

Services for



Children and Young People
in Buckinghamshire



STARTING SCHOOL OR MOVING UP TO JUNIOR SCHOOL

FOR PARENTS WHO ARE APPLYING FOR A
PRIMARY SCHOOL PLACE FOR SEPTEMBER 2012



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Welcome

Starting at Primary School or moving on to junior school is an exciting time for children and parents, but it can also be a time of anxiety as you decide which schools to apply for and wait to see whether your application has been successful.

This guide is designed to help you at this important time. It explains the different types of school in Buckinghamshire and the co-ordinated admission process that ensures that every child gets the offer of a primary school place at the same time. The Guide for Parents outlines the procedures that we follow and tells you where you can get more information. Detailed information about the primary schools in the county is in the Primary Schools Directory.

You will be able to apply online for a primary school place, which we are sure you will find convenient. If you do not have internet access, you will need to complete a paper form.

We all want each child to make a happy and successful start at his or her new school. I hope you will work with your child's school and take an active part in making sure they have a bright future. We are proud of our schools in Buckinghamshire and the excellent opportunities that they offer for all children and we will work with them all to continue raising standards. I hope you will find this guide useful.

Please accept my best wishes for your child's future education.

Sue Imbriano

Strategic Director of Children & Young People's Services



Please read this guide carefully and make sure you understand how your application will be handled.

Please make time to visit the schools before you apply so that you have all the information you need when you make your application. Our staff, and the headteacher and staff at the primary schools, are able to explain how the system works.

General information

This guide is written with Buckinghamshire residents in mind, but it will also be helpful if you live outside of our area. If you pay your Council Tax to Aylesbury Vale, Chiltern & South Bucks or Wycombe District Councils then we are your home Local Authority (LA).

If you live outside of Buckinghamshire, make sure you read the guidance from your own LA on starting school or transferring to junior school - there may be important dates, and things for you to do, that are different.

We have tried to make the Guide as clear as possible but in some places we have had to use more complicated language. Please contact us if you would like us to explain anything to you.

At the time of going to print, the County Council is not aware of any objections to the Office of the Schools Adjudicator, about admission policies for any Buckinghamshire school.

Additionally, at the time this guide was produced, the Government had entered into consultation about revised Admissions and Appeals Codes. The outcomes will not be known until later this year, or early in 2012.

It is possible that other schools may become an Academy after this guide, and the Primary Schools Directory, have gone to print. If you would like to check a school's status at any time, speak to them direct and they will let you know.

When we say 'we', 'our', 'us', 'The Admissions & Transport Team' or 'Buckinghamshire LA' we are talking about Buckinghamshire County Council. When we refer to 'parent' this also includes carers.



Introduction

You need to make an application to show which primary schools you would like your child to go to - we call these your preferences. You can apply online, or with a paper application form if you don't have internet access. If you do not make an application then your child will not be offered a school place.

This Guide for Parents is written to give you the information you need about:

- Making an application
- Primary School offers
- Induction Day

It is very important that you read the Guide throughout the process. It contains information that will be helpful to you; right up until your child starts primary school or transfers to a junior school.

Most of the questions that you will have about your child going to primary school will be answered in this guide. If you would like any further help, just contact us.

Contact Us

Email admissions@buckscc.gov.uk

Telephone 01296 383250

Office hours

9am – 5.30pm Monday to Thursday
9am – 5pm Friday

Fax 01296 383560

Post

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County Hall
Aylesbury
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You should read this guide with the Primary Schools Directory (the Directory), which is available on our website
www.buckscc.gov.uk/schooladmission

If you don't have access to a computer you may be able to use a computer in the library or you might be able to get a friend to help you make an application using their computer. You will have to get an email address. If you cannot do this we can post you any of the documents mentioned in this guide.

Timeline

This is a very basic timeline to give you some important dates for your diary. Make sure you read the rest of the Guide for more information.

2011

September/ October/ November

Take the time to visit primary schools in your area. Check www.buckscc.gov.uk/schooladmission to see when the schools are holding their open days. Some schools do not have formal days so you will have to ring the school to make an appointment to visit.

1 November

From this date you can go online and make your primary school application (Buckinghamshire residents only).

2012

13 January 2012 – DEADLINE!

3pm today is the latest date for parents of children in Buckinghamshire infant schools to hand their paper form into their child's school (Buckinghamshire residents only), or by 5pm to the council offices.

15 January – DEADLINE!

This is the latest date for you to make and submit an online application (Buckinghamshire residents) – you have until midnight. We recommend that you do not leave it until the last possible date to make an application.

31 January

The latest date for moving into Buckinghamshire (and providing evidence) for us to use this address for the first round of allocations.

10 April

If you applied online we will send you an email to let you know which school you have been offered. You will also be able to log on to view your online application and see which school we have offered.

Offer letters are posted to Buckinghamshire residents.

3 July

Many children attend an Induction Day at their new primary school.

September

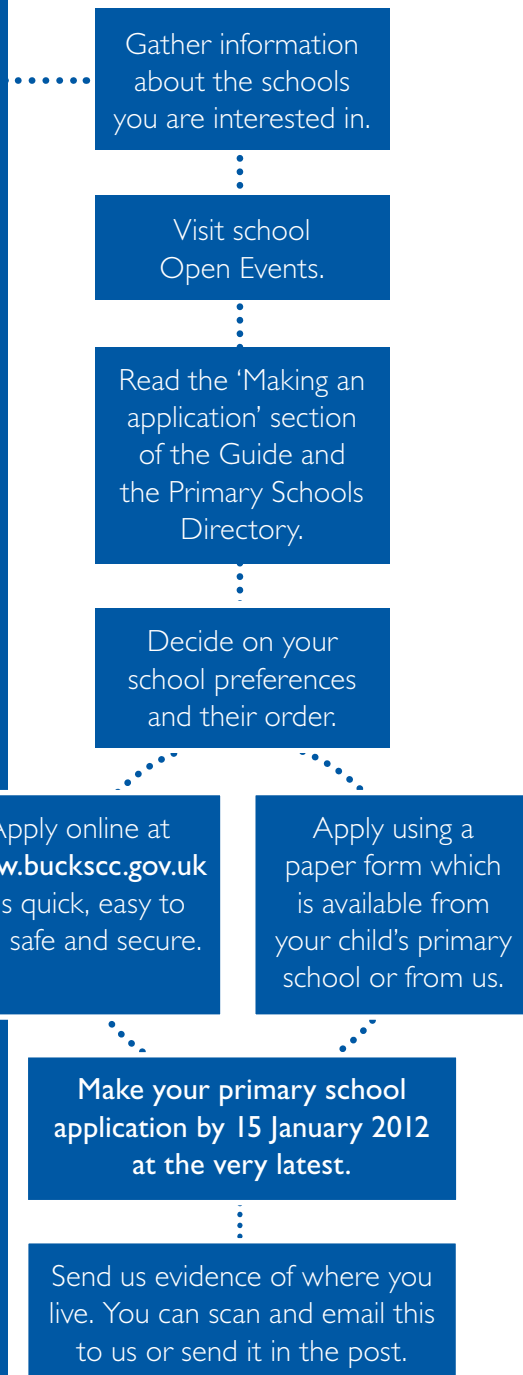
Children can start full time at their new school

Have you made a note of the deadlines?

SECTION 1 Making an application

This section of the Guide gives you the information that you need to read before making your application for primary school, as well as letting you know how to make your application.

Make sure you read this section in full as it is very important. Even if you have been through the process before there are likely to be things that are different. It is essential that you make your application correctly, and on time, as this can have a significant effect on how likely it is that you are offered a place at the school you are interested in.



Some background information

As many parents will be making a primary school application for the first time, this section is here to give you some general information that we hope you will find helpful.

Different types of primary schools

Primary schools in Buckinghamshire are for children aged 4 to 11, and include the following types of school:

- Infant schools (4 to 7 years old) in some areas of North Buckinghamshire, children can stay until they are aged 9 years.
- Junior Schools (7 to 11 years old)
- Combined schools (4 to 11 years) some combined schools admit additional children into Year 3. One combined school in North Buckinghamshire admits children into Year 5
- Special schools - for children with Statements of Special Educational Needs

Each primary school is classed as a Community, Voluntary-Controlled, Voluntary-Aided or Foundation School or an Academy.

Community and Voluntary-Controlled schools are managed by the Local Authority (LA).

Voluntary-Aided schools are managed by the Church of England or Roman Catholic diocese. The governing body of the school sets and applies the admission rules and we will offer school places on behalf of the governing body.

For **Foundation schools** the governing body sets and applies the admission rules. We will offer places on behalf of the governing body.

Academies are independent state schools and are established by sponsors from business, faith or voluntary groups, or as a result of schools converting in line with recent Government legislation. Places are offered on behalf of the governing body/trust, which sets and applies the admission rules.

All schools have admission rules (criteria) which are used if a school has more applications than places available. You can see which type each school is classed as, and which rules apply to each school, by checking the Primary Schools Directory. Schools do have different rules so you must check these before making your application.

When we talk about an **Admission Authority**, this is who is responsible for admissions for a particular school. For Community or Voluntary-Controlled schools, the Admission Authority is Buckinghamshire LA. For Voluntary-Aided or Foundation Schools and Academies, this is the school itself.

Who should make the application?

The person who is the child's 'parent' should make the application.

A parent is defined in law (the Education Act 1996) as 'Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person.'

If two parents with parental responsibility live at different addresses, the parent the child lives with for most of the week should make the application with the full knowledge and consent of the non-resident parent. We may ask for evidence if circumstances have changed in the past 18 months. Please see information about shared or joint residence that we cover later on this page.

Who should you make your application to?

You need to make your application to the LA for your home address (your home LA), even if you would like to list schools in another area. Each LA will share preferences with each other. It will be your home LA that will let you know which place has been offered, even if it is the offer of a school in another area. For Buckinghamshire residents this will be 10 April 2011.

Your Normal Home Address

This is where you and your child live. For admission purposes, this must be a residential property that is your child's only or main residence. It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child's parent(s) or person with parental responsibility. A child's Normal Home Address is where he or she spends most of the week, unless it is accommodation at a boarding school.

Shared or joint residence

To avoid doubt, where a child lives with parents/guardians (with or without parental responsibility) whether for part of a week, or month, the address where the child lives will be determined by confirmation of the registered address to which Child Benefit is currently being paid. You must therefore send us a copy of your latest benefit entitlement notice. We may ask for further evidence.

Catchment areas

Most Buckinghamshire primary schools have a catchment area (some Voluntary-Aided Schools and Academies do not have a catchment area), which is a geographical area that can give priority for admission to children who live there.

Whilst living in a catchment area can help your child's chances of being offered a place, there is no guarantee that this will be possible. You can work out which catchment areas you live in by looking at the Catchment Area Checker on our website:

www.buckscc.gov.uk/schooladmission

You can also look at the catchment area maps for each primary school at www.buckscc.gov.uk/schooladmission

The admission rules for each school show the priority given to catchment children when we look to see who can be offered a place. Look in the Directory for more information. We follow the admission rules whether a child lives inside or outside of Buckinghamshire.



Have you checked your catchment schools on our website?

Special Educational Needs

Many children with Special Educational Needs go to a local school and have some extra support. As well as this, some schools help children with particular needs. If your child has (or you expect them to have) a Statement of Special Educational Needs, you should contact the Special Educational Needs Team by emailing sen@buckscc.gov.uk or calling 01296 382331. Most parents of children with a Statement will know about their child's primary school place before April 2012.

Children in Care

Children in Care are looked after by the LA, including those children under a Care Order or Interim Care Order. See the Directory to check where Children in Care come in the admission rules for each school.

Infant class size

By law, no infant - aged pupil should be taught in a class where there are more than 30 pupils for each school teacher. An infant class is one where most children will be five, six or seven during the academic year. This means that we will usually refuse to admit more than 30 children for each qualified teacher. You can appeal against this decision but there are very limited reasons why you're appeal would be successful. Please see Section 2 for further information on the appeal process.

Your school preferences

You cannot choose a school for your child, but you can make preferences. It is important to get lots of information before deciding on your preferred schools and the order you would like to put them on your application.

Each school has a prospectus and a website. These are often a good place to start getting to know the school. We have listed each school's website in the Directory.

Some schools have a **Supplementary Form** for you to fill in to give them more information to help them decide who can be offered a place. You can see which Buckinghamshire schools have a Supplementary Form by checking the Directory. Further information on supplementary forms is in Section 3 of the guide.

Some schools have Open Days to give you the chance to look around and learn more about them. It is best to visit a number of schools, including your catchment schools. Even if you are not sure if a school might be right for your child, it is helpful to learn more about the school and to visit it in person. A school might suit your child better than you had thought.

You can find a list of Open Days for Buckinghamshire primary schools on our website:
www.buckscc.gov.uk/schooladmission

If a school does not have an Open Day you can ring the school to arrange an appointment to visit the school.

You might like to look at school Ofsted (Office for Standards in Education) reports on:
www.ofsted.gov.uk.

Make sure that you note when the report was written and, if you would like more information, ask the school what they have done about concerns, if any, since it was written.

Think about how your child will get to school each day. Make sure you read and understand the Home to School Transport rules, which will be on page 18. This is particularly important as there may be new rules that you will need to think about before making your application.

If being able to walk to school is important to you, ask whether the school has a School Travel Plan or email the Travel Choice Team on travelchoice@buckscc.gov.uk

School Admissions Code and Scheme

The School Admissions Code is provided by the Department for Education (DfE) to guide Admission Authorities when dealing with school admission.

You may like to visit the Department for Education website for more information:
www.education.gov.uk

The Education Act 2002 also requires all LAs to have a 'Scheme' to show the arrangements for admission to primary schools in their area.

The Scheme is in place to make sure that every parent of a child living in the LA area who has applied for a school place in the 'normal admission round' receives the offer of one school place. You can read our Scheme on our website:
www.buckscc.gov.uk/schooladmission



Buckinghamshire Primary Schools

Please download a copy of the Primary Schools Directory from our website:

www.buckscc.gov.uk/schooladmission

The Directory includes a full list of the Buckinghamshire primary schools and contains lots of helpful information about each school.

There are maps to show you where the schools are in Buckinghamshire. You will also find links to more detailed maps of each school's catchment area.

You will be able to link to each school's website where you will find their admission rules and lots more interesting information.

Remember to look at our Catchment Area Checker too, which will give you the catchment area schools for your address:

www.buckscc.gov.uk/schooladmission



If you do not have access to the internet, and would like a copy of the Directory, please let us know.

How we allocate places

This flowchart shows what we do with your application before we offer a school place on 10 April.



STEP 1 We look at the preferences made by our parents.

STEP 2 We tell other LAs about applications for their schools made by our parents.

STEP 2 Other LAs tell us about applications for Buckinghamshire schools made by their parents.

STEP 3 We put your child on the list for the schools on your application, in admission rules order.

STEP 4 We allocate places up to the Admission Number for each of our schools.

STEP 5 We tell other LAs which of their children can be offered places at our schools.

STEP 5 Other LAs tell us which of our children can be offered places at their schools.

STEP 6 It will be possible to allocate more than one place to many children, so we keep the allocation for the school you listed higher on your application. Any other places are freed up for other children.

STEP 7 Steps 4, 5 and 6 are repeated over and over again until we have allocated everyone the highest preference that we can.

STEP 8 On 10 April 2012 we let our parents know which school has been offered for their child. Other LAs will write to their parents. This may not be on the same day as us.

The order of your preferences

If you live in Buckinghamshire, you can put up to three schools on your application. Make sure you complete your application carefully because this will give us the information we need to work out where your child will be on the list for each of the schools you have put down.

We use an 'Equal Preference Scheme' to decide which school can be offered to your child. This means that when we are making decisions, we don't take into account the order (1 to 3) that you have put the schools in on your application; we will just list all children according to the admission rules for each school. It is as though you've made up to three separate applications to your preferred schools.

We can only offer a child one school place at any one time. When we are allocating places, if we can offer your child more than one school, we will always offer your child a place at the school you have put higher on your application. This is why the order you put the schools in is so important and why you should always put them in the order you really want them.

We won't tell any school where you ranked it on your application before

we offer places. Check the Directory to see if any of the Buckinghamshire schools you are interested in have a Supplementary Form for you to fill in. You will need to send Supplementary Forms for Voluntary-Aided, Foundation and Academy Schools back to them by 15 January 2012. If the Supplementary Form you have completed is for a Voluntary-Controlled School you must return it to the Admissions Team by 15 January 2012.

Other things to remember

- Make sure we receive your application by the deadline of 15 January 2012. If an application is late we will not look at it until after all those that we received on time. The only exception would be if we received your application by 10 February 2012 and you have included evidence which we agree shows why you could not apply on time. There is a table on page 28 which shows how we manage applications we receive at different times.
- It is important that you tell us if your child has a brother or sister at any of the schools you have put on your application. If

you have more than one child at a preferred school already, always tell us about the younger child. There is space on the application for you to do this.

- When we come to allocating places, we will put your child on the lists for the schools you have put on your application.
- Each school has an Admission Number (AN) which is the number of places that we can offer. You can see the AN for the schools you are interested in by checking the Directory.
- We will tell all other LAs about Buckinghamshire children that would like a place in one of their schools. They will apply the admission rules and then let us know if a place is available.
- Some schools have a medical or social rule that applications can be considered under. You can see from the admission rules if a school uses this and the priority it is given.
- If you would like us to consider if your child can be looked at under this rule, you will need to have a very strong reason for them attending a particular school.

You will need to tell us that you would like us to look at

your application under this rule and send us some supporting evidence. This supporting evidence should be from an independent professional person (this might be a doctor, health visitor or Education Welfare Officer, for example) who knows about your situation and supports your case. It must clearly show why the school is the most suitable for your child and what difficulties there would be if your child went to a different school.

We will not collect information for you, so make sure that you include all the evidence you would like us to look at to make our decision. Education professionals will decide which children can be considered under this rule before we make each round of allocations.

- If your preferred school, or schools, have had more applications than there are places available, then we may not be able to offer your child a place. This will be because other children had higher priority for the places available. We use the admission rules to put children into order and then offer the number of places we have available (the AN).

- If we can't offer any of your preferences, and your child lives in Buckinghamshire, we normally offer a place at the nearest Buckinghamshire school that has a place available. This may not be your catchment school.
- Remember that we cannot guarantee that your child will be offered a place at your catchment school, or any of your preferred schools.



Have you thought carefully about the order of your preferences?



Admission rules

Admission rules are used when we have more applications for a school than there are places available.

We use the information from your application (and Supplementary Form if the school you are applying for wanted you to fill one in) to work out which rule to list your child under. Once we have listed all children in admission rules order we can then see who can be offered a place.

For each of the schools you would like to put on your application, you should read their admission rules carefully. It is important to do this because some schools use different rules to decide who will be allocated a place.

You can see the admission rules for Buckinghamshire schools in the Directory. If you don't have internet access and are interested in the rules for a Voluntary-Aided school, a Foundation school or an Academy you should ask them to post you a copy.

Make sure you also check the admission rules for schools in other areas. They may also need you to fill in a Supplementary Form.



Have you read the Primary Schools Directory to see the rules for each of the schools you are interested in?


Home to School Transport Arrangements

The County Council is proposing to make changes to its Home to School Transport Policy which may see free home to school transport only being provided to a child's nearest school, providing it is over the statutory walking distance of 2 miles for a child who is under eight and 3 miles for those who are over eight.

There could be exceptions to this for example families on low income.

There will be a public consultation on the proposals with a final decision in Spring 2012. Changes could take effect from September 2012. Further information will be available on our website as decisions are made.

In all cases if your child starts school before the term in which they become five they are not entitled to transport.

 This page will be updated with more information when any decision has been made.



You will know from reading the admission rules, how important it is that we know where your child is living. On page 8 we have explained that your child's Normal Home Address is the address you must use when making your application.

If you move after you have applied, you must give us evidence of this. For the first round of allocations you need to provide evidence by 31 January 2012 to show that you have moved and are already living in your new home.

Voluntary-Aided schools, Foundation schools, Academies and schools in other areas may have different deadlines so check their rules carefully.

If you are living abroad and are returning to a property in the UK, we will need to use the address that you are currently living at, unless you can provide evidence to show that you will be resident in our area by 31 January 2012.

If you move after 31 January 2012, we will use your new address for later rounds of allocations, once we have accepted it. Please see Section 2 for evidence deadlines if you move after **31 January 2012**.

Evidence of moving

You will need to provide the following evidence of your move:

- A solicitor's letter confirming the date that you have completed the purchase of your new home or
- A formal lease agreement, provided through an approved letting agency, confirming that your lease has started and showing that you will still be living at the address for at least six months after 1 September 2012 or
- Third party evidence to show that you have returned (from abroad) to live in a property you already own.

We will also ask for evidence to show that you have disposed of your old property or that it is no longer available for you and your family to live in.

You must also provide utility bills, suitable for your family's needs, to show that you are living in your new property.

In deciding which is your Normal Home Address we would not usually accept an address if:

- You or your family has a second home elsewhere as a main residence. We expect that you have sold, or are in the process of selling or leasing, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence.
- Only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence of this.
- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.

- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family actually live where you say you live. We may ask our legal team to investigate or ask that you provide legal confirmation of your address. We may check the evidence you have provided with other agencies, including your child's current school.

If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, we will withdraw the offer of that place. This has happened in previous years.

In all cases, you must tell us immediately if you move house. If you have been allocated a place at an oversubscribed school, and then move house before September 2012, the place may be withdrawn.

Service families

It is your responsibility to make sure we know you are a Service family.

Where Service families, or families of 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 10 February 2012, to be included in the first allocation round.

Moving out of Buckinghamshire

If you are planning to move away from Buckinghamshire before September 2012, you must apply to us by our deadline. You can include schools for your new address and we will pass on your preferences to your new home LA. You might like to apply for a Buckinghamshire school in case your move is delayed or falls through. Once your move is confirmed, please tell us your new address and whether your child will be going to the school that has been

offered, or a different school. You should then contact the Admissions Team for the area you have moved to.

Moving into Buckinghamshire

If you plan to move into Buckinghamshire and will not have completed your move by the deadline, you must make your application to your current home LA. You can choose to put Buckinghamshire schools on your application ready for your new address and your home LA will tell us about your preferences.

If you currently live abroad and you will be moving to Buckinghamshire, then you should apply using our online system. Please see page 19 for the evidence of your move that we will need, and page 8 for what is your Normal Home Address.

Mythbusters

We know that sometimes parents misunderstand how to apply for primary school and rumours can circulate about what is best to do.

Please see the following facts below, which will give you more confidence when you are making your application.

It is best to include your catchment school, even if you put it lower on your application than other schools.

Having a sibling at the school does not guarantee admission but make sure you include your other child's details on your application.

You can list up to three schools. Putting just one school doesn't give you a better chance of getting it.

There is no guarantee of a place at your catchment school.

Putting the same school more than once will not give you any better chance of being offered it!

If you are not sure about any part of the process please email or telephone us and we can give you more information.

It is best to accept whichever school we offer, even if it is not your preferred school. This means that you have a school arranged for September, and we might be able to offer you a higher preference later.

Just because your child attends the nursery attached to a school it does not mean they will get a place at the school.

You should list the schools in the order you would like them, not the order you think you might get them.

We cannot offer your child a school until you make an application. Your child will not automatically be given a school place

Now you are ready to make an application

If you live in Buckinghamshire you will be able to apply online from 1 November 2011 on our website: www.buckscc.gov.uk/schooladmission

You just need to create a username (your email address) and a password and you can then make your application. You will also be able to set up a 'secret' question and answer just in case you forget your password.

Think carefully about which email address you will use to set up your username as this will be the one that we send an email to on 10 April 2012 to let you know which school has been offered. Make sure you know you will be able to access it.

Write down your online registration details so that you remember what you have done. You will need to keep this safe so you can log back on again on 10 April 2012 to see which school place has been offered.

There is help available on our website if you would like more support with applying online.

If you cannot get access to a computer, you need to fill in a paper form. If your child goes to a

Buckinghamshire LA primary school then ask the school for a form. If they go to any other school or nursery, please call us on 01296 383250 and we will send one to you. Remember if you apply online you will know your child's school allocation before those who apply using a paper application.

If you live outside of Buckinghamshire you can still apply for a place in a Buckinghamshire school, **but you must apply through your home LA.**

Please bear in mind that we do not check applications to see if your preferences make sense. It is important that you carefully check your application before submitting it online or sending it in.

Parents may have a strong reason for putting down a school that is a significant distance from where they live. This may be because they work close to the school. It is not for us to question preferences, so make sure you are listing schools that you are sure you would like. Some schools have similar names so please check carefully.

For example there are four St Mary's in Buckinghamshire please make sure you choose the right one.

Some things to think about when you are deciding on your preferences

- Check each school's rules and decide which rule you think your application would come under.
- Where to put your catchment school on your application. You don't have to do this but it's a good idea if you want a local school.
- How your child will get to school. Make sure you read the Home to School Transport arrangements on page 18 to help you understand whether you would receive this for free. This is especially important as there may be new rules for you to consider.
In all cases children are not entitled to transport until the term in which they have their fifth birthday. So if they start school before then the parents must get them to and from school each day.
- Remember – put the schools in the order you would like them. If we can offer more than one place to your child when we are allocating, we will always offer the school you've listed higher on your application.



Check the email we send when you have submitted your online application to make sure you are happy with your preferences.

What do I put on my application?

You will need to fill in details about your child, including their legal name and address. You will be asked to provide evidence of where you and your child live. We ask you to give us your details and confirm that you are the child's parent.

You can list up to three preferences on your application and can include Voluntary-Aided schools, Foundation schools, Academies and schools in other areas. List the schools in the order you would really like them. We will always offer the highest preference we can.

If you already have a child at the school or a linked school you should fill in the sibling box and let us know this child's name and date of birth. Always list the younger child if you have more than one child already at your preferred school.

If you list Voluntary-Aided schools, Foundation schools or Academies amongst your preferences, you may need to fill in their Supplementary Form too. Section 3 of this guide, and the Directory for details of where to find the Supplementary Forms for Buckinghamshire schools. If you do not have a computer, ask the school or us to send you one in the post. Make sure you return your Supplementary Form by 15 January 2012.

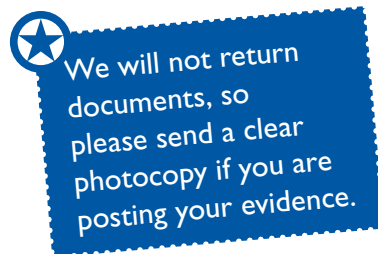
You also have the opportunity to give reasons for your preferences on your application, if you'd like to.

Address evidence

When applying for a school place we need you to provide evidence of where you live with your child. This needs to be your Normal Home Address, which you can read more about on page 8. You must provide one of the following with your child's application:

- Council Tax bill (for 2011/2012) for your property, showing that you are paying the Council Tax.
- Utility bill (gas or electricity) which is in your name, is no more than three months old, and shows usage at the property.
- Current Television Licence – in your name.

You can email your evidence to us. Just scan the document and send it to adressevidence@buckscc.gov.uk.



Make sure you put your child's name and date of birth in the email. You will receive an automated reply to show we have received your email.

We may verify the evidence you have provided with other agencies, including your child's current school. If you are not able to provide this evidence please contact us immediately. We will undertake random checks and may ask you for more information where necessary. We take false residence claims very seriously and will withdraw a school place if we discover this to be the case.

When do I need to apply?

If you apply online you must submit your child's application by midnight on 15 January 2012. If you are applying using the paper form, this must reach our offices no later than 5pm on 13 January 2012.

We recommend that you apply early to give yourself enough time to complete your application and receive confirmation that we have received it. If you apply online you will get an automated email, which you should check carefully to make sure you are happy with your application. If you apply on the paper form, we will send your stamped, self-addressed postcard or envelope back to you so that you know we have received your application. Make sure you leave yourself plenty of time to complete and submit your application.

If you have made a mistake, missed off some information or changed your mind about a school, you can view and change your online application at any time up until the closing date of midnight on 15 January 2012. **If you do make any changes, make sure you resubmit your application.**

Remember that if you apply online you will receive your child's offer by email. You will also be able to view the outcome of your application online from 10 April 2012.

If your child is at a Buckinghamshire LA primary school and you wish to return your paper form (and supporting documents) to the school rather than us, you should do this no later than 3pm on

13 January 2012. You must enclose a stamped, self-addressed postcard or envelope for us to return to you so that you can be sure that we have received it. Keep this for your records.

It is best to send a stamped, self-addressed postcard or envelope with any paperwork that you send to us. This will confirm for you that we have received your documents without you needing to call. **We do not confirm receipt over the phone.**

Please note that if you are posting your application to us, post cannot be received by the Admissions and Transport Team at the weekend. Remember to get proof of posting and use the correct postage. You can fold the form in half if you are posting it to us.



How we manage applications we get on time and any that are late

It is very important that you make your application on time. This table below shows how we manage applications we get on time, and any that are late.

Date we receive your application	Do you think you have exceptional reasons for your late application?	Will your application be treated as on time?	When you will know which school your child has been offered
By 15 Jan 2012	n/a	Yes	10 April 2012
By 10 Feb 2012	Yes - Evidence included and agreed *	Yes	
By 10 Feb 2012	Yes - Evidence included and not agreed	No	
By 10 Feb 2012	No	No	

* For example, you may have been ill for a long time, or there may have been a family bereavement, which prevented you from applying by the deadline. **Moving into the area is not an exceptional reason for applying late.**

Please also see page 21 if you are a Service family. If we receive your application and supporting evidence by 10 February 2012, we will treat your application as timely.

Apply online for a school place

You can apply online at www.buckscc.gov.uk between 1 November and 15 January 2012.

We recommend that you apply online for a primary school place because:

- There are clear, simple prompts to take you through making your application.
- It is quick, easy to use, safe and secure.
- You can view your application at any time before you submit it. Once you have submitted your application we will send you an email to confirm we have received it.
- You can change your application any time until the deadline. If you do this, make sure you resubmit it.
- On 10 April 2012 you will receive an email to tell you which school your child has been offered. You will also be able to view the outcome of your application online and accept the place offered.

You can access the website at:

- Home
- An internet café
- Work
- Any Buckinghamshire library

If you do not have a computer, your child's current school might be happy to let you use one at school. Make sure you ask in advance.

You will need to send us evidence of your child's Normal Home Address. You can email this to adressevidence@buckscc.gov.uk. See page 8 for more information.



If you have any questions about applying online, contact us at admissions@buckscc.gov.uk or on 01296 383250

Application Checklist My child's name _____

Have you:

- Looked at the school prospectus or website for each of the schools you are interested in?
- Read the 'Making an application' section of this guide?
- Looked at the Open Events calendar on our website?

Open Events we would like to go to:

Applying online - Buckinghamshire residents only

If you are applying online, record your details here:

Username _____

Password _____

Secret question _____

Secret answer _____

Check you have emailed us a scanned copy of:

- Your Council Tax bill for 2011/12 **or** a utility bill dated within the last three months **or** your current TV licence.

Applying with the paper form - Buckinghamshire residents only

If you are applying using the paper form, check you have included:

- A photocopy of your Council Tax bill for 2011/12 **or** a utility bill dated within the last three months **or** your current TV licence.
- A stamped, self-addressed postcard or envelope that we can send back to you so that you know we have received your form.

Contact details for other Local Authorities

If you are interested in a school in another LA area, it is important that you understand how they will offer their school places. We have included a list of contact details for some of our neighbouring LAs so that you can contact them for information.

Central Bedfordshire Council (823) Telephone: 01234 718120

School Admissions Service,
Borough Hall, Cauldwell Street,
Bedford MK42 9AP

Website:
[www.centralbedfordshire.gov.uk/
admissions](http://www.centralbedfordshire.gov.uk/admissions)

Hertfordshire County Council (919) Telephone: 0300 1234043

Admissions & Transport,
County Hall, Pegs Lane,
Hertford SG13 8DF

Website:
www.hertsdirect.org/admissions

London Borough of Hillingdon (312) Telephone: 01895 556644

Admissions Team (Primary),
Planning, Environment, Education
and Community Services,
Civic Centre 4E/09,
Uxbridge UB8 1UW

Website:
www.hillingdon.gov.uk/schools

Milton Keynes Council (826) Telephone: 01908 253489

502 Avebury Boulevard, Saxon
Court, Milton Keynes MK9 3HS

Website:
[www.milton-keynes.gov.uk/
schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions)

Northamptonshire County Council (928) Telephone: 01604 236599

School Admissions,
PO Box 216, John Dryden House,
The Lakes, Northampton NN4 7DD

Website:
[www.northamptonshire.gov.uk/
admissions](http://www.northamptonshire.gov.uk/admissions)

Oxfordshire County Council (931) Telephone: 01865 815175

School Admissions,
Children, Education &
Families Directorate,
Oxfordshire County Council,
County Hall, Oxford OX1 1ND

Website:
www.oxfordshire.gov.uk/admissions

Reading Borough Council (870) Telephone: 0118 937 2550

Civic Centre, Reading,
Berks RG1 7WA

Website: www.reading.gov.uk

Royal Borough of Windsor &
Maidenhead (868)
Telephone: 01628 683870

Town Hall, St Ives Road,
Maidenhead, Berks, SL6 1RF

Website: www.rbwm.gov.uk

Slough Borough Council (871)
Telephone: 01753 875728

St Martins Place,
Ground Floor East, 51 Bath Road,
Slough, Berks SL1 3UF

Website:
www.slough.gov.uk/admissions