



September 2019

Dear Parent or Carer

Transfer to Secondary/ Middle/Upper School – September 2020

Parents of children wishing to apply for a school place for September 2020 must submit an application between 9 September 2019 and 31 October 2019. 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 the [Royal Borough of Windsor and Maidenhead website](#). There is a link on option 1 of the School Admissions webpage (*Applying for a Secondary, Middle or Upper school*) which will re-direct you to the application portal. The page also includes a User's Guide for using the portal.

You will need to register for an account on the ONE Citizens 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.

You do not need a UID (Unique Identifier) to make your application. Please select the option to continue without it.

If you need support to access our online facility, please email the Admissions team at rbwm.admissions@achievingforchildren.org.uk

Please read the online guide '*Admission into Secondary School 2020*' before making your application which explains the application process and your responsibilities as the applicant. This is available to download from the [Royal Borough of Windsor and Maidenhead website](#).

Please remember to submit your application no later than the deadline **Thursday 31 October 2019**.

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

Yours sincerely

Samantha Scott
Admissions Team Leader