



## Admissions Policy

Approved by the Governing Board: October 2017  
Review Date: September 2018

### THE BUCKINGHAMSHIRE ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2018

1. All applications must be made in accordance with the Buckinghamshire coordinated admissions scheme (the scheme).
2. All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs or Education, Health and Care Plan that names the school. These children will therefore be admitted prior to applying the admission rules.
3. Once a child is allocated a reception place under the scheme the school will offer a full time place in September 2018.
4. **Deferred Entry:** Parents can choose whether to defer this offer or to accept the offer on a part time basis as they wish. This deferment can be up to the point at which the child is legally required to start school (i.e. the start of the term after the child's fifth birthday) and cannot be beyond the end of the normal academic year of entry for the child (i.e. the latest any child could start is during the summer term of reception/foundation 2) otherwise they must re-apply for admission to Year 1 or have formally obtained agreement to delay their child's admission for one year. Parents of children younger than five have the right to defer entry until no later than the term after the child's fifth birthday if deferring within the same academic year.
5. **Delayed Entry for Summer Born Children:** Delayed entry to school is where a parent applies to hold back their child from joining the correct year group for their age so that they start school a year later than they are due to, into the Reception class. Parents considering delayed entry are still advised to submit an application for a school place for the September following the child's fourth birthday. This can then be withdrawn or declined if it is agreed that the child should be held back a year. Information about this process is on the council's website, and parents seeking a delayed entry for their child should contact the Admissions Team in the first instance who will advise about the process. Each case will be considered separately and the decision made will take account of the views of the headteacher

of the school(s) concerned and the decision letter will include the reasons for the decision. Once the decision is made to admit a child out of year group their admission will be managed in the same way as any other child in the intake with no reference being made to the child's age.

6. If there are more applications received than the places available at a school then the places will be allocated within the scheme in accordance with the published admission rules for the school.

7. Details of the dates for timely applications and how late applications are handled are given in the scheme.

8. Where a child is admitted to a school's Foundation 1, (nursery or pre-school provision) there can be no guarantee of a place in the main school as the coordinated admissions scheme is used to decide who should be admitted to the main school.

### **Admission rules for Buckinghamshire community and voluntary-controlled primary schools**

1. Looked after children (*See Note 1*)

2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (*See Note 2*)

3. Children living within the catchment area of the school (*See Note 3*).

4. *For the main point of entry.* Siblings (*See Note 4*) of children who are attending the school or a 'linked primary' school in Year R - Year 5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a 'linked primary school'.

*For immediate in year admission after the normal point of entry.* Siblings of children who are in Year R to Year 6 at the time of admission to the school.

5. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made. (A list of linked primary schools is attached)

6. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address (*See Notes 5 and 6*) and the school's nearest open entrance gate offering the closest first. We use a straight line distance. (*See Note 7*)'

7. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

8. If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final

place. An explanation of the method of making random allocations is on the council website at: <http://www.buckscc.gov.uk/media/3580123/Random-Allocation-Procedure.pdf>  
*(See also Note 8 below regarding twins and multiple births)*

### **Admissions Policy for 3 and 4 year olds**

Places for admission are allocated on availability on application. If the number of children applying for entry exceeds the places available, the school will follow the admission rules as set out by the LEA. A child will not normally be admitted until the term before he or she becomes 3 years old. A place in the Foundation Nursery Class at 3 or 4 years does not give you an automatic right to a school place.

## **Explanation of terms used in the admission rules.**

### **Note 1 Definition of Looked after children**

For admissions purposes a 'looked after child' is a child who is a) in the care of a local authority, or b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence order or special guardianship order as set out below.

Other definitions:

residence order: is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989

special guardianship order: 'an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

### **Note 2 Exceptional Social and Medical process**

A panel comprising education professionals will consider the applications under this rule on receipt of written information from the parent indicating their reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered. The panel will consider which children can be considered under this rule prior to each admission round.

### **Note 3: Primary School Catchment Areas**

The primary school catchments can be viewed via the 'Find my child a school place' mapping service at:

<https://services.bucksc.gov.uk/school-admissions>

### **Note 4: Definition of sibling**

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated

Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission.

**Note 5: Definition of parent**

This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

**Note 6: Definition of normal home address (more detail is available in the guide)**

This is the child's home address. This must be where the parent or legal carer of the child and the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor.

2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

**Note 7 Definition of home to school distance**

The **straight line distance definition**: is 'the distance from the address point of the pupil's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the child's normal home address.

The point we measure to at the child's normal address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).

The PAF contains postal address data and includes premises such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

Where Service families or families of other Crown Servants, who often move within the UK and from abroad are posted to the area, school places can be allocated in advance of the family move if an official government letter declaring a relocation date and an intended address is provided. A unit postal address or quartering area address will be sufficient if there is not a confirmed new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed.

This evidence should be provided by 30 January (Secondary allocation) 13 February 2016 (Primary allocation) to be included in the first allocation round

**Note 8 Multiple births - twins, triplets etc**

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.