

Appendix 1

THE COORDINATED ADMISSION SCHEME FOR PRIMARY AND SECONDARY SCHOOLS IN THE AREA OF BUCKINGHAMSHIRE COUNTY COUNCIL LOCAL AUTHORITY FROM 2018 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 County Council (BCC) 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 County 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 2018. This includes applications for (fee paying) boarding places at The Royal Grammar School.

PART 1 – THE APPLICATION PROCESS

8. Buckinghamshire County 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 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 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** 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 www.buckscc.gov.uk/schooladmission
 - b. That a paper application form is available on request from the LA and with a small number supplied to 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 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 **3.00 pm (15.00 hours) on 31 October**. All paper applications should be returned to the Admissions and Transport Team at County Hall, by **3.00pm on 31 October** or the following day if 31 October is a 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 **3.00 pm (15.00 hours) on 15 January** if 15 January is Sunday then the deadline will be at the same time on the next working day. All written applications should be received by the Admissions Team at County Hall, by **3.00 pm on 15 January**, 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 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 County 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 29 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). This process will only offer places for which the child is qualified and will not include children who are not qualified for grammar schools but whose parents have only expressed grammar school or out county preferences where there were no places available. This allocation process will be based on straight line distance to each school or Academy. The school or Academy allocated will be notified to parents in the way described below.

36. 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.

37. Further rounds of this procedure may be undertaken if necessary.

38. Following the allocation the LA will also write to any child known to it where no application been received, inviting one and indicating those schools in the county where vacancies still exist following the completion of the allocation. This process will 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

39. 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.

40. Offers of places in other LAs will be processed by Buckinghamshire in the next available allocation round.

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

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

The offer

42. 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.

43. The LA will send out all offer letters/emails to Buckinghamshire parents on behalf of all admission authorities.
44. If it is possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, BCC will coordinate with the home LA, to determine a single offer.
45. 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:
- The name of the school or Academy offered;
 - Where to find further information regarding the way places were allocated at each of the other Buckinghamshire schools and Academies, with
 - General information about any out county ranked schools; and
 - 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.**
 - How to join the waiting list and/or appeal for a preferred school or Academy and any timescales for responding.

Late applications

46. See paragraph 19 above.
47. 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.
48. 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
49. 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

50. 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 www.buckscc.gov.uk/admissions and in the relevant Guide for Parents

51. 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 www.buckscc.gov.uk/admissions and in the Guide for Parents and, when made in any of the rounds before Induction day will automatically result in any place at a lower preference being withdrawn as the place is offered.
52. From August parents are expected to reaffirm their wish to remain on the waiting list, and from 18 September continuing applications would be managed within the in- year processes.
53. Two weeks after the beginning of term, 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

54. 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/emailed to parents
30 April	Latest date for parents to confirm acceptance of school place offered
May	Start of transfer appeals

* 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*

By 1 October	Latest date for parents who are moving into a grammar school catchment area to provide proof and be considered in catchment for the first allocation round. NB Dr Challoner's Grammar School sets an earlier date.
by 14 October	All grammar Schools publish outcomes of entry testing process
31 October	Closing date for application form to be returned to County Hall Admissions & Transport Team (3pm) or online application to be submitted (by 3.00pm). 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)
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	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 posted/emailed to parents
15 March	Parents to confirm acceptance of offer and waiting list requests.
May	Start of admission appeals

* 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 2018

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

coordinated admissions scheme is used to decide who should be admitted to the main school.

Admission rules for Buckinghamshire community and voluntary-controlled primary schools

1. Looked after children (*See Note 1*)
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (*See Note 2*)
3. Children living within the catchment area of the school (*See Note 3*).
4. *For the main point of entry:* Siblings (*See Note 4*) of children who are attending the school or a 'linked primary' school in Year R – Year 5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a 'linked primary school'.

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

5. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made. (A list of linked primary schools is attached)
6. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address (*See Notes 5 and 6*) and the school's nearest open entrance gate offering the closest first. We use a straight line distance. (*See Note 7*) '
7. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.
8. If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website at: <http://www.buckscc.gov.uk/media/3580123/Random-Allocation-Procedure.pdf> (*See also Note 8 below regarding twins and multiple births*)

Explanation of terms used in the admission rules.

Note 1 Definition of Looked after children

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

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

Other definitions:

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

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

Note 2 Exceptional Social and Medical process

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

The panel will consider which children can be considered under this rule prior to each admission round.

Note 3: Primary School Catchment Areas

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

<https://services.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.

We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission.

Note 5: Definition of parent

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

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

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

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

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

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

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

Note 7 Definition of home to school distance

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

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

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

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

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

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

Note 8 Multiple births – twins, triplets etc

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

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 adopt a feeder school rule) as at 17/02/2017

JUNIOR SCHOOLS

Broughton Junior School
 Haddenham Junior School

 Wendover CE Junior School
 Chalfont St Giles Junior School
 Elangeni School
 Farnham Common Junior School
 Holmer Green Junior School
 Iver Heath Junior School
 Iver Village Junior School
 Prestwood Junior School
 Thomas Harding Junior School
 Woodside Junior School
 Carrington Junior School
 Manor Farm Community Junior School
 Tylers Green Middle School

Linked Infant School(s)

Broughton Infant School
 Haddenham Infant School
 Haddenham St Mary's CE School
~~Great Kimble CE Infant~~-(if becomes combined)
 The John Hampden Infant School
 Chalfont St Giles Infant and Nursery School
 Chestnut Lane Infant School
 Farnham Common Infant School
 Holmer Green Infant School
 Iver Heath Infant and Nursery School
 Iver Village Infant School
 Prestwood Infant School
 Elmtree School
 St George's CE Infant School
 Carrington Infant School
 Manor Farm Community Infant School
 Tylers Green First School

COMBINED SCHOOLS WITH JUNIOR INTAKES

Buckingham Combined School
 Edlesborough School
 Great Horwood CE Combined School

 St Michael's CE Combined School
 Steeple Claydon Combined School
 Winslow CE Combined School

 Great Missenden CE Combined School

~~Longwick CE Combined School~~
~~Monks Risborough CE Combined School~~

Linked Infant School(s)

Maids Moreton CE Infant School
 Dagnall School
 Whaddon CE School,
 Thornborough Infant School
 Drayton Parslow Village School
 East Claydon Infant School
 Mursley CE School
 East Claydon Infant School
 Whaddon CE School
 Little Missenden CE School
 Hyde Heath Infant School
 Lee Common CE School

~~Great Kimble CE Infant School~~- if becomes Combined
~~Great Kimble CE Infant School~~ - if becomes Combined

Nursery Admissions Policy for September 2018

Background Information

Prior to compulsory education, every child is entitled to receive 15 hours free education (an additional 15 hours, total 30 hours, may be agreed for eligible families at participating schools- contact the school to clarify if they are part of this arrangement) 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 free education from the start of the term following his or her second birthday.

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

- Nursery schools
- Nursery classes in schools

All children will be offered a school place in a reception class from the September following their fourth 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.

Nursery Classes

There is no automatic admission into main school from nursery classes 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. 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 with the school for consideration for a place in the nursery from 6 months after their second birthday (2 year old admission) once the child has reached 2 years of age. Places are not allocated, however, on the basis of when the registrations were made.

Parents must apply for places in the main school under the co-ordinated arrangements. Therefore, until the allocation is public (after 18 April 2017) 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 applying the following rules:

Nursery Class Admission Rules

If the number of applications exceeds the number of places then once children who already hold a statement of special educational need or 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*)
2. Children who have exceptional medical, or social needs supported by written evidence from an appropriate professional (*see note 2*)
3. Children living within the catchment area of the school (*see note 3*)
4. 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 4*)
5. Children who qualify for Early Years Pupil Premium
6. 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'.

7. 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 for 15 or 30 hours, the additional 15 hours may be agreed for eligible families (contact the nursery school for more information). Once children who already hold a statement of special educational need or 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*)
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 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.
4. Children who qualify for Early Years Pupil Premium (*see Note 5*)
5. Any remaining places will be allocated on the basis of the child's date of birth, oldest 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.

Note 1 Definition of Looked after children

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

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

Other definitions:

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

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

Note 2 Exceptional Social and Medical process 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, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. They must also provide evidence that they are entitled to receive Free School Meals or Disability Living Allowance. It must clearly

show why the school is the most suitable and any difficulties if alternate schools were offered.

Note 3: Primary School Catchment Areas

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

<https://services.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 2018 for Community and Voluntary Controlled Schools

DfE	School Name	Type	Agreed 01/09/2018	Governing Body and LA proposed changes
2132	ASH HILL PRIMARY SCHOOL	C	30	
2250	ASTON CLINTON SCHOOL	C	58	Was 56. Increase requested by governing body
2225	BEARBROOK COMBINED SCHOOL	C	60	
2008	BLEDLOW RIDGE SCHOOL	C	20	
2126	BOOKER HILL SCHOOL	C	30	
2179	BROUGHTON INFANT SCHOOL	I	60	
2152	BROUGHTON JUNIOR SCHOOL	J	60	
2245	BUCKINGHAM PRIMARY SCHOOL	C	60+30	
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	
3034	CHESHAM BOIS CE COMBINED SCHOOL	C	30 +2	
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	24	
2000	DISRAELI SCHOOL - THE	C	90	
2028	DORNEY SCHOOL	C	30	
2009	DOWNLEY SCHOOL	C	60	
2030	DRAYTON PARSLow VILLAGE SCHOOL	I	15	
2031	DROPMORE INFANT SCHOOL	I	20	
2033	EDLESBOROUGH SCHOOL	C	30+10	
2282	ELANGENI SCHOOL	J	60	
2181	ELMHURST SCHOOL	C	50	
2213	ELMTREE SCHOOL	I	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	22	
3063	GREAT HORWOOD CE COMBINED SCHOOL	C	15+15	

3039	GREAT KIMBLE CE SCHOOL	I	15	Reduction from 20 if proposal to become combined school is approved.(see cabinet member report)
2167	GRENDON UNDERWOOD COMBINED SCHOOL	C	30+2	
2040	HADDENHAM INFANT SCHOOL	I	30	
2276	HADDENHAM JUNIOR SCHOOL	J	82	
3073	HADDENHAM ST MARY'S CE SCHOOL	I	30	
2333	HALTON COMBINED SCHOOL	C	30	
2162	HAYDON ABBEY SCHOOL	C	60	
3025	HIGH ASH CE COMBINED SCHOOL	C	40	
2352	HIGHWORTH COMBINED SCHOOL AND NURSERY	C	56	
2150	HOLMER GREEN INFANT SCHOOL	I	60	
2200	HOLMER GREEN JUNIOR SCHOOL	J	60	
2345	HOLTSPUR SCHOOL	C	30	
2242	HUGHENDEN COMBINED SCHOOL	C	15	
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	55	
2061	IVER VILLAGE JUNIOR SCHOOL	J	55	
2189	JOHN HAMPDEN SCHOOL WENDOVER	I	90	
2065	JORDANS SCHOOL	I	24	
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	Was 20. Increase requested by governing body
2068	LEY HILL SCHOOL	C	30	
2153	LITTLE CHALFONT COMBINED SCHOOL	C	30	Now no formal Junior entry point
2071	LITTLE KINGSHILL COMBINED SCHOOL	C	30	
2261	LONG CRENDON SCHOOL	C	30	
3043	LONGWICK CE COMBINED SCHOOL	C	30+2	Reduction in Year 3 intake if proposal for Great Kimble to become combined school is approved.
2196	MANOR FARM COMMUNITY INFANT SCHOOL	I	75	
2263	MANOR FARM COMMUNITY JUNIOR SCHOOL	J	60	
2049	MARSH SCHOOL	I	60	
2007	MARY TOWERTON SCHOOL - THE	C	12	Change of age range was agreed in January 2017, with commensurate reduction in admission number from 18
2123	MEADOWS SCHOOL - THE	C	30+3	
2006	MILLBROOK COMBINED	C	60	
3046	MONKS RISBOROUGH CE COMBINED SCHOOL	C	30+2	Was 26 +6 - Increase in reception intake and reduction at Y3 <i>if proposal for Great Kimble to become a combined school is approved.</i>
2335	NAPHILL & WALTERS ASH SCHOOL	C	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	17	
2184	OAKRIDGE SCHOOL	C	56	
2084	PRESTWOOD INFANT SCHOOL	I	60	
2204	PRESTWOOD JUNIOR SCHOOL	J	60	
2011	PRINCES RISBOROUGH SCHOOL	C	45+3	Was 40+3 -Increase in reception intake if proposal for Great Kimble to become a combined school is approved.
3074	QUANTON CE COMBINED SCHOOL	C	30	Was 18. Increase requested by governing body
2292	ROBERTSWOOD COMBINED AND NURSERY SCHOOL	C	60	
2038	ROUNDWOOD PRIMARY SCHOOL	C	27	
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	
3020	ST MARY'S CE SCHOOL	C	60	
3017	ST MICHAELS CE	C	30 +3	
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	Removed Year 3 intake as feeder schools became combined.
3028	STONE CE COMBINED SCHOOL	C	30	
2205	THOMAS HARDING JUNIOR SCHOOL	J	60	
2219	THOMAS HICKMAN SCHOOL	C	60	
2113	THORNBOROUGH INFANT SCHOOL	I	15	
2280	TURNFURLONG JUNIOR SCHOOL	J	90	
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	
2258	WATERSIDE COMBINED SCHOOL	C	30	
3029	WENDOVER CE JUNIOR SCHOOL	J	90	
2055	WEST WYCOMBE COMBINED SCHOOL	C	30	
3018	WHADDON CE SCHOOL	I	20	Was 18. Increase requested by governing body
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+30	
2143	WOODSIDE JUNIOR SCHOOL	J	60	

Appendix 3

THE BUCKINGHAMSHIRE ADMISSION POLICY FOR COMMUNITY SECONDARY SCHOOLS FOR SEPTEMBER 2018

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 a statement of special educational needs or Education, Health and Care Plan that names the school. These children will therefore be admitted prior to applying the admission rules.
3. 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
4067	THE MANDEVILLE SCHOOL
4042	THE MISBOURNE SCHOOL

1. Looked after children (*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.

For immediate casual admission after the normal point of entry: Siblings of children who are in Years 7-11 at the time of admission.

5. 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 5 and 6*) and the school's nearest open entrance gate offering the closest first. We use a straight line distance (*see Note 7*).
6. 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.

- 7 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

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

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

Other definitions:

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

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

Note 2 Exceptional Social and Medical process

A panel comprising 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 County Council's agreed catchment map for each school can be viewed on the checker:

<http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/catchment-areas/>

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 parent

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

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

Note 6: Definition of normal home address (more detail 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 is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

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

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

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

Note 7 Definition of home to school distance

The **straight line distance definition**: is 'the distance from the address point of the 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-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®).

The PAF contains postal address data 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 8 Multiple births – twins, triplets etc

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins 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 2018 – COMMUNITY SECONDARY SCHOOLS

DfE	School Name	Type	2018	
4004	BUCKINGHAM SCHOOL	Upper	180	
4067	MANDEVILLE SCHOOL	Upper	200	
4042	THE MISBOURNE	Upper	180	

Prior to 2018 intakes the above schools may become academies, but for 2018 the admission rules used for admission will be as set out above.

ADMISSION ARRANGEMENTS FOR SIXTH FORM ADMISSION - COMMUNITY SCHOOLS

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.

5.

School	6th Form Admission Number	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
Mandeville School	25	minimum of 20 points in the best 5 GCSEs for advanced courses	Distance
The Misbourne School	25	minimum of 20 points in the best 5 GCSEs including at least 8 points from English and Maths for advanced courses, minimum of 16 points for BTEC courses	Distance