



Admissions Policy

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Name of Responsible Committee	Full Governing Board
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Signed: _____ Date: 12.11.2024
 (Chair of Governors/Chair of Responsible Committee)

THE BUCKINGHAMSHIRE ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2025

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 an 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 2025.
4. **Deferred/Part time Entry:** Parents can choose whether to defer this offer or to accept the offer on a part time basis as they wish. This deferment /part time attendance period 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. If a place is taken up part time then parents cannot take the remainder of the 30 hours that are unused at another provider.
5. **Staggered intake into reception:** Historically many schools offered a staggered start to school with children gradually increasing their hours or starting over a period of a couple of weeks. The increased uptake of nursery provision means most children will have been in a setting for at least 15 hours per week for a year prior to starting school and many will have been in a nursery full time. Whilst schools may choose to continue this practice under the Admissions Code each parent still has a right to a full time place at the start of the autumn term following their child's 4th birthday. Parents may therefore choose to either access their child's full time place from the start of the term or to take part in a staggered intake.
6. **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 4th 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 application will be reviewed and you will receive confirmation of our agreement and the schools that it relates to. 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.

7. 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.
8. Details of the dates for timely applications and how late applications are handled are given in the scheme.
9. 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

Once children with an EHCP are admitted then the following rules are used:

1. Looked after children and previously 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 of staff where either:
 - a The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
 - b The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (*See Note 3*)
4. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made. (*See Note 4*)
5. Children living within the catchment area of the school. (*See Note 5*)
6. *For the main point of entry:* Siblings 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'. (*See Note 6*)
7. *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. (*See Note 7*)

8. 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 8 and 9*) and the school's nearest open entrance gate offering the closest first. We use a straight line distance. (*See Note 10*)

Tie Break: 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.

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](#) (*See also Note 11 below regarding twins and multiple births*)

Explanation of terms used in the admission rules.

Note 1: Definition of Looked After Children and Previously Looked After Children

For admissions purposes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted.

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 rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below:

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014

Special guardianship order: is 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: Definition of school staff

'Demonstrable skill shortage' is a post which the school has had difficulty in filling. An example might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt.

Note 4: Linked Feeder School

Linked primary schools where the receiver school is a voluntary controlled or community school. (There may be additional links where a foundation school, voluntary-aided school or academy also retain or adopt a feeder school rule)

JUNIOR SCHOOLS	Linked Infant School(s)
Broughton Junior School	Broughton Infant School
Haddenham Junior School	Haddenham Infant School Haddenham St Mary's CE School
Wendover CE Junior School	The John Hampden Infant School
Chalfont St Giles Junior School	Chalfont St Giles Infant and Nursery School
Elangeni School	Chestnut Lane Infant School
Farnham Common Junior School	Farnham Common Infant School
Holmer Green Junior School	Holmer Green Infant School
Iver Heath Junior School	Iver Heath Infant and Nursery School
Iver Village Junior School	Iver Village Infant School
Carrington Junior School	Carrington Infant School
Tylers Green Middle School	Tylers Green First School

Note 5: Primary School Catchment Areas

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

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

Note 6: 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 7: 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 8: 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 which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

If the residence is not split equally between the Parent(s)/Carer(s), then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week.

Where there is an equal split or there is any doubt about residence, we will make a judgment about which address to use for the purposes of allocation. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents
- which parent is in receipt of child benefit
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position

Note 9: 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-BASE 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 (Primary allocation) to be included in the first allocation round

Note 10 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.

Nursery Admissions Policy

Background Information

Prior to compulsory education, every child is entitled to receive 15 hours funded education known as the universal free entitlement from the start of the term following his or her third birthday. This can be in a private nursery, independent school, child minder, preschool or maintained school setting of the parent's choice. Depending on a family's circumstances some children are eligible to receive 15 hours funded education from the start of the term following his or her second birthday. For 3 and 4 year olds (not in a reception class) an additional 15 hours known as the extended entitlement, making a total of 30 hours, may be available for eligible working families at participating schools- contact the school to clarify if they are offering the extended funded entitlement.

There are two types of maintained early years provision in Buckinghamshire schools at present. These are:

- Nursery schools
- Nursery classes/Early Years provision (delivered by the governing body) in schools (sometimes called foundation 1)

Nursery Classes

There is no automatic admission into the main school from nursery classes or early years provision and this is stated in the letter offering a place in the nursery. Nursery classes may accommodate 2, 3 and 4 year-old children. Nursery age children do not count as part of the roll for the school and children will not be guaranteed a place in the main school through attendance at the nursery. They must apply for a school place in accordance with the coordinated scheme and places are then allocated in line with the admissions rules for the school.

Parents can register their child in advance of admission to nursery by contacting the school direct. Admission could be at age 2, 3 or 4 depending on the school, who will publish their arrangements and this includes their arrangements for children accessing extended 3 and 4 year old entitlement (i.e 30 hours,) where available.

Parents must apply for places in the main school under the co-ordinated arrangements. Therefore, until the allocation is public parents could not be assured of a continuing place at the school.

Once parents are offered a place under the co-ordinated scheme they have the right to defer entry for their child. 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.

Where schools admit at a point before September of reception year the children will be admitted to a nursery class. The Local Authority has delegated admission arrangements to the governing bodies of those schools that have a nursery admission. Governing Bodies have

the delegated responsibility for explaining how nursery admissions work in their school and ensuring these are published on their website.

Nursery Class Admission Rules

Within any nursery class a certain number of places may be allocated to children of a particular age (e.g. 2 year olds). The school will explain this on their website.

At any point during the year if the number of applications exceeds the number of places then once children who already hold an Education, Health and Care Plan have been allocated places the remaining places will be allocated in the following order:

1. Looked after children (*see Note 1*) and previously looked after children.
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 3*)
3. Children of staff where either:
 - i. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, *and/or*
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (*see Note 4*)
4. Children living within the catchment area of the school (*see note 5*)
5. Siblings of children who are attending the school at the time allocations are made or attend a linked primary school at the time allocations are made (*see note 6*)
6. Children who qualify for Early Years Pupil Premium
7. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the child's Normal Home Address and the school's nearest open entrance gate offering the closest first. We use a straight line distance. The **straight line distance definition**: is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest school gate available for pupils to use'.
8. Where one place remains and the next two applicants are equal distance from the school in all cases, including flats and apartments, where addresses are equidistant a random allocation will made.

The terms used in these rules are as defined in the primary rules above. The catchment area used is also as defined in the primary rules.

Nursery Schools

There are 2 schools - Bowerdean (who also operate Mapledean Nursery) and Henry Allen. They take children from the age of 2 for 15 or 30 hours, the additional 15 hours for 3 and 4 year olds may be agreed for eligible families (contact the nursery school for more information). Once children who already hold an Education, Health and Care Plan have been allocated places the remaining places will be allocated in the following order:

1. Looked after children and previously looked after children (*see note 1*)
2. Children who have exceptional medical or social needs, which can only be met at that nursery school, supported by written evidence from an appropriate professional person. (*See Note 2*)
3. Children of staff where either:
 - i. The member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, *and/or*
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (*see Note 3*)
4. Siblings who will still be in the nursery at the point of entry (*see note 4*)
5. Children living within two miles of the school according to the distance between the family's normal home address and the school's nearest entrance gate.
6. Children who qualify for Early Years Pupil Premium (*see Note 5*)
7. Any remaining places will be allocated firstly to multiple births and then on the basis of the child's date of birth, youngest first. If there is only one place left, and there is more than one child with the same birthday, the place will be allocated to the child living nearest to the school according to the straight line distance between the child's normal home address and the school's nearest entrance gate.

Notes 1, 3 and 4 are the same as defined in the primary school admission rules.

Note 3: Exceptional Social and Medical process for nursery admissions

The governing body of the school/nursery school will consider the applications under this rule on receipt of information from the parent to indicate strong reasons for the child attending a particular nursery/school. When making an application parents should send evidence from an independent professional person (this might be a doctor or health visitor) who knows about the child and supports the application to the school. They must also provide evidence that they are entitled to receive Early Years Pupil Premium or Disability Living Allowance. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

<https://services.buckscc.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.

Note 5: Definition of Early Years Pupil Premium entitlement

3- and 4-year-olds in state-funded early education will attract Early Years Pupil Premium (EYPP) funding if they meet at least 1 of the following criteria:

- their family gets 1 of the following:
 - [Income Support](#)
 - income-based [Jobseeker's Allowance](#)
 - income-related [Employment and Support Allowance](#)
 - support under [part VI of the Immigration and Asylum Act 1999](#)
 - the guaranteed element of [State Pension Credit](#)
 - [Child Tax Credit](#) (provided they're not also entitled to [Working Tax Credit](#) and have an annual gross income of no more than £16,190)
 - [Working Tax Credit](#) run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
 - [Universal Credit](#)
- they are currently being looked after by a local authority in England or Wales
- they have left care in England or Wales through:
 - an adoption
 - a special guardianship order
 - a child arrangement order

It is the responsibility of the governing body of the school/nursery school to establish a child's eligibility to EYPP.

Proposed Primary Admission Numbers 2024 for Community and Voluntary Controlled Schools

DfE	School Name	Type	Proposed 01/09/2024
2132	Ash Hill Primary School	C	30
2250	Aston Clinton School	C	58
3022	Bierton CE School	VC	60
2008	Bledlow Ridge School	C	24 (was 20- formal increase at request of governing body)
2126	Booker Hill School	C	30
2179	Broughton Infant School	I	60
2152	Broughton Junior School	J	60
2245	Buckingham Primary School	C	60 + 4 Governing body request to create Y3 entry point with a PAN of +4
2220	Burford School	C	60
2186	Butlers Court School	C	60
2176	Carrington Infant School	I	60
2157	Carrington Junior School	J	60
2005	Cedar Park School	C	30
2016	Chalfont St Giles Junior Infant School and Nursery	I	60
2182	Chalfont St Giles Junior School	J	60
2151	Chalfont St Peter Infant School	I	60
2197	Chartridge Combined School	C	30
2019	Cheddington Combined School	C	30 + 2
2020	Chenies School	C	15

DfE	School Name	Type	Proposed 01/09/2024
2191	Chestnut Lane School	I	60
2235	Claytons Combined School	C	45
3035	Coleshill CE Infant School	I	20
2027	Denham Village Infant School	I	15
2000	Disraeli School - The	C	90
2009	Downley School	C	60 (expected to become an academy)
2030	Drayton Parslow Village School	I	15
2031	Dropmore Infant School	I	20
2282	Elangeni School	J	60
2271	Farnham Common Infant School	I	60
2142	Farnham Common Junior School	J	60
2507	Foxes Piece School	C	30
2037	Fulmer Infant School	I	24
2167	Grendon Underwood Combined School	C	30
2040	Haddenham Infant School	I	30
2276	Haddenham Junior School	J	90
3073	Haddenham St Mary's CE School	I	60
2333	Halton Combined School	C	30
2162	Haydon Abbey School	C	60
3025	High Ash CE Combined School	C	45
2352	Highworth Combined School and Nursery	C	60

DfE	School Name	Type	Proposed 01/09/2024
2150	Holmer Green Infant School	I	60
2200	Holmer Green Junior School	J	60
2345	Holtspur School	C	30
2242	Hughenden Combined School	C	30
2059	Hyde Heath Infant School	I	23 Was 22, governing body request to move to 23
2270	Iver Heath Infant School and Nursery	I	60
2168	Iver Heath Junior School	J	60
2315	Iver Village Infant School	I	60 (expected to become an academy)
2061	Iver Village Junior School	J	55
2189	John Hampden School Wendover	I	90
2065	Jordans School	I	28
2199	Juniper Hill School	C	60
3377	King's Wood Primary School	C	60
2228	Lane End Primary School	C	30
3037	Lee Common CE School	I	23
2068	Ley Hill School	C	30
2153	Little Chalfont Combined School	C	30 +2
2071	Little Kingshill Combined School	C	30 +2
2261	Long Crendon School	C	30
2196	Manor Farm Community Infant School	I	60 (was 75)
2049	Marsh School	I	60

DfE	School Name	Type	Proposed 01/09/2024
2006	Millbrook Combined	C	90
3046	Monks Risborough CE Combined School	C	30 +2
3068	Mursley CE School	I	45
2335	Naphill & Walters Ash School	C	45 (was 60)
2021	Newton Infant School and Nursery	I	60
3014	North Marston CE School	C	15
2001	Oak Green School	C	90
3100	Oakley CE Combined School	C	15 (was 17 – governing body request)
2184	Oakridge School	C	60
2084	Prestwood Infant School	I	60
2204	Prestwood Junior School	J	60
3074	Quainton CE Combined School	C	30
2292	Robertswood Combined and Nursery School	C	60
2038	Roundwood Primary School	C	30
2255	Spinfield School	C	30
3033	St George's CE Infant School	I	60
3007	St James' and St John CE School	C	22 +3
3017	St Michaels CE	C	30 +2
2107	Steeple Claydon School	C	30
2108	Stoke Mandeville Combined school	C	30
2354	Stoke Pokes School	C	60

DfE	School Name	Type	Proposed 01/09/2024
2269	Stokenchurch Primary School	C	60
3028	Stone CE Combined School	C	30
2219	Thomas Hickman School	C	60
2113	Thornborough Infant School	I	15
3056	Twyford CE School	I	15
2115	Tylers Green Infant School	I	60
2203	Tylers Green Middle School	J	62
2317	Waddesdon Village Primary School	C	30 +2
3029	Wendover CE Junior School	J	90
3018	Whaddon CE School	I	10
2251	Whitchurch Combined School	C	30
2254	Widmer End Combined School	C	30 +2
2288	William Harding Combined School	C	120
3031	Wingrave CE Combined School	C	30
3101	Winslow CE Combined School	C	60