



Services for Children and Young People in Buckinghamshire

Primary School Admissions September 2010 – August 2011 Entry

Parental Information Allocation of School Places

Please read this leaflet with the letter you have received about your child's admission to primary school in the next school year. Information is also provided in the Guide for Parents September 2010 – August 2011 Entry which you received last year, and the allocation profile document.

The enclosed letter tells you of the primary school place allocated to your child. The allocation we have made will have taken into account:

- The preferences you made
- The order you ranked (listed) your preferences
- The outcome of applications to voluntary-aided and foundation schools who have separately applied their admissions rules.
- The outcome of any application made under the Rule 4 (church-for voluntary controlled schools only) and Rule 5 (exceptional medical or social reasons).

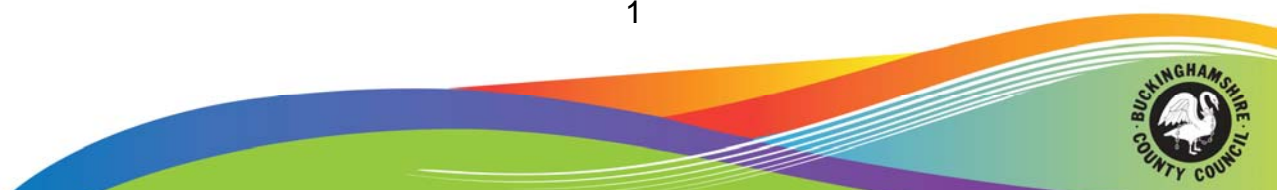
Remember – The deadline for returning your acceptance form, requesting an appeal pack or asking to go on a schools waiting list is 14 days from the date of your letter.

This leaflet gives answers to the most frequently asked questions including how to:

- Accept any place offered
- Put your child's name on the waiting list for your preferred school(s)
- Appeal for a place at your preferred school
- Contact the Admissions & Transport Team

Q1 I wish to accept the place offered. Do I need to do anything?

Yes, please complete and return the form enclosed with this letter showing you are accepting the place offered. The completed form should be returned to the Admissions and Transport Team within 14 days of the date of the offer letter. Alternatively you can e-mail us to confirm your acceptance at schoolacceptance@buckscc.gov.uk



Q2 How does the allocation process work?

Your application to each of the schools you listed was considered using that school's admission rules. Where more than one school was able to offer your child a place we then used your order of preference to decide which offer you would prefer, and gave your child the school you listed higher on your list.

Q3 You have not allocated me a place at my first preference school, why not and what can I do?

If the final offer was not to the school that was your highest preference then that is because there were more applications than places available. For each school the admission rules were applied, and unfortunately it was not possible to meet your preference as other children had a higher priority and were offered the available places. The 'Allocation Profile' you have received with this letter will tell you how many places were offered at each school and which rules they were able to offer to. You can now:

- Accept the place offered, this is what we recommend you do. You can still appeal for a place at a higher preference school and/or go on the waiting list(s). Accepting the place we have offered will not affect either of these but will ensure your child has a school place.
- Ask to go on the waiting list for a place at your preferred school(s). Waiting lists will be held in admissions rules order. You can go on the waiting list for a maximum of 3 schools at any one time. You can include your original preferences or list new schools.
- Request an appeal for your preferred school. See the answer to Q5.
- If you do not live in Buckinghamshire you should contact your own Local Authority, if you have not already done so, to discuss the availability of schools in your area.

Remember one or all of these options can be pursued at the same time.

Q4 You have not allocated me a school, why is this?

This is either because we have not been able to offer you a place at any of your preferred schools and, as you do not live in Buckinghamshire, you should contact your own Local Authority, if you have not already done so, to find out about schools in your area.

or

Your child is currently in an infant school, and you did not fill in and return an application form for them to transfer to a junior/combined school. Please fill in the enclosed application form and return it to us by 3 March 2010 for your child to be included in the second round of allocations.

or

Your child is currently in a combined school and we are unable to offer you a place at your preferred junior school. Your child can remain at their current combined school.

If you live in Buckinghamshire and have decided that you do not require a place at a Buckinghamshire primary school for your child, please could you tell us where your child will be going to school in September 2010. You can write or e-mail this information to us admissions@buckscc.gov.uk

Q5 I want to appeal, how do I do this?

If you wish to appeal for a place at a voluntary-controlled or community school, then you will need to contact us to request an appeal form. Please telephone 01296 382576/2701, or email

admissions@buckscc.gov.uk (you must include your child's name, date of birth, address and the name of the school you are appeal for in the e-mail). **Please note these are dedicated telephone lines to request appeal documents only. If you have any queries about your child's allocation then you will need to contact the Admissions & Transport Team.** There is more information about the appeal process on page 25 of the Primary Guide for Parents.

Voluntary-aided and foundation schools may manage their own appeal process. If you wish to appeal for a place at one of these schools then you will need to contact the school. The voluntary-aided and foundation schools are listed at the back of this leaflet. They will let you know if they have asked the Council to help them organise their appeals

You can also contact The Advisory Centre of Education (ACE) who are a national charity and provide independent advice on the admission and appeal process. Website www.ace-ed.org.uk or telephone 0808 8005793 (a free phone number available from Monday – Friday 10am till 5pm)

Q6 I have applied under Rule 5 (exceptional medical or social reasons) and you have not allocated me a place at my preferred school. Why not?

If you submitted professional supporting evidence to show why your child should attend a particular school, this information will have been considered as part of your application. The reason your child has not got a place may be because the school you applied to is oversubscribed, and we were not able to offer places to children under Rule 5 as all the places had been offered under a higher rule. Alternatively, it may be because your case was not agreed under the exceptional rule as you had not supplied appropriate professional supporting evidence, or the information supplied was not considered to be exceptional. If your application under Rule 5 was for a voluntary-controlled or community school, you should have already received a letter advising you of the decision made on your application under exceptional medical or social needs. Only a very small number of pupils each year are agreed under the exceptional rule.

If you still feel that you have exceptional reasons for preferring a particular school, or your circumstances have recently changed, you will need to take your case to independent appeal and include these details on your appeal form.

Please note that some voluntary- aided and foundation schools do not have an 'exceptional needs' rule.

Q7 I have decided I would like to put my child's name on a waiting list. What should I do?

You can put your child's name on the waiting list for up to three schools by completing and returning the response form enclosed with this letter. We will then consider your request in future allocation rounds. You are likely to be more successful if the school(s) you list are those for whom your child would be placed high on the waiting list when sorted into admission rules order – for example your catchment school.

- Your child's position on the waiting list can move up or down as other children leave or join the list. Page 24 of the Primary Guide has more information.
- All waiting list enquiries **MUST** be made in writing or via e-mail and can only be responded to once the waiting list has been completed. This will not be until the week beginning 12th April 2010. This information will not be given out over the telephone.



- The waiting list can vary on a daily basis as new applicants request a place on a schools list or parents change their child's preferences.
- You can change your child's preferences, but this must be done in writing or via e-mail.

If we can offer your child a place from the waiting list, when we offer this place to your child, we will automatically take away the place we previously offered and that place will be offered to another child. This is because your child can only hold the offer of one place at a time. We will not telephone you to check if this is what you want. By asking to go on the waiting list for a school it is assumed that if we are able to offer a place at this school this is what you want us to do. If at anytime you want to remove your child from the waiting list you must ask us to do this in writing.

Q8 I sent in a request to change my preference / request a new preference after the closing date but it has not been actioned. Why not?

The 31 December 2009 was the latest date for us to amend your preferences or to add any additional late preferences to your list. If you are not happy with your child's allocated school the enclosed form allows you to put your child on the waiting list for up to three schools. These could be your original preferences or any new preferences. If we receive this information by 3 March then we will write to you on 31 March to advise you of the outcome of your request. Please see the timeline on page 5 of the Primary Guide for the dates for considering later applications.

Q9 Our home address is within the catchment area of my first preference school. Why have I not got a place at this school?

We cannot guarantee that all of the children will be offered a place at their catchment school. Although most schools are able to admit their catchment pupils, unfortunately this is not always the case. Where there are more catchment children than there are places, the schools admission rules are used to decide who should be allocated. The enclosed 'Allocation Profile' provides further information on the allocations made to all of the schools, and tells you which schools still have places.

Q10 My child has a sibling (brother or sister) at my first preference school and although I do not live in the catchment area, I thought he / she would be allocated a place. Why has this not happened?

Although we try to offer places to siblings wherever possible, no child has an automatic entitlement to a particular school place. There are two reasons why you may not been allocated a place:

- The school has not been able to allocate places under the sibling rule **or** has not been able to allocate to all the out of catchment siblings. If there were more siblings than places remaining, those siblings who live closest to the school will have been offered places
- or**
- Your child already at the school has not been agreed as a sibling for our admission rules. For example if your older child is in Year 6 and will be leaving the school in July this year they do not count as a sibling within the admission rules. You should already have been advised in writing where the sibling rule has not been agreed.

'Sibling' relates to a brother or sister who will be in Reception – Year 5 at the preferred school (or a linked school) at the time the allocations are made or who have already been allocated a place to start in the current academic year at the school (or a linked primary school).

Q11 My child attends the nursery class of my preferred school but even though this school is my preference, no place has been allocated. Why?

Attendance at the pre-school or nursery class does not ensure a place at your preferred school, and it is not taken into consideration unless it is part of that school's admission rules.

Q12 I want my child to join a combined school but they do not have an admission number at junior transfer.

You should already have been contacted if any of your preferences were for combined schools without a point of entry into Year 3, and been advised to contact your preferred school at the beginning of the summer term. Your application will be a casual application. Casual applications are considered by the schools during the summer term when the number of children in the year group ready for the beginning of the autumn term becomes clearer. If your preferred school is unable to offer your child a place you will have the right of appeal.

Q13 I will be moving into a Buckinghamshire school's catchment. When and how can I be considered as living in catchment for the second and subsequent rounds?

Pages 11 - 13 of the parents' guide give more details, but in summary:

To be treated as living in-catchment you must provide us with written proof, such as completion of purchase or a rental agreement, showing that you and your family are living in the home at the time your application is processed **and will be living there for at least 6 months after 1 September 2010**. Once you have provided this evidence, and we have checked it, we will treat your child as in-catchment from that point on in the procedure, and any waiting list position can be amended to reflect this.

We cannot guarantee that your child will be offered a place at your preferred catchment school, but all Buckinghamshire residents will be offered a school place if they require one. You will have the right to appeal for a place at your preferred school(s), if we are not able to offer your child a place.

False claims of residence happen each year and we may need to ask you to provide a number of items as proof of residence at the address you are declaring. You should not use a relative's address unless you are permanently resident with them, a rental address of a property that you do not live in or ask us to use an address for your child that is not the family home unless there are very exceptional circumstances. **If we offer a place and afterwards find that you have intentionally acted fraudulently or misrepresented the situation, then we will withdraw the offer of a place.**

Q14 When will my child start school? (Rising 5 intake)

Schools admit pupils at different times depending on the child's age, and the school's own arrangements. The school will contact you to advise of your child's starting date. If your child will not be five when they start school you can delay entry into the school. You can do this for up to a term after your child's fifth birthday as long as this is still in the same academic year. For example if your child is five on the 1 September 2010 you can delay entry until January 2011, or if your child is five on 1 January 2011 you can delay entry until the beginning of the Summer Term 2011. If you wish to delay your child's starting date you will need to let the school know this in writing.



Q15 Will my child get free transport to school?

Yes, if your child lives in Buckinghamshire and the distance from your home to the school is greater than two miles by the shortest walking route for a child who is less than 8 years of age at the beginning of the academic year, or greater than three miles for a child who is over the age of 8 at the beginning of the academic year. **Your child must also go to one of the following:**

- Your catchment area school, or the school nearest to your home at which you can be offered a place
- In the case of pupils admitted on 'denominational grounds' (religious reasons), the denomination school serving your area as long as you live within the 'agreed travel area' for the school. Not all denominational schools have an agreed travel area.

Some low income families with children aged 8-11 who attend the nearest appropriate school and live more than two miles from the school may be entitled to free transport. In order to be entitled to free school transport the children will need to qualify for free school meals because their parents/carers are in receipt of at least one of the following:

- Income Support
- Income Based Job Seekers Allowance
- Employment Support Allowance (income related)
- Child Tax Credit (unless you also claim working tax credits) with income less than £16,040.00 (subject to change from April 2010) – form TC602(A)
- Support under Part VI of the Immigration and Asylum Act 1999
- Guarantee Element of State Pension Credit

You must attach evidence of the benefits you are receiving with the transport application form.

Nearest appropriate school – the nearest school to your home with a place that the council says would meet your child's educational needs.

Transport is provided from the start of the term in which a child becomes five (Rising 5). If your child starts school earlier than this transport is not provided, even if they meet the entitlement criteria.

Q16 How do I apply for transport?

If your child is starting school for the first time or transferring to a Junior/Combined School into Year3/4, and we believe your child will be entitled to free home to school transport, then you should have an application form enclosed with your letter.

Please remember that your child will not be entitled to transport until the term in which they have their fifth birthday even if they can start at the school before this date.

If you believe your child is entitled to home to school transport and we have not enclosed a form you can contact the Admissions & Transport Team on 01296 383250 or you can email your query to educationtransport@bucksc.gov.uk

Q17 How do I find out about the allocation of the places at my preferred school?

In the first instance you should read the enclosed allocation profile, which tells you the rule each school were able to offer to, and the number of pupils allocated under each rule. If you still feel that your child should have been offered a place or an error has been made, then please contact the Admissions & Transport Team.

Q18 How do I contact the Admissions & Transport Team?

In the first instance your call will be taken by the Customer Contact Centre. Complex enquiries will be transferred to the Admissions & Transport Team. Any advice given on the telephone is for “information purposes” only and should not be regarded as our final decision on an admission enquiry. If you require a definite reply please write or e-mail us, giving full details of your case. We will be able to give full consideration to your circumstances and confirm our decision in writing.

To contact the Admissions & Transport Team:

Telephone:	01296 383250 between 9.00am and 5.30pm (5.00pm on Friday)
Email admission queries to:	admissions@buckscc.gov.uk
Email transport queries to:	educationtransport@buckscc.gov.uk
Email acceptances to:	schoolacceptance@buckscc.gov.uk
Fax:	01296 383016
Write to:	Admissions & Transport Team, Access & Inclusion, Achievement & Learning Division, Buckinghamshire County Council, County Hall Aylesbury, Bucks HP20 1UZ
Request an appeal pack	Telephone 01296 382701/2576
Call into:	County Hall, Walton Street Aylesbury. Please make an appointment in advance.

To appeal for a place at any of the schools listed please contact the school for information:

Bedgrove Infant School	F	01296 481353
Bedgrove Junior School	F	01296 487973
Beechview School	F	01494 527113
Bourton Meadow School	F	01280 823374
Brookmead School	F	01296 668543
Brushwood Junior School	F	01494 786023
Cadmore End CE School	VA	01494 881460
Castlefield School	F	01494 436018
Chalfont St Peter CE School	VA	01753 883982
Cuddington & Dinton CE School	VA	01844 291206
Curzon CE Combined School	VA	01494 712251
Danesfield School	F	01628 483031
Frieth CE Combined School	VA	01494 881554
Gerrards Cross CE School, The	VA	01753 882731
Great Kingshill CE Combined School	VA	01494 713159
Hamilton Primary School	F	01494 522231
Hannah Ball Infant School	F	01494 522476



Hawridge & Cholesbury CE School	VA	01494 758368
Hazlemere CE Combined School	VA	01494 521420
High Wycombe CE Combined School	VA	01494 524220
Holy Trinity CE (VA) School	VA	01628 482831
Ibstone CE School	VA	01491 638281
Little Marlow CE School	VA	01628 473316
Little Missenden CE School	VA	01494 862021
Loudwater Combined School	F	01494 524919
Marlow CE Infant School	VA	01628 483983
Marsh Gibbon CE School	VA	01869 277268
Marsworth CE Infant School	VA	01296 668440
Our Lady's Catholic Primary School	VA	01494 726390
Overstone Combined School	F	01296 688799
Radnage CE Infant School	VA	01494 482167
Seer Green CE Combined School	VA	01494 676344
Speen CE (VA) School	VA	01494 488321
St Augustine's Catholic Primary School	VA	01494 522338
St Edward's Catholic Junior School	VA	01296 424544
St Mary's Farnham Royal CE Primary School	VA	01753 644471
St John's CE Combined School	VA	01844 343521
St Joseph's Catholic Combined School	VA	01753 887743
St Joseph's RC Infant School	VA	01296 484618
St Louis' Catholic Combined School	VA	01296 488915
St Mary's & All Saints CE Primary School	VA	01494 673762
St Mary's CE Primary School, Amersham	VA	01494 726032
St Nicolas' CE Combined School	VA	01628 603759
St Paul's CE Combined School	VA	01628 521553
St Peter's Catholic Primary	VA	01628 472116
Swanbourne CE (VA) School	VA	01296 720295
Weston Turville CE School	VA	01296 613436