

Appendix 2

THE BUCKINGHAMSHIRE ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2019

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 2019.
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.
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 This can then be withdrawn or declined if it is agreed that the child should be held back a year.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 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 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: <https://www.buckscc.gov.uk/media/1740/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 and Previously 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 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.

Other definitions:

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: '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 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.

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-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 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 retain or adopt a feeder school rule) as at 1/11/2017

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

Linked Infant School(s)

Maids Moreton CE Infant School
~~Dagnall School~~ (if becomes combined)
~~Great Kimble CE Infant School~~- if becomes Combined
~~Great Kimble CE Infant School~~ - if becomes Combined
~~Great Kimble CE Infant School~~ - if becomes Combined

Nursery Admissions Policy for September 2019

Background Information

Prior to compulsory education, every child is entitled to receive 15 hours free 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 free 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 free 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 free 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

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 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. 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.

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: 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.

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 and previously 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 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 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.

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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.

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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

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Note 4: Definition of sibling

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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 2019 for Community and Voluntary Controlled Schools

DfE	School Name	Type	Proposed 01/09/2019	Governing Body and LA proposed changes
2132	ASH HILL PRIMARY SCHOOL	C	30	
2250	ASTON CLINTON SCHOOL	C	58	
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	
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	
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	24	Governors have requested an increase to 24
3039	GREAT KIMBLE CE SCHOOL	I	15	Reduction from 20 if proposal to become combined school is approved.(see cabinet member report). Scheduled to cease to be a VC school

				by January 2018.
2167	GRENDON UNDERWOOD COMBINED SCHOOL	C	30	Governors have requested to remove the +2 at Junior transfer
2040	HADDENHAM INFANT SCHOOL	I	30	
2276	HADDENHAM JUNIOR SCHOOL	J	90	Increase to meet rising demand in Haddenham due to new housing.
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	45	Was 40. Increased at request of governors.
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	
2068	LEY HILL SCHOOL	C	30	
2153	LITTLE CHALFONT COMBINED SCHOOL	C	30	
2071	LITTLE KINGSHILL COMBINED SCHOOL	C	30 +2	Governors have requested a +2 at Junior transfer.
2261	LONG CRENDON SCHOOL	C	30	
3043	LONGWICK CE COMBINED SCHOOL	C	30+2	
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	
2123	MEADOWS SCHOOL - THE	C	30+3	Scheduled to cease to be a Community school by January 2018.
2006	MILLBROOK COMBINED	C	90	Following formal consultation to increase from 60 to 90
3046	MONKS RISBOROUGH CE COMBINED SCHOOL	C	30+2	
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	
3074	QUAINTON CE COMBINED SCHOOL	C	30	
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	
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	Scheduled to cease to be a VC school by March 2018.
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	Scheduled to cease to be a Community school by date tbc.
3029	WENDOVER CE JUNIOR SCHOOL	J	90	
2055	WEST WYCOMBE COMBINED SCHOOL	C	30 +2	Governors have requested a +2 at Junior transfer.
3018	WHADDON CE SCHOOL	I	20	
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+4	Following in year variation application to reduce Junior entry to +4
2143	WOODSIDE JUNIOR SCHOOL	J	60	