasons and for verified changes of address to be considered in the first round.

**Thursday 10 December 2020**

Deadline for requesting a change of preference(s) on your application after applications close on Saturday 31 October 2020.

## The Process

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The request must be made by email to [rbwm.admissions@achievingforchildren.org.uk](mailto:rbwm.admissions@achievingforchildren.org.uk)

**Do not** use the Citizens Portal to request any change after Saturday 31 October 2020. The system will be open for primary applications **only**. The Admissions team will not be notified of any change to a secondary application and your request will not be processed.

**Do not** request the change by replying to the email you received confirming that you have submitted your application. This is a no-reply email address and is not monitored by the Admissions team. Any changes sent to this email address will not be processed.

Your request must include your child's full name, date of birth, and the full list of up to six preferred schools you wish to be considered for in preference order. This must include any preferences you wish to keep from your original application. If you name more than six preferences, any additional preferences will be disregarded without further notice.

The auto reply email will be your confirmation that your request has been received. We will not contact you further unless we require more information.

Your change of preference(s) will not be reflected on your application on the Citizens Portal. This facility is used to download information provided by the parent only.

The change will be made in the back office application. We do not have the resources to provide proof that the change has been made.

Any change of preference requests received after Thursday 10 December 2020 will not be processed until the second round of allocations on Monday 5 April 2020. **There will be no exceptions to this deadline.**

Parents are encouraged to look at the allocation information published on the [RBWM website](#) to make an informed decision about the school 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 is provided in the Admission into Secondary School September 2021 guide available on the web page linked above.

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.

Yours sincerely



**Samantha Scott**  
**School Admissions Team Leader**