



Report to Children's Services SLT

Date: 20 October

Title: **Admissions Consultation 2024 entry**

Relevant Councillors: All

Ward(s) affected: All

Recommendations:

- No consultation proposed on Admissions Scheme for 2024 entry
- No consultation proposed on Primary or Secondary admission rules for 2024 entry
- **Consulting on Reduced PAN for Oakley CE School from 17 to 15.**
- **Consulting on increasing PAN for Bledlow Ridge CE School from 20 to 24.**
- **No consultation proposed on primary or secondary catchment areas**
- **To agree the Relevant Area prior to 2025**

Reason for decision:

No changes proposed to the scheme or the catchments or the rules. Minor changes to the PAN for one school proposed which requires public consultation. Following a public consultation, the 2024 VC and Community School admission arrangements will be required to be determined. This will be the content of a cabinet member decision prior to 28 February 2023.

Background

- 1.1 Admission authorities are required to consult on admission arrangements whenever changes are proposed, and at least every 7 years where there has been no change.

The council last consulted upon the admission rules for 2021 intake and in 2021 also adjusted the rules to accommodate the required changes to bring them in line with the 2021 Admissions Code.

Coordinated Admissions Scheme

- 1.2 No changes are proposed to the principles of the coordinated admissions scheme (attached as Appendix 1).

Primary School Admission Rules

- 1.3 No changes are proposed to the primary admission rules (attached as Appendix 2)

Planned Admission Numbers (PAN) changes

- 1.4 **Oakley CE School – the governing body has requested that the PAN is reduced from 17 to 15. This will allow the school to confidently plan and will enable them to vertically group and combine classes together which will support the school in their budget planning.**
- 1.5 **Bledlow Ridge CE School – Governors have asked that the PAN increases from 20 to 24 in line with recent practice.** formally

Secondary School Admission Rules, Published Admission Numbers (PAN) and Catchment Areas

- 1.4 No changes to the secondary school admission rules, PANs or catchments are proposed.

Consultation process

- 1.5 Comment is invited from
- Parents of children between the ages of two and eighteen;
 - Other persons in the relevant area who have an interest in the proposed admissions;
 - All other admission authorities within the relevant area;
 - Adjoining neighbouring local authorities;
 - The Oxford Church of England Diocese and the Northampton Catholic Diocese.
- 1.6 The consultation period for the proposed PAN and catchment changes will be held for a minimum of six weeks between 9 November 2022 to 21 December 2022 via the council's website and responses are invited from all statutory consultees.

- 1.7 As part of notifying the statutory consultees, all Buckinghamshire admission authorities will be notified via the school bulletin of the proposals.
- 1.8 An online consultation tool will be provided for the duration of the consultation for any person wishing to comment on these proposals to use.
- 1.9 The deadline for response is 21 December 2022.

2. Legal and financial implications

- 2.1 There would be legal implications if the LA did not correctly determine the admission arrangements for schools for which it is the admission authority in compliance with Admissions Code.
- 2.2 There are no financial implications.

3. Next steps and review

- 3.1 Following the consultation period, the final determined admission arrangements must be published.
- 3.2 The council is required to determine its admission rules by **28 February 2023**, and, separately, notify the Secretary of State that the scheme has been accepted by admission authorities.

Background Papers

Appendix 1: The 2024 primary and secondary scheme

Appendix 2: The 2024 primary admission rules and PAN list

Appendix 3: The 2024 secondary admission rules

Appendix 1

THE COORDINATED ADMISSION SCHEME FOR PRIMARY AND SECONDARY SCHOOLS IN THE AREA OF BUCKINGHAMSHIRE COUNCIL LOCAL AUTHORITY FROM 2024 ADMISSION YEAR

Introduction

It is a statutory requirement of the Admissions Code that the LA formulates a scheme for the co-ordination of admission arrangements. The current Buckinghamshire scheme is set out below. In each case unless specified where the date is not a working day the next working day will apply.

Interpretation

1. In this scheme:

“the LA” means Buckinghamshire Council (BC) acting in its capacity as the local authority

“the LA area” means the area in respect of which the LA is the local authority (i.e. the county of Buckinghamshire excluding the Milton Keynes Borough area)

“home LA” means the LA in which the applicant is resident

“primary education” “secondary education” “primary school” and “secondary school” have the same meaning as in Section 2(1), 2(2), 5(1), and 5(2) respectively in the Education Act 1996

“school” means a community, foundation, or voluntary controlled or aided school

“Academy” means a school to which Academy arrangements relate. Academies are required by their funding agreements to participate in local schemes. This includes Free Schools.

“selective Academy” is an academy which replaces a school and for which section 6(3) of the Academies Act 2010 applies

“grammar school” means a secondary selective Academy located in Buckinghamshire selecting pupils solely on the basis of academic ability.

“foundation school” means a maintained school (including trust schools), which is designated as a foundation school

“voluntary-aided school” means a maintained school which is designated as a voluntary-aided school

“admission authority” in relation to a community or voluntary-controlled school means the LA and, in relation to an Academy, foundation or voluntary aided school means the governing body of that school

“school place” means a place at any school or Academy covered by this scheme

“the equal preference scheme” is the scheme operated by Buckinghamshire Council whereby all preferences listed by parents/carers on the application are considered under the admission rules for each school without reference to parental rankings. Where a pupil can be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the application.

“the admission year” means the school year starting at the beginning of September in relation to which the school place offers are made

“admission arrangements” mean the arrangements for a particular Academy or school(s) which govern the procedures and decision making for the purposes of admitting pupils to the Academy or school and which relate to the admission year

“application” means the application form/process supplied by the LA electronically (via an online portal) or on paper for the purpose of admission to either primary or secondary education

“eligible for a place” means that a child has been placed on an Academy or school’s ranked list at a position which falls within the published admission number

Commencement and Extent

2. Applies to all applications received up to the first day of the autumn term commencing in September to the schools listed in Annex 2 for entry to a Reception Class (either Infant or Combined Schools), Year 3 (Combined School with a Y3 PAN, and Junior Schools), and Year 7 (all secondary schools). All other admissions will be dealt with as in-year admissions.
3. Foundation schools, free schools, voluntary aided schools and academies are their own admission authority and will apply their own admission rules to all applicants. They will be responsible for presenting their case at appeal.
4. Local authorities and governing bodies may not refuse to admit children to any relevant age group on the basis of ‘prejudice to efficient education or the efficient use of resources’ unless the number of eligible children exceeds the Published Admission Number (PAN).
5. Admission authorities wishing to exceed the PAN that they had determined during the normal determination process should notify the LA that they intend to admit above their PAN in good time and in accordance with the LA’s published scheme to allow places to be allocated as far as possible within the main allocation process.

6. Any secondary school or Academy which operates criteria for selection by ability or aptitude must ensure its arrangements for assessing ability or aptitude enable decisions to be made on applications in line with the timing requirements of this scheme.
7. The scheme shall apply to every school and Academy in the LA area with the exception of special schools and shall take effect from September 2024. This includes applications for (fee paying) boarding places at The Royal Grammar School.

PART 1 – THE APPLICATION PROCESS

8. Buckinghamshire Council will operate a co-ordinated scheme for admission that takes into account the different admission rules operated by individual admission authorities for some schools and Academies. The scheme will be an **Equal Preference Scheme**.
9. Parents can apply online or, if they are unable to apply on-line, they can complete an application form. Online applications are the preferred method.
10. The phased admission process is used for primary schools where they have points of entry (Reception and/or Junior transfer) and for secondary schools will be used for the purpose of admitting pupils into the first year of secondary education in the specified year. For all Buckinghamshire secondary schools and Academies this is admission into Year 7. Year 10 entry to the UTC is included. Sixth form admissions are dealt with by schools and Academies separately.
11. Parents whose children live in Buckinghamshire should apply to Buckinghamshire LA.
12. The application process will collect basic data such as name, address and date of birth of the child either via an online or paper form. The process must be used by parents whose children are resident in Buckinghamshire, wishing to express a preference for their child:
 - To be admitted to a school or Academy within the LA area; or
 - To be admitted to a school or Academy within the area of another LA.
13. All preferences expressed will be valid applications. The parents' guide and school directories (including the Find My Child a School Place Self Service Tool) will also indicate where voluntary aided, Foundation schools, free schools and Academies provide supplementary forms to be completed in order to collect additional information to enable their particular rules to be applied. Only parents applying for these Buckinghamshire schools may need to complete the supplementary forms, although schools and Academies in other LA areas may provide them. All completed supplementary forms and (where relevant) evidence for proof of pupil premium or Free School Meal status (for grammar schools) should be returned to the school, free school or academy concerned.
14. The application process will:

- a. Invite the parent to express up to six primary school or academy or six
 - i. secondary school or academy preferences in rank order of preference.
- b. Invite parents to give reasons for each preference.
- c. Explain that parents will receive no more than one offer of a place.
- d. Explain that, where such an offer is made, it will be for the highest ranked school or academy possible at which their child is eligible for a place.
- e. Specify the closing date for applications and where the form should be returned; and
- f. Explain that parents must apply only once via the online portal or on a paper form.

15. The LA will make appropriate arrangements to ensure:

- a. That an online application process is available via <http://www.buckinghamshire.gov.uk/secondary-school-applications>
- b. That a printable application form is available on request from the LA and all primary schools in the LA area to supply on request to those families that are unable to access the online portal; and
- c. That there is a written explanation of the key features of the co-ordinated admission scheme in the parents' guides, webpages and directories which will be made available online, in full, with leaflet summaries appropriate for each age of admission group being provided to all parents.

16. Where a school or academy receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application via their home LA and the school is given as one of their preferences. Under the requirements of the scheme, parents will not be under any obligation to fill in an individual school's supplementary form. The information collected on the supplementary form must comply with the limitations set out in the current Admissions Code. Any application forms received by schools direct from parents should be forwarded to the relevant home authority in a timely manner.

17. Secondary Scheme: The online portal will close at **Midnight on 31 October**. All paper applications should be returned to the Admissions and Transport Team, Walton Street Offices, Exchange Street, Aylesbury HP20 1UZ by **Midnight on 31 October** or the following working day if 31 October is a Saturday or Sunday. If returning an application form to the child's primary school (Buckinghamshire maintained schools only), this must be received **by 9.00 am on the last Friday before October half term**. Applications received after the closing date will be late subject to paragraph 19 below.

18. Primary Scheme: The online portal will close at **Midnight on 15 January**. All paper applications should be returned to the Admissions and Transport Team, Walton Street Offices, Exchange Street, Aylesbury HP20 1UZ by **Midnight on 15 January or the end of the following day if 15 January is a Saturday or Sunday**. If returning an application form to the child's primary school, (Buckinghamshire maintained schools only), this must be received **by 9.00 am on the Friday before 15 January**. Applications received after the closing date will be late subject to paragraph 19 below.

- 19.** As far as is reasonably practicable applications for places in the normal admission round that are received late for a good reason will be accepted provided they are received before **21 November** (secondary scheme) or **29 January** (primary scheme) or if either of these dates are at the weekend, the next working day – see above). Examples of what will be considered as good reason include: where a single parent has been ill or has been dealing with the death or serious illness of a close relative; a family including service personnel or crown servants, has recently moved into the area or is returning from abroad. Other circumstances will be considered, and each case will be decided on the basis of any independent evidence to support reasons for lateness and on its own merits. Late preferences will be processed after the timely applications in accordance with the timetable in Schedule 2.
- 20.** The LA will process all applications which will be treated as confidential information. Voluntary aided, free schools, foundation schools and academies will, however, be provided with a list of relevant details for those pupils for whom they are a preference.
- 21.** The LA will share information provided on the application on request to assist schools and other public bodies in their task of preventing and detecting fraud.
- 22.** Within Buckinghamshire, where a voluntary aided, foundation school or academy is listed on the application, the LA will forward the appropriate details to the Governing Body. The admission authority for each school will then rank all pupils on that list and provide the LA with an ordered list of all pupils explaining which rule each child was deemed to be included on and the order in which places should be allocated under each rule (this list to include only those pupils for whom the LA has received an application). The admission authority will provide the ranked lists to the LA by the specified date.
- 23.** All preferences received by the deadline will be considered before any preferences received after this date and the ranking will reflect this.
- 24.** After all on time preferences have been dealt with, the next stage will be to consider all the late preferences and where possible offer a place at a ranked school.
- 25.** Finally all Buckinghamshire children whether on time or late where it was not possible to offer a place at a ranked school, will be allocated a school place (subject to paragraph 38 below).

Processing the applications

- 26.** By **15 December** (secondary scheme) and **15 February** (primary scheme) where a school in another LA is listed on the application then application details will be

forwarded to that LA. Initial exchange of preference information with neighbouring LAs will be completed on a mutually agreed timeline.

- 27.** By **15 December** (secondary scheme) and **15 February** (primary scheme) the LA will notify the admission authority for each in-county voluntary-aided, foundation school or Academy of the timely preferences expressed for the school. If either of these dates is at a weekend then the deadline will be at the same time on the next working day. Each admission authority will then apply its own admission rules to the list of applicants for the school or academy. Officers of Buckinghamshire Council will complete this process for community and voluntary-controlled schools. The governing body for each Academy, foundation or voluntary-aided school will manage this for their school, and return a ranked list of children, based on the admission rules for the Academy or school to the LA by the deadline.
- 28.** By **16 January** (secondary scheme) and **2 March** (primary scheme) the admission authority for each Academy or school will consider all applications (including late applications) for their Academy or school, apply the admission rules and provide the LA with a ranked list. If either of these dates is at a weekend then the deadline will be at the same time on the next working day. Selective Academies will rank all applications, but places will only be offered to qualified candidates.
- 29.** The LA will act as a clearing-house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to
 - Any preference expressed where it is acting in its separate capacity as an admission authority, or
 - If an applicant is eligible for a place at more than one school, or
 - Where an applicant is not eligible for a place at any school that the parent has nominated.

Determination of the place to offer

The LA will allocate places in accordance with the provisions set out as follows:

- 30.** Where a child can be allocated a place at the Academy or school ranked first, this will become the firm offer. It will then be noted that the child will not need to be considered for a place at any lower ranked school(s) or Academies, and the pupil's name will be removed from those lists.
- 31.** Where a child is not allocated a place at the first ranked school or Academy but is provisionally allocated a place they ranked second, this will be held provisionally pending further rounds in which it may become possible to give a higher preference. The same process as explained at point 30 would be followed regarding the offer of any places released at lower preference schools and Academies.

- 32.** The above steps 30-31 will be repeated for all nominated preferences until it is not possible to offer any higher ranked school or Academy as a result of repeating the process.
- 33.** Once all repetitions (iterations) of the allocation round are complete, all allocations then in existence become the firm offer.
- 34.** For each preference, children who remain unallocated at this point in the process will be treated as being refused a place by the admission authority at any school or Academy for which they are eligible to be considered for admission.

Children who have not been allocated a place in the iterative process

- 35.** Where possible the LA will offer a place at the next nearest school or Academy with places remaining (by agreement this may be in another LA area), in the following order.

 - Firstly to children where a Buckinghamshire upper/all-ability school has been included on the application. This might include qualified children where a grammar school place cannot be offered.
 - Then, if places remain, to children where a school in another area has been included on the application. This might include qualified children where a grammar school place cannot be offered.
 - Then, if places remain, to unqualified children whose parents only expressed Buckinghamshire grammar school preferences on their application and knew their child's result. Parents in this group had the opportunity to include an upper/all- ability or school in another area on their application had they so wished and chose not to. However, such parents are able to express alternative preferences for a later round.

The admission authority for the school or Academy will consider each of the children offered a place at the school on the same basis as if the LAs decision were a preference made by the child's parent/carer falling within section 86 of the 1998 Act.

- 36.** Further rounds of this procedure may be undertaken if necessary.
- 37.** Following the allocation the LA will also write to any child known to it where no application been received or where not yet allocated a place, inviting a preference where none has been made and indicating those schools in the county where vacancies still exist following the completion of the allocation. This process will also be followed where a child is not qualified for admission to a grammar school/selective Academy but only selective schools have been applied for.

Buckinghamshire parents who are also applying for schools outside Buckinghamshire

38. The LA will coordinate with other LAs to determine a single offer. This coordination will continue until all applications received before the beginning of the autumn term are processed. Other LAs will also be applying their schemes. If an LA notifies Buckinghamshire that it can offer a place to a Buckinghamshire resident, it will compare this place with the possible offer of a Buckinghamshire school and the parent's highest preference will be the one that becomes the actual offer.
39. Offers of places in other LAs will be processed by Buckinghamshire Council in the next available allocation round.

Parents applying for a place in Buckinghamshire schools from out of the county

40. Such applications will have been made to the child's home LA and details forwarded to Buckinghamshire Council.

The offer

41. The LA will notify all Buckinghamshire schools and Academies of the details of the children who will be offered a place at the school before offer letters and emails are sent, in accordance with the timetable.
42. The LA will send out all offer letters/emails to Buckinghamshire parents on behalf of all admission authorities.
43. If it is possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, BC will coordinate with the home LA, to determine a single offer.
44. Offers of school places will be published on the online portal, emailed and (where necessary) posted on **1 March or the next working day** (secondary scheme) **and 16 April or the next working day** (primary scheme). The offer email/letter and/or summary background information on the website will give details of:
 - a. The name of the school or Academy offered;
 - b. Where to find further information regarding the way places were allocated at each of the other Buckinghamshire schools and Academies, with
 - c. General information about any out county ranked schools; and
 - d. The date by which the place must be accepted. The acceptance of offers should be notified to the LA by parents **within 14 days either in writing or via the online portal response function**.
 - e. How to join the waiting list and/or appeal for a preferred school or Academy and any timescales for responding.

Late applications

45. See paragraph 19 above.
46. Applications (where there was no good reason for lateness) received after the **21**

November, (secondary scheme) or **29 January** (primary scheme) or the next working day in any year that either date falls on a weekend, will not be processed until after the timely applications have been allocated but will be processed in time for releasing allocations on the main offer date.

- 47.** Applications received after **31 December** (secondary scheme) or **29 January** (primary scheme) in the relevant year will not be processed until **after the offer date**. Preference changes (i.e. in the order of preferences or additional late preferences linked to moving home) will be accepted up to but not after the above dates for inclusion in the first allocation round
- 48.** Later applications will be processed in batches on a regular basis, as indicated in detail within the timeline in the 'Guide for Parents'.

[Waiting lists](#)

- 49.** Following an admission round the names of children who have not been allocated a place at a preferred school or Academy for which they are appropriately qualified will be placed on the appropriate waiting list. The waiting list will be ranked in accordance with the Academy or school's admission rules. Parents will be advised to notify us if they do not want their child to be included on the waiting list and subsequently will be expected to reaffirm their wish to leave/remain on the waiting list at regular intervals. Waiting list positions will be released according to a timescale published on <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/> and in the relevant web pages [secondary waiting list page](#) or [primary waiting list page](#)
- 50.** Following each allocation, the waiting list position of each child will only be refreshed in preparation for further allocations. Further allocations from the waiting lists will be completed according to the published timeline published on <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/> when made in any of the rounds before Transition day will automatically result in any place at a lower preference being withdrawn as the place is offered.
- 51.** From August, parents are expected to reaffirm their wish to remain on the waiting list, and from 17 September continuing applications would be managed within the in- year processes.
- 52.** Two weeks after the beginning of term, phased entry waiting lists will be formally dissolved unless a reaffirmation is received in which case the application is included in the in-year process.

[Right to appeal](#)

- 53.** Where parents wish to appeal to an independent appeal panel for a place at a preferred school or Academy, the admission appeal will take place between May and the end of term. Detailed information will be made available when parents are informed that a place is not available at a preferred school.

Annex 1: TIMELINES

1. Primary Scheme Timeline

By 15 January	Application closing date.
29 January	Latest date for parents who have moved into a catchment area to provide proof and be considered as in-catchment for the first allocation round. Final date for return of application form for agreed special cases to be considered timely. Any applications or changes of preference received after this date will not be processed until after the timely applications.
15 February	Applications for schools in other LAs sent to those LAs and details of applications forwarded to foundation and voluntary- aided schools
2 March	Foundation and voluntary-aided schools send LA a ranked list of applicants.
9- 30 March	Multiple exchanges with 30 March the latest working date for results to be sent to other LAs
9 April	Final details of children to be offered places in their school sent to schools
16 April	Offer letters posted/mailed to parents
30 April	Latest date for parents to confirm acceptance of school place offered
May	Start of transfer appeals
18 September	Waiting list converted to in year process and (where relevant) handed to the school/academy

* in all cases if any date above is at a weekend then the deadline will at the same time on the next working day.

2. Secondary Scheme Timeline*

Mid October	The Buckinghamshire Grammar Schools scheduled to publish outcomes of entry testing process
31 October	Latest date for parents who are moving into a catchment area to provide proof and be considered in-catchment for the first allocation round. (Some grammar schools, foundation schools, voluntary-aided schools, free schools or academies may set a different date) Closing date for application form to be returned to Admissions & Transport Team or online application to be submitted by Midnight.
21 November	Final date for return of application form for agreed special cases to be considered timely. Any applications or changes of preference received after this date and before 31 December will be processed for release on 1 March but will be processed after the timely applications.
15 December	By this date applications for schools in other LAs sent to those LAs
15 December	Details of timely applications forwarded to foundation schools, free schools, voluntary-aided schools and academies in Buckinghamshire.
31 December	Applications received after this date (i.e. last working day of the year) will not be processed until after 1 March
16 January	Foundation schools, free schools, voluntary-aided schools and academies send LA ranked list of applicants.
29 January to 12 February	Exchange(s) of offer information with other LAs
25 February	Details of children to be offered places in their school sent to schools.
1 March	Offers available on the portal and emailed to parents (posted where necessary)
15 March	Parents to confirm acceptance of offer and waiting list requests.
May	Start of admission appeals
17 September	Waiting list converted to in year process

*each year the dates will be nearest working date after the specified date, except for 31 October which is a nationally set date.

Annex 2

List of schools to which the scheme applies:

All schools located in Buckinghamshire are included within the Buckinghamshire Scheme.

The list of schools can be viewed here:

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

Two nursery Schools in Buckinghamshire are not included in the scheme but are included in the admission rules. They are:

Bowerdean Nursery
School and Henry Allen
Nursery School

Appendix 2

THE BUCKINGHAMSHIRE ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2024

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 2024.
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 apply 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 Note1)

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)

3.3

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)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)
8. 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.
9. 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: <https://www.buckscc.gov.uk/media/1740/random-allocation-procedure.pdf> (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

'School staff' includes

- i. teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and
- ii. all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.

'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
Wendover CE Junior School	Haddenham St Mary's CE School
Chalfont St Giles Junior School	The John Hampden Infant School
Elangeni School	Chalfont St Giles Infant and Nursery School
Farnham Common Junior School	Chestnut Lane Infant School
Holmer Green Junior School	Farnham Common Infant School
Iver Heath Junior School	Holmer Green Infant School
Iver Village Junior School	Iver Heath Infant and Nursery School
Prestwood Junior School	Iver Village Infant School
Carrington Junior School	Prestwood Infant School
Manor Farm Community Junior School (now an academy)	Manor Farm Community 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 for September

2024 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)

All children will be offered a school place in a reception class from the September following their 4th birthday. This offer is a full time offer, it can be accepted on a full or part time basis, or admission can be deferred within that academic year. If a place is accepted on a part-time basis then any unused hours cannot be accessed with another provider.

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/or 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 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 (after 16 April 2021) 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 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 living within the catchment area of the school (*see note 4*)
 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 5*)
 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:
 - 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. 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 as defined in the primary school admission rules

Note 2 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 5: 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 6: 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	Governing Body and LA proposed changes
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	
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 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	
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	
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	22	
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
2263	MANOR FARM COMMUNITY JUNIOR SCHOOL	‡	60	Now an academy
2049	MARSH SCHOOL	I	60	
2007	MARY TOWERTON SCHOOL - THE	C	14	
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	NEWTOWN 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 POGES SCHOOL	C	60	
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	

THE BUCKINGHAMSHIRE ADMISSIONS POLICY FOR COMMUNITY SECONDARY SCHOOLS FOR SEPTEMBER 2024

1. All applications must be made in accordance with the Buckinghamshire coordinated admissions scheme (the scheme).
2. All governing bodies of maintained schools 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. Details of the dates for timely applications and how late applications are handled are given in the secondary and in year schemes and the detailed timelines for late applications are given in the parents' guide.
4. If there are more applications received than the places available at a school,

then the places will be allocated within the secondary scheme in accordance with the published admission rules for the school.

Admission rules for

4004	BUCKINGHAM SCHOOL
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1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order (See Note 1).
2. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person (see Note 2).
3. Children living within the catchment area of the school (see Note 3).
4. *For the main point of admission:* Siblings (see Note 4) of children in Years 7 to 10 who are on the roll of the school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission.
5. *For immediate casual admission after the normal point of entry:* Siblings of children who are in Years 7-11 at the time of admission.
6. 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 5)
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 (see Notes 6 and 7) and the school's nearest open entrance gate offering the closest first. We use a straight-line distance (see Note 8).
8. 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. (see Note 9)
9. If it still not possible to decide between two applicants who are

equidistant then a random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website.

Explanation of terms used in the admission rules for all the above schools.

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 of independent education professionals will consider the applications under this rule on receipt of information from the parent to indicate strong 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: Secondary School Catchment Areas

The Council's agreed catchment map for each school can be viewed on the school directory: <https://services.buckscouncil.gov.uk/school-admissions/schools>

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.

A pupil in a secondary school will only count to provide a priority to a sibling if he or she is attending the school in Y7 to Y10 at the allocations are made (March 2016 for the main point of entry) and is still expected to be on the school's roll at the time of the proposed admission (September 2016) or Years 7-11 at the time of admission for in-year admissions.

Note 5: Definition of school staff

'School staff' includes

- i. teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and
- ii. all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.

'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 6: 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 7: Definition of normal home address (more detail can be found in the guide)

This is the child's home address. This must be where the parent or legal carer of 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 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 8: Definition of home to school distance

The **straight-line distance definition**: is 'the distance from the address point of the child'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 gate to the child's home address.

The point we measure to at the child's normal home 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 for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large-scale mapping data, such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

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

Please provide evidence by 30 January (Secondary allocation) to be included in the first allocation round

Note 9: 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 would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

ADMISSION NUMBERS FOR SEPTEMBER 2024 – COMMUNITY SECONDARY SCHOOLS

DfE	School Name	Type	2023 PAN	
4004	Buckingham School	Upper	210	

Prior to 2023 intakes the above school may become an academy.

ADMISSION ARRANGEMENTS FOR SIXTH FORM ADMISSION - COMMUNITY SCHOOLS 2024

1. Responsibility for individual decisions on admission to sixth forms has been delegated to governing bodies. Arrangements reflect traditional patterns of admission into sixth forms.
2. Applications for entry to sixth forms of secondary schools should be made direct to the schools of choice. Where a school can admit a student who fulfils the entry requirements it will do so. When a school cannot admit the student, he/she will be given written confirmation of that decision, information regarding how to appeal and (if locally resident), information about other local secondary schools with sixth form provision.
3. The table below gives the proposed sixth form admission numbers for Buckinghamshire community schools. The admission number given is an estimate of the minimum number of external candidates likely to be

admitted, and where demand exceeds this it may be possible to exceed this provided the demand for particular courses can be met. Where there are more applicants who meet the entry requirement than places available, then the admission rules will apply. These will be the same as for secondary admission into Y7 to Y11.

4. Admission numbers refer only to applicants who have not previously attended the school. All students who have attended the school until the end of Year 11 are automatically admitted providing they meet the minimum entry requirements shown below. Progression to the sixth form is not dependent on attendance, behaviour record, attitude or motivation. Any pupil not meeting the entry requirements does have the right of appeal to an independent appeal panel. Parents also have the right of independent appeal.

3.4

School	6th Form PAN	Minimum Entry Requirements	Final admission rule - distance or point score
Buckingham School	25	minimum of 20 points in the best 5 GCSEs for advanced courses	Distance