

**THE COORDINATED ADMISSION SCHEME FOR PRIMARY SCHOOLS IN THE
AREA OF BUCKINGHAMSHIRE COUNTY COUNCIL LOCAL AUTHORITY
2011 /2012 ADMISSIONS**

Introduction

The scheme of co-ordination is set out below. This is in accordance with the School Standards and Framework Act 1998 as amended.

This scheme relates to admissions at the normal point of entry for admission.

Timetable of Primary Schools Coordinated Admission Scheme - 2011 entry

By 15 January 2011	Closing date for Common Application Form (CAF) to be returned to County Hall Admissions and Transport Team. Latest date for parents who are moving into a catchment area to provide proof and be considered in-catchment for the first allocation round.
11 February	Final date for return of CAF for agreed special cases to be considered timely. Any applications or changes of preference received after this date will not be processed until after the timely applications.
16 February	Applications for schools in other LA's sent to those LA's
16 February	Details of applications forwarded to foundation and voluntary-aided schools
4 March 2011	Foundation and voluntary-aided schools send LA a ranked list of applicants.
11- 31 March	Multiple exchanges with 31 March the latest date for results to be sent to other LA's
5 April	Details of children to be offered places in their school sent to schools
12 April	Offer letters posted to parents by first class post
13 April	Parents receive primary allocation letters
27 April	Latest date for parents to confirm acceptance of school place offered
16 May	Start of transfer appeals

Interpretation

1. In this scheme:

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

“the LA area” means the area in respect of which the LA is the local authority.

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

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

“school” means a community, foundation or voluntary-aided school (but not a special school) which is maintained by the LA.

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

“foundation school” means a maintained school which is designated as a foundation school.

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

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

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

“the relevant year” means the school year beginning at or about the beginning of September 2011.

“admission arrangements” mean the arrangements for a particular school or schools which govern the procedures and decision making for the purposes of admitting pupils to the school.

“application form” means the application form supplied by the LA electronically or on paper.

“casual admission” means any application for a school place in primary education that is received after 1 September 2011, including those received during the academic year commencing September 2011.

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

Commencement and Extent

2. This scheme (“the scheme”) relates to admission arrangements for pupils to all maintained primary schools in the LA area including transfers from infant to junior or combined schools at the end of Key Stage 1 (and, occasionally, later).
3. Applications made to a primary school for a place other than at the normal time of entry to that school will be processed through the In-Year Admissions Scheme.
4. Foundation Schools and Voluntary Aided Schools are their own admitting authority and will apply their own admission rules to all applicants. They will be responsible for presenting their case at appeal.
5. Local authorities and Governing bodies may not refuse to admit children to any relevant age group on the basis of ‘prejudice to efficient education or the efficient use of resources’ unless the number of expressed preferences exceeds the Published Admission Number (PAN).
6. Admission authorities will not exceed PANs without agreement with the LA or unless there are exceptional circumstances that require an agreed alternative approach, for example exceeding the PAN for certain schools in an area to ensure every child receives an initial application.
7. The scheme shall apply to every primary school in the LA with the exception of special schools and shall take effect from September 2010.

PART 1 – THE APPLICATION FORM

Buckinghamshire County Council will operate a co-ordinated scheme for primary school admission that takes into account the different admission rules operated by individual admission authorities for some primary schools and academies. The scheme will be an **Equal Preference Scheme** with applied ranking at the stage of determining which shall be the actual offer when there is the potential of multiple offers.

1. There will be a standard application form known as the Common Application Form (CAF). Parents can use this form or apply online. Any reference to the CAF should also be interpreted to include on-line applications. The CAF will be made available in the ‘Guide for Parents: Admission to Buckinghamshire Primary Schools’ (the “parents’ guide”).
2. The CAF will be used for the purpose of admitting pupils into either the first year of primary education or to transfer to Junior schools or Combined schools **only** where they have a formal point of entry as indicated by the establishment of an admission number in the specified year.
3. Parents who live in Buckinghamshire should apply to Buckinghamshire.
4. The application form will collect basic data such as name, address and date of birth of the child. The CAF must be used by parents resident in Buckinghamshire, wishing to express a preference for their child:
 - To be admitted to a maintained school within the LA area; or
 - To be admitted to a maintained school within the area of another LA.

5. All preferences expressed on the CAF will be valid applications. The parents' guide will also contain forms on which to give any supplementary information required by the foundation or voluntary-aided Buckinghamshire primary schools. Only parents applying for these Buckinghamshire schools may need to complete the supplementary forms, although schools in other LA areas may require them. Any supplementary form should be returned to the school concerned.

6. The CAF and online application will:

- a. Invite the parent to express **up to** three school preferences by completing the form and include any schools outside of the LA area, in rank order of preference.
- b. Invite parents to give reasons for each preference;
- c. Explain that parents will receive no more than one offer of a place from the LA,
- d. Explain that, where such an offer is made, it will be for the highest ranked school or academy at which their child is eligible for a place; and
- e. Specify the closing date for applications and where it should be returned.
- f. Explain that parents must complete only one form.

7. The LA will make appropriate arrangements to ensure:

- a) That an online application form is available via buckscc.gov.uk/schooladmission
- b) That the CAF is available on request from the LA and from all primary schools in the LA area; and
- c) That there is a written explanation of the key features of the co-ordinated admissions scheme.

8. Where a school receives a supplementary form from a Buckinghamshire resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is given as one of their preferences. The LA requires parents to send the supplementary form direct to the school. Parents resident in another LA must apply via that LA's arrangements. Under the requirements of the scheme, parents will not be under any obligation to fill in an individual school's supplementary form where this is not strictly required for the governing body to apply their admission rules. The information required on the supplementary form must comply with the limitations set out in the current Admissions Code.

9. All completed CAFs should be returned to the Admissions Team at County Hall, by **5.00pm on 14 January 2011** (the end of the last working day before the national closing date) or, if returning the forms to the child's primary school, by **3 pm on 12 January 2011**. Any supplementary forms received by the LA will be date stamped and forwarded to the school. CAFs received after the closing date will be late.

10. The LA will process all application forms. All completed application forms will be treated as confidential information. VA and Foundation schools will, however, be provided with a list of relevant details for those pupils for whom they are a preference.

11. Where a voluntary aided, foundation school is listed on the CAF, the LA will forward the appropriate details to the Governing Body. The admission authority for each school will then provide the LA with a list of all pupils including the order in which places should be allocated under each criterion (this list to include only those pupils whom the LA has received an application form). This information to be provided to the LA by the specified date.

12. All ranked applications received by the deadline will be considered before any ranked applications received after this date.

13. After all on time applications have been dealt with, the next stage will be to consider all the late applications that can be allocated a school that they have ranked. Finally all Buckinghamshire children whether on time or late who were not able to have a preference satisfied will be allocated a school place.

Processing the applications

14. Exchange of information with other neighbouring LAs will be completed on a mutually agreed timeline and at the latest to be completed by **31 March 2011**.

15. Where a foundation school or voluntary-aided school is listed on the application form, the Admissions Team will forward appropriate details to the Governing Body. Where a school in another LA is listed on the application form details will be forwarded to that LA.

16. By **16 February 2011** the LA will notify the admission authority for each voluntary – aided or foundation school of the timely preferences expressed for the school and neighbouring LAs of any applications for schools in their area. Each admission authority will then apply its own admission rules to the list of applicants for the school or academy. Buckinghamshire County Council will be doing this for its community and voluntary-controlled schools, the governing body for each foundation or voluntary-aided school will manage this for their school, and return a ranked list of children, based on the admission rules for the school to the LA.

17. **By 4 March 2011** the admission authority for each school will consider all applications for their school, apply the admission rules (if appropriate), and provide the LA with a ranked list.

18. The LA will act as a clearing-house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to

- Any preference expressed on the CAF where it is acting in its separate capacity as an admission authority, or
- If an applicant is eligible for a place at more than one school, or
- Where an applicant is not eligible for a place at any school that the parent has nominated.

Determination of the place to offer

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

19. Where a child can be allocated a place at the school ranked first, this will become the firm offer. The pupil's name will then be removed from other lists, and, in each case a child from the waiting lists will be added to their offer list. Other children will move one place higher up the waiting list for the school.

20. Where a child is not allocated a place at the first ranked school but is provisionally allocated a place they ranked second, this will be held provisionally pending further rounds in which it may become possible to give a higher preference. Provisional allocations to other schools lower on the parent's ranked list would then be withdrawn from those lists enabling other children to move up the lists.

21. Where a child is provisionally allocated a place at his or her third ranked school but not at the first or second preferences, this will be held provisionally pending further rounds. Provisional allocations to lower ranked schools will be withdrawn and other children will move up those lists.

22. The above steps 19-21 will be repeated for all nominated preferences until it is not possible to offer any higher ranked school as a result of repeating the process.

23. Once all repetitions (iterations) of the allocation round are complete, all allocations then in existence become the firm offer.

24. For each preference, children who remain unallocated at this point in the process will be treated as being refused a place by the admission authority.

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

25. The LA will match those children of parents/carers resident in the LA area that have applied for a school and have not been offered a place. This allocation process will be based on the shortest designated route. The school allocated will be notified to parents in the way described below.

26. The admission authority for the school will consider each of the children notified for a place at the school on the same basis as if the LA's notification were an application (or preference) made by the child's parent/carer falling within section 86 of the 1998 act.

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

28. The LA will also write to any child known to it where no preference has already been expressed, inviting a preference and indicating those schools in the county where vacancies still exist following the completion of the allocation.

Buckinghamshire parents who are also applying for schools outside Buckinghamshire

29. We will coordinate with other LAs to determine a single offer. This inter-authority coordination will continue past the initial allocation. Other LAs will also be applying their schemes. If an LA notifies Buckinghamshire that it can offer a place to a Buckinghamshire resident, we will compare this place with the possible offer of a Buckinghamshire school and the parent's highest preference will be the one that becomes the actual offer.

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

30. Such applications will have been made on the home LA application form and details forwarded to Buckinghamshire County Council.

The offer

31. We will notify all Buckinghamshire schools of the details of the children who will be offered a place at the school before offer letters are sent, in accordance with the timetable in Schedule 2.
32. We will send out all offer letters to Buckinghamshire parents. This will make clear where the offer is being made on behalf of the Governing Body of a foundation, voluntary-aided school or another LA school.
33. If it is potentially possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, we will coordinate with the home LA, to determine a single offer.
34. Offers of school places will be **posted** on **12 April 2011**. The offer letter and enclosed information will give details of:
- The name of the school offered;
 - The reasons why the child is not being offered a place at each of the other schools nominated; and
 - The date by which the place must be accepted.

An enclosed leaflet will also give information about the procedure for waiting lists and the statutory right to appeal and the steps to take. The acceptance of offers or the submission of an appeal should be notified to the LA by parents **within 14 days**.

Late applications

35. Late applications received after the **15 January 2011** (normal closing date) will only be considered during the core processing time if they are received by **11 February 2011** (final date) and such applications will only be processed where there was good reason for the late application e.g. a severe illness of single parent or if a single parent can show they were not in the country during the relevant period, or where there has been a postal dispute.
36. Applications received after the final date will not be processed until after the timely applications have been allocated.
37. Applications received after **11 February** of the relevant year will not be processed until **after 13 April**. They will then be processed in batches on a regular basis, as indicated in detail within the timeline in the 'Guide for Parents' until two weeks after the beginning of term at which point a late application for the intake year would then be managed through the casual (in-year) admissions process.

Waiting lists

38. Children who have not been allocated a place at a preferred school may have their name placed on the appropriate waiting list. The waiting list will be ranked in accordance with the school's admission rules.
39. Two weeks after the beginning of term, intake waiting lists are transferred to the casual (in-year) admissions process.

Right to appeal

40. Where parents wish to appeal to an independent appeal panel for a place at a different school, these 'transfer appeals' will take place between May and 20 July 2010.

**THE COORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS IN THE
AREA OF BUCKINGHAMSHIRE COUNTY COUNCIL LOCAL AUTHORITY 2011**

Introduction

The scheme of co-ordination is set out below. This is in accordance with the School Standards and Framework Act 1998 as amended.

This scheme relates to admissions at the normal point of entry for admission.

Timetable of Secondary Schools Coordinated Admission Scheme - 2011 entry

3 September 2010	Deadline for Registration for the 11+ tests to be tested in a timely manner
17 September	Final registration date for 11+ testing (except movers).
30 September	Test 1 (earliest date for children to be tested in LA schools)
6 October	Test 2 (earliest date for children to be tested in LA schools)
8 October	Selection tests for Buckinghamshire grammar schools completed for most children in Buckinghamshire primary schools and in partner schools.
25-29 October	Test sessions for non-school testing (these are the ONLY dates for timely applications).
29 October	Closing date for Common Application Form (CAF) to be returned to County Hall Admissions & Transport Team (5pm).
12 November	Final date for return of Buckinghamshire Common Application Form (CAF) for agreed special cases to be considered timely. Any applications or changes of preference received after this date and before 1 January 2011 will be processed for release on 1 March but will be processed after the timely applications.
19 November	Latest date for parents who are moving into a catchment area to provide proof and be considered in-catchment for the first allocation round. (Some foundation and voluntary-aided schools may set a different date)
26 November	Publication of results of selection testing for timely applicants.
30 November	Applications for schools in other LAs sent to those LAs
8 December	Details of timely applications forwarded to foundation and voluntary-aided schools.
1 January 2011	Applications received after this date will not be processed until after 1 March 2011.
5 January	Selection appeals start.
14 January	Foundation and voluntary aided schools send LA ranked list of applicants.
2 - 15 February	Multiple exchanges of information with other LAs
15 February	Final cycle of results sent to other LAs
24 February	Details of children to be offered places in their school sent to schools

1 March	Offers posted to parents
15 March	Parents to confirm acceptance of offer, waiting list requests and transfer appeal requests.
May	Start of transfer appeals

Interpretation

8. In this scheme:

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

“the LA area” means the area in respect of which the LA is the local authority.

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

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

“school” means a community, foundation or voluntary-aided school (but not a special school) which is maintained by the LA.

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

“grammar school” means a school selecting pupils solely on the basis of academic ability as determined by the Buckinghamshire selection procedure for community and voluntary-controlled grammar schools or the procedure determined by the Governing Body of foundation or voluntary-aided grammar schools.

“Academy” means a publicly funded independent local school that provides a free education. An Academy is an all ability school established by sponsors from business, faith or voluntary groups working with partners from the local community. Academies are required by their funding agreements to participate in local schemes.

“foundation school” means a maintained school which is designated as a foundation school.

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

“partner school” an independent school within or close to Buckinghamshire or a maintained school outside Buckinghamshire where the 11+ testing process is followed in full.

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

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

“the relevant year” means the school year beginning at or about the beginning of September 2011.

“admission arrangements” mean the arrangements for a particular academy, school or schools which govern the procedures and decision making for the purposes of admitting pupils to the academy or school.

“application form” means the application form supplied by the LA electronically or on paper.

“casual admission” means any application for a school place in secondary education that is received after 1 September 2011, including those received during the academic year commencing September 2011.

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

Commencement and Extent

9. Applications made to a secondary school for a place other than at the normal time of entry to that school will be processed through the In Year Admissions Scheme.

10. Foundation Schools, Voluntary Aided Schools and Academies are their own admitting authority and will apply their own admission rules to all applicants. They will be responsible for presenting their case at appeal.

11. Local authorities and Governing bodies may not refuse to admit children to any relevant age group on the basis of ‘prejudice to efficient education or the efficient use of resources’ unless the number of expressed preferences exceeds the Published Admission Number (PAN).

12. Admission authorities will not exceed PANs without agreement with the LA or unless there are exceptional circumstances that require an agreed alternative approach, for example exceeding the PAN for certain schools in an area to ensure every child receives an initial application.

13. Any secondary school which operates criteria for selection by ability or aptitude must ensure its arrangements for assessing ability or aptitude enable decisions to be made on nominations in line with the timing requirements of this scheme.

14. The scheme shall apply to every secondary school in the LA with the exception of special schools and shall take effect from September 2010. This includes applications for boarding places at The Royal Grammar School, and to any educational establishment designated as an Academy.

PART 1 – THE APPLICATION FORM

Buckinghamshire County Council will operate a co-ordinated scheme for secondary school admission that takes into account the different admission rules operated by individual admission authorities for some secondary schools and academies. The scheme will be an **Equal Preference Scheme** with applied ranking at the stage of determining which shall be the actual offer when there is the potential of multiple offers.

41. There will be a standard application form known as the Common Application Form (CAF). Parents can use this form or apply online. Any reference to the CAF should also be interpreted

to include on-line applications. The CAF will be made available in the 'Guide for Parents: Admission to Buckinghamshire Secondary Schools' (the "parents' guide")

42. The CAF will be used for the purpose of admitting pupils into the first year of secondary education in the specified year. For all Buckinghamshire schools this is admission into Year 7.

43. Parents who live in Buckinghamshire should apply to Buckinghamshire.

44. The application form will collect basic data such as name, address and date of birth of the child. The CAF must be used by parents resident in Buckinghamshire, wishing to express a preference for their child:

- To be admitted to a maintained school or academy within the LA area; or
- To be admitted to a maintained school or academy within the area of another LA.

45. All preferences expressed on the CAF will be valid applications. The parents' guide will also contain forms on which to give any supplementary information required by the foundation or voluntary-aided Buckinghamshire secondary schools. Only parents applying for these Buckinghamshire schools may need to complete the supplementary forms, although schools in other LA areas may require them. Any supplementary form should be returned to the school concerned.

46. The CAF and online application will:

- g. Invite the parent to express **up to** six school or academy preferences by completing the form and include any academy or schools outside of the LA area, in rank order of preference.
- h. Invite parents to give reasons for each preference;
- i. Explain that parents will receive no more than one offer of a place from the LA,
- j. Explain that, where such an offer is made, it will be for the highest ranked school or academy at which their child is eligible for a place; and
- k. Specify the closing date for applications and where it should be returned.
- l. Explain that parents must complete only one form.

47. The LA will make appropriate arrangements to ensure:

- a) That an online application form is available via buckscc.gov.uk/schooladmission
- b) That the CAF is available on request from the LA and from all primary and secondary schools in the LA area; and
- c) That there is a written explanation of the key features of the co-ordinated admissions scheme.

48. Where a school receives a supplementary form from a Buckinghamshire resident it will not be regarded as a valid application unless the parent has also completed a CAF and the school is given as one of their preferences. The LA requires parents to send the supplementary form direct to the school. Parents resident in another LA must apply via that LA's arrangements. Under the requirements of the scheme, parents will not be under any obligation to fill in an individual school's supplementary form where this is not strictly required for the governing body to apply their admission rules. The information required on the supplementary form must comply with the limitations set out in the current Admissions Code.

49. All completed CAFs should be returned to the Admissions Team at County Hall, by 5.00pm on 29 October 2010 – the last working date before the national deadline of 31 October 2010 or, if returning the forms to the child's primary school (Buckinghamshire maintained schools only), by 09.00am on 22 October 2010. Any supplementary forms received by the LA

will be date stamped and forwarded to the school. CAFs received after the closing date will be late. The on-line portal will close at midnight on 31 October 2010.

50. The LA will process all application forms. All completed application forms will be treated as confidential information. VA and Foundation schools will, however, be provided with a list of relevant details for those pupils for whom they are a preference.

51. Where a voluntary aided, foundation school or academy is listed on the CAF, the LA will forward the appropriate details to the Governing Body. The admission authority for each school will then provide the LA with a list of all pupils including the order in which places should be allocated under each criterion (this list to include only those pupils whom the LA has received an application form). This information to be provided to the LA by the specified date.

52. All ranked applications received by the deadline will be considered before any ranked applications received after this date.

53. After all on time applications have been dealt with, the next stage will be to consider all the late applications who can be allocated a school that they have ranked. Finally all Buckinghamshire children whether on time or late who were not able to have a preference satisfied will be allocated a school place.

Arrangements for 11+ selection procedure

54. The LA manages selection by ability for community and voluntary controlled grammar schools. Foundation or other grammar schools may also adopt the LA's selection procedure and ask the LA to manage the selection process on their behalf.

55. Children attending Buckinghamshire maintained schools are automatically registered for selection testing unless their parents confirm in writing that they do not want their child to sit the test. Parents of children at independent schools or attending primary schools outside of Buckinghamshire should register their child for grammar school testing by 3 September 2010 (to undertake the procedure in the normal timeline) and at the very latest by 17 September 2010, to ensure testing can be completed during the autumn term.

56. Children attending schools other than Buckinghamshire Maintained Schools or 'Partner school' (from 2011 intake these are the only automatically agreed test centres), will be tested during October half term 2010 (25 -29 October inclusive). Children will be offered two dates within this period. They may be on consecutive days but not two tests on any one day. One alternative date will be offered only where parents are able to confirm exceptional circumstances (family holidays are not exceptional). Children who do not attend on the specified dates with no reasonable explanation will be deemed withdrawn from the 11+ testing.

57. Parents will be notified of the outcome of testing for grammar school selection by **26 November 2010**, where the application has been within the normal timetable, or as soon as practicable after then for later testers.

58. As far as is reasonably practicable applications for places in the normal admission round that are received late for a good reason will be accepted provided they are received before **12 November**. Examples of what will be considered as good reason include: where a single parent has been ill or has been dealing with the death of a close relative; a family has recently moved into the area or is returning from abroad. Other circumstances will be considered and each case decided on its own merits. Late preferences will be processed after the timely applications in accordance with the timetable in Schedule 2.

59. The tests used will be Verbal Reasoning Tests (VRT) designed, marked and standardised by NFER/GL Assessment for the County Council.

60. Adaptations to the testing process will be considered prior to the child being tested where an application has been made on behalf of a child who is considered by their parent to be 'disabled' under the terms of the Disability Discrimination Act (2005) and where they are agreed to be 'disabled' under the terms of the act by the Council. The written case will be considered by a Non-statutory Panel of professionals consisting of an Educational Psychologist, a representative with understanding of pupils with special educational needs and a representative with experience as a headteacher in a Buckinghamshire primary school. Example adaptations may be the use of enlarged or re-coloured test materials, the use of a reader or amanuensis, the provision of extra time or, in a small number of cases, where the pupil is severely visually impaired such that enlarged tests are insufficient for their needs, an alternate testing regime may be agreed on the advice of the Specialist Teaching Service.

61. Before taking the actual tests children will work through familiarisation material and 3 practice tests. Schools may determine the optimum time for using this with their children. Identical packs are provided for parents of children who attend central testing.

62. Children will then take 2 actual Verbal Reasoning Tests. This will normally be during the first half of the autumn term. Once marked and standardised the better of the VRT scores will be the one used to determine whether the child has achieved a qualification for a grammar school.

63. The outcome of the testing will be sent to schools and parents in accordance with the dates published for the secondary scheme. The qualifying mark is expected to be a score of 121 in the higher of two tests. Parents will be told of their right to appeal against non-qualification for their child.

Processing the applications

64. Exchange of information with other neighbouring LAs will be completed on a mutually agreed timeline.

65. Where a foundation school, academy or voluntary-aided school is listed on the application form, the Admissions Team will forward appropriate details to the Governing Body. Where a school in another LA is listed on the application form details will be forwarded to that LA.

66. By **30 November 2010** the LA will notify the admission authority for each voluntary - aided, Academy or foundation school of the timely preferences expressed for the school. Each admission authority will then apply its own admission rules to the list of applicants for the school or academy. Buckinghamshire County Council will be doing this for its community and voluntary-controlled schools, the governing body for each academy, foundation or voluntary-aided school will manage this for their school, and return a ranked list of children, based on the admission rules for the academy or school to the LA. Applicants deemed qualified by a Selection Appeal will be considered by grammar schools along with pupils who achieved a qualifying score

67. By **14 January 2011** the admission authority for each academy or school will consider all applications for their academy or school, apply the admission rules (if appropriate) and provide the LA with a ranked list.

68. The LA will act as a clearing-house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to

- Any preference expressed on the CAF where it is acting in its separate capacity as an admission authority, or
- If an applicant is eligible for a place at more than one school, or
- Where an applicant is not eligible for a place at any school that the parent has nominated.

Determination of the place to offer

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

69. Where a child can be allocated a place at the academy or school ranked first, this will become the firm offer. The pupil's name will then be removed from other lists, and, in each case a child from the waiting lists will be added to their offer list. Other children will move one place higher up the waiting list for the school or academy.

70. Where a child is not allocated a place at the first ranked school or academy but is provisionally allocated a place they ranked second, this will be held provisionally pending further rounds in which it may become possible to give a higher preference. Provisional allocations to other schools lower on the parent's ranked list would then be withdrawn from those lists enabling other children to move up the lists.

71. Where a child is provisionally allocated a place at his or her third ranked academy or school but not at the first or second preferences, this will be held provisionally pending further rounds. Provisional allocations to lower ranked schools will be withdrawn and other children will move up those lists.

72. The above steps 29-31 will be repeated for all nominated preferences until it is not possible to offer any higher ranked school or academy as a result of repeating the process.

73. Once all repetitions (iterations) of the allocation round are complete, all allocations then in existence become the firm offer.

74. For each preference, children who remain unallocated at this point in the process will be treated as being refused a place by the admission authority.

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

75. The LA will match those children of parents/carers resident in the LA area that have applied for a school or academy for which they are qualified and have not been offered a place. This allocation process will be based on the shortest designated route. The school allocated. Allocations will be notified to parents in the way described below.

76. The admission authority for the school will consider each of the children notified for a place at the school on the same basis as if the LA's notification were an application (or preference) made by the child's parent/carer falling within section 86 of the 1998 act.

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

78. The LA will also write to any child known to it where no preference has already been expressed, inviting a preference and indicating those schools in the county where vacancies still exist following the completion of the allocation. This includes where a child is not qualified for a grammar school but only grammar schools have been applied for.

Buckinghamshire parents who are also applying for schools outside Buckinghamshire

79. We will coordinate with other LAs to determine a single offer. This coordination will continue past the initial allocation. Other LAs will also be applying their schemes. If an LA notifies Buckinghamshire that it can offer a place to a Buckinghamshire resident, we will compare this place with the possible offer of a Buckinghamshire school and the parent's highest preference will be the one that becomes the actual offer.

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

80. Such applications will have been made on the home LA application form and details forwarded to Buckinghamshire County Council.

The offer

81. We will notify all Buckinghamshire academies and schools of the details of the children who will be offered a place at the school before offer letters are sent, in accordance with the timetable in Schedule 2.

82. We will send out all offer letters to Buckinghamshire parents. This will make clear where the offer is being made on behalf of the Governing Body of a foundation, voluntary-aided school, academy or another LA.

83. If it is potentially possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, we will coordinate with the home LA, to determine a single offer.

84. Offers of school places will be **posted on 1 March 2010**. The offer letter and enclosed information will give details of:

- The name of the school or academy offered;
- The reasons why the child is not being offered a place at each of the other schools nominated; and
- The date by which the place must be accepted.

An enclosed leaflet will also give information about the procedure for waiting lists and the statutory right to appeal and the steps to take. The acceptance of offers or the submission of an appeal should be notified to the LA by parents **within 14 days**.

Late applications

85. Late applications received after the **national closing date of 31 October 2010** (normal closing date) will only be considered during the core processing time if they are received by **12 November** (final date) and such applications will only be processed where there was good reason for the late application e.g. a severe illness of single parent or if a single parent can show they were not in the country during the relevant period, or where there has been a postal dispute.

86. Applications received after the final date will not be processed until after the timely applications have been allocated.

87. Applications received after **1 January** of the relevant year will not be processed until **after 1 March**. They will then be processed in batches on a regular basis, as indicated in detail within the timeline in the 'Guide for Parents' until two weeks after the beginning of term at which point a late application for the intake year would then be managed through the casual (in-year) admissions process.

Waiting lists

88. Children who have not been allocated a place at a preferred school or academy for which they are appropriately qualified may have their name placed on the appropriate waiting list. The waiting list will be ranked in accordance with the academy or school's admission rules.

89. Two weeks after the beginning of term, intake waiting lists are transferred to the casual (in-year) admissions process.

Right to appeal

90. Parents of children who do not qualify for a grammar school education will have the right to appeal to an independent appeal panel. These 'selection appeals' will take place commencing in **January 2010**.

91. Where parents wish to appeal to an independent appeal panel for a place at a different school, these 'transfer appeals' will take place between April and 6 July 2010.

**BUCKINGHAMSHIRE COUNTY COUNCIL CO-ORDINATED ADMISSIONS
SCHEME FOR ADMISSIONS OUTSIDE OF NORMAL TRANSFER ROUND (In-
Year admissions)**

SECTION 1

Timetable September 2010

Applications available throughout the academic year to parents/carers via web page www.Buckscc.gov.uk/schooladmission or paper application form available from the Admissions and Transport Team.

Application received by Buckinghamshire County Council direct. Date stamped if via post and system dated if online application.

Separately from the application form any parent seeking admission on their child's behalf to a grammar school should register for their child to be tested (either with the school or LA as appropriate.)

Approaches to all schools direct from parents **must** be forwarded to Buckinghamshire County Council Admissions and Transport Team. Schools **must** ask parents to apply using the application process as set on the webpage. Paper forms available from the Admissions and Transport Team.

Admissions and Transport Team place all details of the application on database (ONE) within 5 school days of receipt. Within that timescale Admissions and Transport Team to have passed details of applicant to Academy, Foundation, Voluntary Aided Schools and where appropriate other local authorities.

Academy, Trust, Foundation and Voluntary Aided schools process application, using their own oversubscription admission criteria if applicable. Response **must** be received within 10 school days (see paragraph 2.5). Place on waiting list if not able to offer and inform local authority.

Admissions and Transport Team to make offers of **all** placements for **all** admissions authorities, stating parent's right to appeal in letter, copy to own admission authority.

If first preference not available, local authority will coordinate with second and third preference school until a place can be offered either at one of the preferences or at the nearest alternative school to applicant's home address with places available.

SECTION 2 - Elements of the Scheme

2.1 Regulations

2010-2011 admissions – In Year applications

The School Admissions Code states:

*3.4 From the 2010-2011 academic year, local authorities **must** formulate schemes for co-ordinating applications made during the academic year and applications for admission to age groups other than the normal year of entry (“in year applications”).*

*3.5 They **must** formulate schemes for the 2010-2011 academic year by 1st January 2010. Such schemes **must** comply with the requirements set out in paragraphs 3.6 to 3.18 below.*

*3.6 For admissions to schools in the academic year 2011-2012 onwards, local authorities **must** formulate schemes for co-ordinating all applications to maintained schools and Academies from parents in their area, whenever received, and for whichever age group, under one scheme.*

*3.7 The following paragraphs reflect the law as it applies to in-year applications for 2010 onwards, and to all applications for admission in 2011 onwards. While it is for each local authority to decide the scheme that best suits its residents and its schools, they **must** ensure that they:*

*a) comply with law and regulations, including all the procedural requirements (for example, the scheme **must** require a common application form to be completed, allowing at least three preferences, the scheme **must** provide for information sharing with other local authorities, and it **must** ensure, so far as is reasonably practicable, that the local authority sends out not more than one offer to all parents seeking places at its schools); and*

b) do not disadvantage families resident in other local authorities who apply for schools in their area (which would be contrary to the rule established by the Greenwich Judgment 51).

*3.8 Co-ordination schemes do not affect the rights and duties of the governing bodies of Voluntary Aided and Foundation schools to set and apply their own admission arrangements and oversubscription criteria nor for Academies to agree their own arrangements with Secretary of State. Admission authorities do not have to determine the same or similar oversubscription criteria, but **must** ensure that their own admission arrangements are compatible with, and do not undermine, the co-ordination scheme for their area.*

*A summary of how the co-ordination scheme works **must** be included in the local authority’s composite prospectus (see Appendix 4).*

*3.9 Academies are required by their Funding Agreements to participate in co-ordination schemes and local authorities **must** consult them, as well as other admission authorities, when required, in order to agree the scheme. Local authorities **must** also invite City Technology Colleges to participate in the scheme.*

3.10 The Co-ordination Regulations cover secondary schools (defined as schools admitting children at age 11 or later) and primary schools (those schools admitting at ages below 11 which also includes, for this purpose, middle schools).

3.11 All local authorities **must** have a scheme in place each year for co-ordinating admission arrangements for all maintained schools and Academies within their area. Local authorities **must** formulate schemes by 1 January in the determination year. If the local authority decides to continue to use the scheme from the previous year, this will fulfil the legal requirement to formulate a scheme. Local authorities **must** consult the Admission Forum every year, and admission authorities for schools affected by the scheme (including Academies) and other local authorities every three years as a minimum. If the Admission Forum advises that the scheme has changed substantially since the previous year, the local authority **must** consult school governing bodies and other local authorities on it, even if that is less than three years since the last consultation.

3.12 From the academic year 2010-11 onwards local authorities **must** co-ordinate all "in-year applications". In relation to academic year 2010-11 only, the arrangements for co-ordinating these applications **must** be formulated by 1 January 2010. They **must** then consult the bodies mentioned in paragraph 3.11.

3.13 If a local authority does not notify the Secretary of State by 15 April in the determination year that a scheme has been adopted for the following academic year, the Secretary of State may impose a scheme; or where an imposed scheme was in place for the previous year, he may notify the local authority that the scheme will continue for a further year.

3.14 Where the Secretary of State has imposed a scheme and not revoked it a local authority and its schools may decide to adopt the scheme in a subsequent year. In this case, the duty to formulate is met. If the local authority subsequently adopts a scheme agreed with other admission authorities, in accordance with the Co-ordination Regulations, they **must** notify the Secretary of State so that the imposed scheme can be revoked. Where a scheme from a previous year is being adopted, or has been imposed in relation to the previous year (and all admissions authorities have agreed to adopt it for a further year), confirmation **must** be sent to the Secretary of State by 15 April each year. It will not be necessary to send a copy of the scheme.

2.2 Applying for a school place outside of the normal transfer times

From September 2010, Buckinghamshire County Council (BCC) will coordinate **all** applications for school places for **all** schools for children resident in Buckinghamshire.

Parents with children of statutory school age who move into or within Buckinghamshire and require a school place outside of the normal transfer times should apply for a school place using the online application form available at www.buckscc.gov.uk/schooladmissions or contact the Admissions and Transport Team for a paper in year application form. Parents will need to complete the application form (online or paper) and submit any additional supplementary papers/evidence which may be required, before their application can be considered.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt). Evidence of residence requirements are attached as Appendix 2.

Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement, or an official government letter (eg. RAF, MOD, FCO) giving a quartering address will be required. The county council reserves the right to seek further documentary evidence to support a claim to residence. See our on line booklet for further details www.Buckscc.gov.uk/schooladmission

2.3 Timing of application

For primary schools and upper schools, we will consider applications for schools for entry up to half a term in advance. Children **must** be resident within the country before an application can be considered, although testing for grammar school will be scheduled in advance of a move. Service and Crown Personnel will be considered in advance of a move, subject to the receipt of evidence of posting and or address being allocated.

2.4 Applications to Grammar Schools

All applicants seeking a grammar school place will be tested to establish whether a grammar school would be an appropriate school place.

If an application is received for a grammar school from an applicant resident in another authority, then before decisions regarding admission are taken the applicant will need to register for the Late transfer Procedure and, if it is deemed appropriate, will be tested. Applicants can also register for testing directly, but if resident in another county or borough, no place will be allocated unless the LA is approached by the home LA indicating that a formal preference had been expressed through the application process.

All Buckinghamshire grammar schools will consider applications to grammar schools after the normal transfer point, and testing must be scheduled prior to the consideration of any application. Testing registration packs are available . For admission to Key Stage 3 many grammar schools are foundation schools and some will manage their own late testing (Royal Grammar School, Dr Challoner's Grammar School) whereas others will accept the outcome of the County's chosen test process. For admission to Key Stage 4 all grammar schools will manage their own subject based testing. Success in any school's test only applies for that school, and is not linked to the availability of places.

Where a pupil is already attending a local school and is asking to be tested for late admission to a grammar school then that will only be agreed for September admission.

2.5 Application forms

Parents **must** apply to their local authority regardless of the school they are applying for. The online or paper application form allows parents to apply for any school (excluding independent schools), and to give reasons for their preferences. If parents apply direct to a school, the governing body should inform the home local authority who will coordinate across borders with neighbouring local authorities.

Parents are encouraged to apply via our website wherever possible.

www.Buckscc.gov.uk/schooladmission

A paper in year application form is also available from the Admissions and Transport Team.

The application form will ask the parent for the following information:

- To express up to three preferences
- List their preferences in rank order
- Give details of siblings who currently attend the preferred school
- Give details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Indicate if the child has a statement of special educational needs, is a looked after child or has exceptional circumstances that might give priority admission within the admission rules or through the Buckinghamshire Fair Access Protocol
- Give any reasons for their preferences
- Name the child's current school
- Establish the date from which admission is sought
- Give details about the person completing the application (name, address, relationship to the child, contact details)

If additional information is required by the governing body of a Foundation, Voluntary Aided School or Academy in order to apply its oversubscription criteria, parents will need to complete a supplementary form. A list of schools that require the completion of supplementary forms is available on the Buckinghamshire County Council – School Admissions website. Forms are available direct from the school or from the same website. Applications may not be considered until these forms have been received. Supplementary forms need to be returned along with the application form to the Admissions and Transport Team. For any grammar school the applicant will also need to complete a Late Transfer Process Application to access testing arrangements.

Parents applying to a faith school on faith grounds will need to complete an additional form which needs to be returned direct to the school. This will be available from the school or via Buckinghamshire County Council's website.

Parents are required to return the completed paper application form, with any appropriate supplementary information/evidence, to the Admissions and Transport

Team, Achievement and learning, County Hall, Aylesbury, Buckinghamshire, HP20 1UZ

2.6 Applications for Community or Voluntary Controlled Schools

The Admissions and Transport Team will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

Applications for a Community or Voluntary Controlled school primary or upper school will be processed by the Admissions and Transport Team within a further 10 school days for a child without a school place (requiring school place immediately e.g. child has no current school). Grammar school admissions will be processed within 10 days once the qualification is known.

If there are more applications than places available, the Admissions and Transport Team will apply the oversubscription criteria.

If the local authority is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case no alternative offer will be made unless requested by the parent.

The County Council will inform parents in writing of the outcome of their application.

2.7 Applications for Foundation, Voluntary Aided Schools and Academies

The Admissions and Transport Team will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within 5 school days of receipt of application.

The Admissions and Transport Team will send details of all applications received, including any supplementary information, to the relevant Foundation, Voluntary Aided schools and Academies within 5 school days of receipt if the school is shown as first preference, or when we are unable to offer a higher preference.

Foundation, Voluntary Aided schools and Academies should consider all applications without unnecessary delay. The school should admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code). If there are more applications than places available the school are required to apply their oversubscription rules and advise the local authority within 10 school days if they can offer a place.

If the school is oversubscribed they should place the pupil on the waiting list and refer back to the local authority. To maintain public confidence and to ensure transparency, the local authority will periodically, in agreement with schools, check school waiting lists to ensure correct application of the over subscription criteria.

It may be that some children, determined to be eligible for admission, will be allocated places at alternative schools for which they are also eligible and which have been placed higher in the rank order of parental preference.

Schools who are their own Admission Authorities in the area should forward applications made directly to them and inform the parent of the application process as detailed on the Admissions and Transport Team website. They are required to advise parents that they need to apply for a school place through the local authority and for safeguarding purposes take contact details of the pupil(s) forwarding this to the Admissions and Transport Team. The school should inform the local authority if

they are able to offer a place, keeping within the timeline as specified in the scheme above.

Offer letters will be sent out by the local authority for all schools for in year applications. These will be done in conjunction with information supplied by schools who are their own Admission Authority once the Admissions and Transport Team has received written or email confirmation from the school.

2.8 Applications for schools in other Local Authorities (LA's)

Parents resident in Buckinghamshire who wish to apply for a place at a school maintained by another local authority should apply to the local authority in which they live. The home local authority will then co-ordinate the application and contact the authority which maintains the school to advise of the application. Timescales in this situation may be extended from those above, however the home local authority will endeavour to keep in contact with the family to communicate progress.

The offer of a school place will be made by the home local authority following confirmation from the maintaining local authority that a place is available for the child.

A maintaining local authority should exchange information on applications made directly to them for children resident in Buckinghamshire and **must** inform the home local authority if a place is available at one of its schools for the pupil. The home authority will issue the offer of a school place letter.

Children moving house into a different local authority to which they currently live, should consider the local authority that they are moving into as their home authority for the purpose of their application for a school place.

2.9 Children with Statements of Special Education Needs

Children with a current Statement of Special Educational Needs will be referred to their local Special Educational Needs (SEN) team. The SEN team will work with the parents of the child to secure a place at a school where the specific needs of the child can be met.

2.10 School Placement Offers.

The Admissions and Transport Team will post out a letter to the child's home address to inform them of the outcome of their application and the right to appeal if applicable. Within this letter parents will be required to complete and return an acceptance slip to the local authority, if they have been offered a school place, by the date specified on the letter. The Admissions and Transport Team will write to the parent to remind them of the need to respond should the slip not be returned by the date specified. Failure to respond to this may result in the place being withdrawn and allocated to another child.

2.11 Rejection of a school place

Parents will be required to notify The Admissions and Transport Team if they do not propose to accept the school place offered. The Admissions and Transport Team will inform schools who are their own admission authorities, within 5 school days, only if a parent rejects the place offered for their child.

2.12 Information for Parents

The Primary and Secondary 'Parents' Guides' booklets will be available in PDF format on the Buckinghamshire County Council website – school admissions. They contain the following information:

- A list of schools by local area
- The published admission number for each school
- Each school's oversubscription criteria
- Information relating to children with special educational needs
- Home-to-school transport information
- Details on where to access further information
- Details regarding In Year applications (those received outside of the normal transfer period)
- Information and important dates for applying for school places during the normal transfer round e.g. applying for a primary school place, applying to transfer from primary to secondary school etc
- Contact details for Buckinghamshire County Council's Admissions and Transport Team

Paper application forms and copies of the 'Primary and Secondary ' Parents' Guides' booklets can be obtained by request from:

Admissions and Transport Team
Achievement and Learning
County Hall
Aylesbury
Buckinghamshire
HP20 1UZ

Email www.buckscc.gov.uk/schooladmission

Reference copies will also be available within all libraries and schools across Buckinghamshire.

Glossary of Terms

Home Local Authority

The local authority in which the child is resident

Local Authority

Your local council, which has responsibility for schools and education.

Maintaining Local Authority

The local authority in which the school is situated

ONE

Database programme used by Buckinghamshire County Council to record and maintain student information

Own Admission Authority

Any school which is responsible for its own admission arrangements. This includes Academy, Trust, Foundation and Voluntary Aided schools.

BCC

Buckinghamshire County Council

Parent

Refers to both individual parents as well as those with parental responsibility for the child e.g. carers.

THE BUCKINGHAMSHIRE ADMISSIONS POLICY FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS FOR SEPTEMBER 2011

1. All applications must be made in accordance with the Buckinghamshire coordinated primary admissions scheme (the primary 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 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 primary scheme the school will offer a full time place in September 2011. Parents can choose whether to defer this offer within the constraint at (4) below, or to accept the offer on a part time basis as they wish.
4. Parents of children younger than five have the right to defer entry until no later than the term after the child's fifth birthday. This must be within the same academic year.
5. If there are more applications received than the places available at a school then the places will be allocated within the primary scheme in accordance with the published admission rules for the school.
6. Details of the dates for timely applications and how late applications are handled are given in the primary scheme.
7. 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. Children in care
2. Children living within the catchment area of the school.
3. For the main point of entry: Siblings of children who are attending the school or a 'linked primary' school in Year R – Year 5 at the time allocations are made 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 casual 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.
4. (For voluntary-controlled schools only) - Children whose parents have expressed a preference for a Church of England school supported by evidence that at least one parent has been a regular worshipper (an average of at least twice per month) at a church that is affiliated to or represented at 'Churches Together in England' or the 'Evangelical Alliance'. You should ask your priest or minister to complete a 'supplementary form' as evidence.

5. 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.
6. '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)
7. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the family's normal home address and the school's nearest entrance gate, offering the closest first. We use the shortest appropriate route. (Details of how the distance is measured are set out below).
8. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

Explanation of terms used in the admission rules.

Definition of Child in Care

1. This is a young person being looked after by the local authority. The term 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.

Definition of parent

2. 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.

Definition of sibling

3. 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 child) who permanently lives at the same address and for whom the parent also has parental responsibility.
4. 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 of allocating (or, for casual admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme.

Multiple births – twins, triplets etc

5. 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 the following will apply:

- 1) For admission to a class which is covered by the infant class size legislation

Only one child may be admitted. A process of random allocation will be followed by the Local Authority. Parents have the option of seeking an alternative school able to admit both (or all) of the children.

- 2) For admission to classes other than at Key Stage 1

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

Definition of home to school distance

6. The shortest appropriate route will be measured according to the Buckinghamshire County Council's Geographical Information System. The distance measured for the shortest appropriate route will be determined by using a combination of two databases:

- i. The Ordnance Survey Integrated Transport Network (ITN) data, which is updated twice a year. This includes road types from Motorways to pedestrianised streets; and
- ii. In addition, a data file of footpaths, where the County Council is satisfied that the routes have a proper made up surface such as tarmac or concrete. This can be viewed on the council website

In each case the data will be fixed during the Autumn term prior to the allocations.

Definition of normal home address

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

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence.

If the residence is not split equally, then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purposes of allocation. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents
- which parent is in receipt of child benefit
- where the child is registered with their GP

- any other evidence the parents may supply to verify the position

Primary School Catchment Areas

8. The primary school catchments can be viewed at:
<http://www.buckscc.gov.uk/schooladmission/>

LINKED PRIMARY SCHOOLS WHERE THE RECEIVER SCHOOL IS A VC OR COMMUNITY SCHOOL (there may be additional links where foundation or voluntary-aided schools also adopt a feeder school rule) as at 28/11/2009

JUNIOR SCHOOLS

Broughton Junior School
 Haddenham Junior School

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

Linked Infant School(s)

Broughton Infant School
 Haddenham Infant School
 Haddenham St Mary's CE School
 Turnfurlong Infant School
 The John Hampden School
 Chalfont St Giles Infant and Nursery School
 Chestnut Lane School
 Farnham Common Infant School
 Holmer Green Infant School
 Iver Heath Infant and Nursery School
 Iver Village Infant School
 Prestwood Infant School
 Elmtree School
 St George's CE Infant School
 Carrington Infant School
 Manor Farm Community Infant School
 Tylers Green First School

COMBINED SCHOOLS WITH JUNIOR INTAKES

Buckingham Combined School
 Edlesborough School
 Great Horwood CE Combined School

 Grendon Underwood Combined School

 St Michael's CE Combined School
 Steeple Claydon Combined School
 Waddesdon Village Primary School
 Winslow CE Combined School

 Great Missenden CE Combined School

 Tilehouse Combined School

 Stokenchurch Primary School

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

Linked Infant School(s)

Maids Moreton Infant School
 Dagnall School
 Whaddon CE School,
 Thornborough Infant School
 Marsh Gibbon CE School,
 Twyford CE School
 Drayton Parslow Village School
 East Claydon Infant School
 Westcott CE School

 Mursley CE School
 Padbury CE School
 East Claydon Infant School
 Whaddon CE School
 Little Missenden CE School
 Hyde Heath Infant School
 Lee Common CE School
 Denham Infant School

 Ibstone CE Infant School
 Mary Towerton CE Infant School
 Radnage CE Infant School
 Great Kimble Infant School
 Great Kimble Infant School
 Great Kimble Infant School

Nursery Admissions Policy for September 2011

Background Information

1. Prior to compulsory education, every child is entitled to receive 15 hours free education from the start of the term following his or her third birthday. This can be in a private nursery, independent school, child minder network, preschool or maintained school setting of the parent's choice.
2. There are two types of maintained early years provision in Buckinghamshire schools at present. These are:
 - Nursery schools
 - Nursery classes in schools
3. All children will be offered a school place 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

3. Responsibility for admission to nursery classes has been delegated to governing bodies. **There is no automatic admission into main school from these classes and this is stated in the letter offering a place in the nursery.** These nursery classes accommodate 3 and 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 in accordance with the coordinated scheme and places are then allocated in line with the admissions rules for the school.
4. Parents can register their child with the school for consideration for a place in the nursery once the child has reached 2 years of age. Places are not allocated, however, on the basis of when the registrations were made. A child cannot normally be admitted until the term after he or she becomes 3 years old. If the number of applications exceeds the number of places then once children who already hold a statement of special educational need have been allocated places the remaining places will be allocated in the following order:
 1. Children in care
 2. Children who have exceptional medical, or social needs supported by written evidence from an appropriate professional.
 3. Children living within the catchment area of the school
 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.
 5. 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 and the school's nearest entrance gate: offering the closest first. Where a school can take some, but not all of the children who qualify under a particular rule, we will give priority to children by taking account of the next rule or rules in the numbered list.

The terms used in these rules are as defined in the primary scheme. The catchment area used is also as defined in the primary scheme.

Nursery Schools

5. There are 2 schools - Bowerdean and Henry Allen. They take children on a part time basis and the following admission rules apply. Once children who already hold a statement of special educational need have been allocated places the remaining places will be allocated in the following order:
 - a. Children in care
 - b. 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.
 - c. 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 distance between the family's normal home address and the school's nearest entrance gate.

Co-ordinated Admission Scheme from 2011

7. Parents must apply for places in the main school under the co-ordinated arrangements. Therefore, until the allocation is public (after 12 April 2011) parents could not be assured of a place at the school.
8. 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 becomes a statutory 5 year old (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.

**COMMUNITY AND VOLUNTARY CONTROLLED SCHOOLS WITH DESIGNATED
NURSERY CLASSES (as at November 2009)**

Bell Lane Combined School
Booker Hill Combined School
Buckingham Primary School
Chalfont St Giles Infant School And Nursery
Claytons Combined School
Disraeli School
Elmhurst School (The)
Haydon Abbey School
Highworth Combined School And Nursery
Iver Heath Infant School And Nursery
Lane End Primary School
Ley Hill School
Little Kingshill Combined School
Marsh School
Millbrook Combined School
Mursley School
Newtown Infant School And Nursery
Oak Green School
Oakridge School
Robertswood Combined And Nursery School
St Paul's CE Combined School
Stokenchurch Primary School
Thomas Hickman School
Twyford CE School

Determined Primary Admission Numbers 2011

DCSF	School Name	Type	Proposed 01/09/2011)	** Comments
2132	ASH HILL PRIMARY SCHOOL	C	30	
2286	ASHMEAD COMBINED SCHOOL	C	70	
2250	ASTON CLINTON SCHOOL	C	54	
2225	BEARBROOK COMBINED SCHOOL	C	60	
2175	BEDGROVE INFANT SCHOOL	I	120	**
2169	BEDGROVE JUNIOR SCHOOL	J	120	**
5203	BEECHVIEW SCHOOL	J	60	**
2234	BELL LANE COMBINED SCHOOL	C	25	
3022	BIERTON CE COMBINED SCHOOL	C	40	
2008	BLEDLOW RIDGE SCHOOL	C	20	
2126	BOOKER HILL SCHOOL	C	30	
2340	BOURTON MEADOW SCHOOL	C	75	**
3023	BRILL CE COMBINED SCHOOL	C	24	
5200	BROOKMEAD SCHOOL	C	40+ 10	**
2179	BROUGHTON INFANT SCHOOL	I	60	
2152	BROUGHTON JUNIOR SCHOOL	J	60	
5205	BRUSHWOOD JUNIOR SCHOOL	J	66	**
2245	BUCKINGHAM PRIMARY SCHOOL	C	60+30	
2220	BURFORD SCHOOL	C	60	
2186	BUTLERS COURT SCHOOL	C	60	
3329	CADMORE END CE SCHOOL	C	14	**
2176	CARRINGTON INFANT SCHOOL	I	60	
2157	CARRINGTON JUNIOR SCHOOL	J	60	
5204	CASTLEFIELD SCHOOL	C	75	**
2005	CEDAR PARK SCHOOL	C	30	
2016	CHALFONT ST GILES INFANT SCHOOL AND NURSERY	I	60	
2182	CHALFONT ST GILES JUNIOR SCHOOL	J	60	
3322	CHALFONT ST PETER CE SCHOOL	J	90	**
2151	CHALFONT ST PETER INFANT SCHOOL	I	60	
2197	CHARTRIDGE COMBINED SCHOOL	C	30	
2019	CHEDDINGTON COMBINED SCHOOL	C	30	
2020	CHENIES SCHOOL	C	15	
2229	CHEPPING VIEW SCHOOL	C	60	
3034	CHESHAM BOIS CE COMBINED SCHOOL	C	30+5	
2191	CHESTNUT LANE SCHOOL	I	60	
2235	CLAYTONS COMBINED SCHOOL	C	45	in 2011 cease to have +5 at junior transfer already agreed (was 40+5)
3035	COLESHILL CE INFANT SCHOOL	I	20	
3309	CUDDINGTON AND DINTON CE SCHOOL	C	26	School are proposing to increase from 20 to 26. LA view re this not yet agreed.
3038	CURZON CE COMBINED SCHOOL	C	20+4	**
2026	DAGNALL SCHOOL	I	19	
5208	DANESFIELD SCHOOL	C	56	**
2027	DENHAM VILLAGE INFANT SCHOOL	I	24	
2000	DISRAELI SCHOOL - THE	C	60	
2028	DORNEY SCHOOL	C	30	
2009	DOWNLEY SCHOOL	C	60	
2030	DRAYTON PARSLOW VILLAGE SCHOOL	I	15	
2031	DROPMORE INFANT SCHOOL	I	20	
2032	EAST CLAYDON SCHOOL	I	15	
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	58	
2142	FARNHAM COMMON JUNIOR SCHOOL	J	58	
3053	FARNHAM ROYAL CE COMBINED SCHOOL	C	50	**
2507	FOXES PIECE SCHOOL	C	30	
3330	FRIETH CE COMBINED SCHOOL	C	20	**
2037	FULMER INFANT SCHOOL	I	20	
5210	GERRARDS CROSS CE SCHOOL - THE	C	60	**
3063	GREAT HORWOOD CE COMBINED SCHOOL	C	15+15	
3039	GREAT KIMBLE CE SCHOOL	I	20	
3040	GREAT KINGSHILL CE COMBINED SCHOOL	C	58	**
3036	GREAT MISSENDEN CE COMBINED SCHOOL	C	30+35	
2167	GRENDON UNDERWOOD COMBINED SCHOOL	C	30+30	
2339	GRENVILLE COMBINED SCHOOL	C	30	
2040	HADDENHAM INFANT SCHOOL	I	30	
2276	HADDENHAM JUNIOR SCHOOL	J	82	
3073	HADDENHAM ST MARY'S CE SCHOOL	I	30	
2333	HALTON COMBINED SCHOOL	C	15	
5202	HAMILTON PRIMARY SCHOOL	C	90	**
2233	HANNAH BALL INFANT SCHOOL	I	30	**
3072	HAWRIDGE & CHOLESBURY CE SCHOOL	C	30	**
2162	HAYDON ABBEY SCHOOL	C	56	
3333	HAZLEMERE CE COMBINED SCHOOL	C	30+3	**
3025	HIGH ASH CE COMBINED SCHOOL	C	40	
3334	HIGH WYCOMBE CE COMBINED SCHOOL	C	30	**
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	
3347	HOLY TRINITY CE SCHOOL	J	80	**
2242	HUGHENDEN COMBINED SCHOOL	C	15	
2059	HYDE HEATH INFANT SCHOOL	I	22	
3335	IBSTONE CE INFANT SCHOOL	I	13	**
2060	ICKFORD COMBINED SCHOOL	C	20	
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	22	
2199	JUNIPER HILL SCHOOL	C	60	
3377	KING'S WOOD PRIMARY SCHOOL	C	54+6	
2228	LANE END PRIMARY SCHOOL	C	30	
3037	LEE COMMON CE SCHOOL	I	20	
2226	LENT RISE COMBINED SCHOOL	C	60	
2068	LEY HILL SCHOOL	C	30	
2153	LITTLE CHALFONT COMBINED SCHOOL	C	30+4	
2071	LITTLE KINGSHILL COMBINED SCHOOL	C	30	
3337	LITTLE MARLOW CE INFANT SCHOOL	I	20	**
3325	LITTLE MISSENDEN CE SCHOOL	I	15	**
2012	LITTLE SPRING PRIMARY SCHOOL	C	30	
2261	LONG CRENDON SCHOOL	C	30	
3043	LONGWICK CE COMBINED SCHOOL	C	26+4	
5206	LOUDWATER COMBINED SCHOOL	C	30	**
3057	MAIDS MORETON CE SCHOOL	I	30	
2196	MANOR FARM COMMUNITY INFANT SCHOOL	I	75	
2263	MANOR FARM COMMUNITY JUNIOR SCHOOL	J	60	
3044	MARLOW CE INFANT SCHOOL	I	60	**
3012	MARSH GIBBON CE SCHOOL	I	30	**
2049	MARSH SCHOOL	I	45	

3315	MARSWORTH CE INFANT SCHOOL	I	15	**
2007	MARY TOWERTON SCHOOL - THE	I	18	
2123	MEADOWS SCHOOL - THE	C	30	
2006	MILLBROOK COMBINED	C	60	
3046	MONKS RISBOROUGH CE COMBINED SCHOOL	C	26+6	
3068	MURSLEY CE SCHOOL	I	15	
2335	NAPHILL & WALTERS ASH SCHOOL	C	60	
3061	NEWTON LONGVILLE CE COMBINED SCHOOL	C	30	
2021	NEWTOWN INFANT SCHOOL AND NURSERY	I	60	
3014	NORTH MARSTON CE SCHOOL	C	15	
2001	OAK GREEN SCHOOL	C	60	
3100	OAKLEY CE COMBINED SCHOOL	C	21	
2184	OAKRIDGE SCHOOL	C	50	
3375	OUR LADY'S CATHOLIC PRIMARY SCHOOL	C	30 +2	**
5201	OVERSTONE COMBINED SCHOOL	C	42	**
3015	PADBURY CE SCHOOL	I	15	
2084	PRESTWOOD INFANT SCHOOL	I	60	
2204	PRESTWOOD JUNIOR SCHOOL	J	60	
2011	PRINCES RISBOROUGH SCHOOL	C	50+8	
3074	QUANTON CE COMBINED SCHOOL	C	28	
3339	RADNAGE CE INFANT SCHOOL	I	22	**
2292	ROBERTSWOOD COMBINED AND NURSERY SCHOOL	C	58	
2038	ROUNDWOOD PRIMARY SCHOOL	C	27	
3326	SEER GREEN CE COMBINED SCHOOL	C	30	**
3340	SPEEN CE SCHOOL	I	15	**
2255	SPINFIELD SCHOOL	C	30	
3366	ST AUGUSTINE'S CATHOLIC PRIMARY SCHOOL	C	60	**
3367	ST EDWARD'S CATHOLIC JUNIOR SCHOOL	J	65	**
3033	ST GEORGE'S CE INFANT SCHOOL	I	45	
3007	ST JAMES' AND ST JOHN CE SCHOOL	I	20	
3336	ST JOHN'S CE COMBINED SCHOOL	C	30 + 15	**
3371	ST JOSEPH'S CATHOLIC COMBINED SCHOOL	C	60+4	**
3372	ST JOSEPH'S CATHOLIC INFANT SCHOOL	I	60	**
3376	ST LOUIS CATHOLIC COMBINED SCHOOL	C	30	**
3328	ST MARY & ALL SAINTS CE PRIMARY SCHOOL	C	30	**
3320	ST MARY'S AMERSHAM CE AIDED SCHOOL	C	45+6	**
3020	ST MARY'S CE SCHOOL	C	60	
3017	ST MICHAEL'S CE COMBINED SCHOOL	C	30+10	**
3346	ST NICOLAS' CE COMBINED SCHOOL	C	30+2	**
3342	ST PAUL'S CE COMBINED SCHOOL	C	30+2	**
3361	ST PETER'S CATHOLIC PRIMARY SCHOOL	C	30+3	**
3102	ST PETER'S CE COMBINED SCHOOL	C	30+3	
2107	STEEPLE CLAYDON SCHOOL	C	30	
2108	STOKE MANDEVILLE COMBINED SCHOOL	C	30	
2354	STOKE POGES SCHOOL	C	56	
2269	STOKENCHURCH PRIMARY SCHOOL	C	60+30	
3028	STONE CE COMBINED SCHOOL	C	30	
3305	SWANBOURNE CE SCHOOL	J	30	**
2205	THOMAS HARDING JUNIOR SCHOOL	J	60	
2219	THOMAS HICKMAN SCHOOL	C	60	
2113	THORNBOROUGH INFANT SCHOOL	I	15	
2180	TILEHOUSE COMBINED SCHOOL	C	30+15	
2289	TURNFURLONG INFANT SCHOOL	I	90	
2280	TURNFURLONG JUNIOR SCHOOL	J	90	
3056	TWYFORD CE SCHOOL	I	15	
2115	TYLERS GREEN INFANT SCHOOL	I	60	
2203	TYLERS GREEN MIDDLE SCHOOL	J	60	
2317	WADDESDON VILLAGE PRIMARY SCHOOL	C	26+6	
2258	WATERSIDE COMBINED SCHOOL	C	15	
3029	WENDOVER CE JUNIOR SCHOOL	J	90	
2055	WEST WYCOMBE COMBINED SCHOOL	C	30	
3065	WESTCOTT CE SCHOOL	I	10	

3030	WESTON TURVILLE CE SCHOOL	C	30	**
3018	WHADDON CE SCHOOL	I	18	
2251	WHITCHURCH COMBINED SCHOOL	C	30	
2254	WIDMER END COMBINED SCHOOL	C	30	
2288	WILLIAM HARDING COMBINED SCHOOL	C	90	
3031	WINGRAVE CE COMBINED SCHOOL	C	30	
3101	WINSLOW CE COMBINED SCHOOL	C	60+30	
2143	WOODSIDE JUNIOR SCHOOL	J	30	

**= VA OR F SCHOOL - GOVERNORS SET ADMISSION NUMBER, number listed is last held admission number from 2010 admissions

The Buckinghamshire Admission Policy for Community and Voluntary Controlled Secondary Schools for September 2011

1. All applications must be made in accordance with the Buckinghamshire coordinated secondary admission scheme (the secondary scheme).
2. All governing bodies of maintained schools are required by section 324 of the Education Act 1996 to admit to the school a child with a statement of special educational needs that names the school. These children will therefore be admitted prior to applying the admission rules.
3. Details of the dates for timely applications and how late applications are handled are given in the secondary scheme and the detailed timelines for late admission are given in the parents guide.
4. If there are more applications received than the places available at a school then the places will be allocated within the secondary scheme in accordance with the published admission rules for the school.
5. Grammar schools will only apply their rules to pupils who have qualified through the secondary selection procedure.

Admission rules for Buckinghamshire community and voluntary-controlled secondary schools.

1. Children in care.
2. Children living in the catchment area of the school.
3. *Wye Valley School Only*: Children who demonstrate an aptitude for sport. (This applies only to Wye Valley School who have a sport specialism. The maximum number admitted under this rule is 15.)
4. For the main point of admission: Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made,
For immediate casual admission after the normal point of entry: Siblings of children who are in Years 7-11 at the time of admission.
5. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
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 and the school's nearest entrance gate, offering the closest first. We use the shortest appropriate route.
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.

Explanation of terms used in the admission rules

Definition of Children in Care

1. A child or young person being looked after by the local authority. The term covers **accommodated** children and those who are in care under a **Care Order or an** interim care order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

Definition of parent

2. 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
 - Any person who has care of the child or young person.

Definition of sibling

3. 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 child) who permanently lives at the same address and for whom the parent also has parental responsibility.
4. A pupil in a secondary school will only count to provide a priority to a sibling if he or she is attending the school in Y7 to Y10 at the time of allocating (February 2010) a school place to the sibling (for the main point of entry) or Years 7-11 at the time of admission for casual applications.

Multiple births – twins, triplets etc

5. 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 the following will apply:
6. Both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

Definition of home to school distance and secondary school catchment areas

7. The shortest appropriate route will be measured according to Buckinghamshire County Council's Geographical Information System. The distance measured for the shortest appropriate route will be determined by using a combination of two databases:
- I) The Ordnance Survey Integrated Transport Network (ITN) data, which is updated twice a year. This includes road types from Motorways to pedestrianised streets;
 - II) In addition, a data file of footpaths, where the County Council is satisfied that the routes have a proper made up surface such as tarmac or concrete. This can be viewed on the Council's website.
- In each case the data will be fixed during the Autumn term prior to the allocations.

Definition of normal home address

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

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined having regard to a joint declaration from the parents stating the exact pattern of residence.

If the residence is not split equally, then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make the judgment about which address to use for the purposes of allocation. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents
- which parent is in receipt of child benefit
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position

Catchment Maps

The County Councils agreed catchment maps are available

http://www.buckscc.gov.uk/bcc/schools/admissions/catchment_maps.page

Determined Admission Numbers September 2011

DCSF	School Name	Type	Determined 2010	**
4095	AMERSHAM SCHOOL	U	150	
4500	AYLESBURY GRAMMAR SCHOOL (BOYS)	G	180	** Foundation school
4058	AYLESBURY HIGH SCHOOL (GIRLS)	G	180	
6905	AYLESBURY VALE ACADEMY	U	180	** Academy
5402	BEACONSFIELD HIGH SCHOOL (GIRLS)	G	150	** Foundation School
4082	BEACONSFIELD SCHOOL - THE	U	150	
4004	BUCKINGHAM SCHOOL	U	210	
4051	BURNHAM GRAMMAR SCHOOL	G	150	
4074	BURNHAM UPPER SCHOOL	U	140	
5403	CHALFONTS COMMUNITY COLLEGE - THE	U	300	** Foundation School
4079	CHESHAM GRAMMAR SCHOOL	G	180	
4096	CHESHAM PARK COMMUNITY COLLEGE	U	150	
5407	COTTESLOE SCHOOL - THE	U	200	** Foundation School
4072	CRESEX COMMUNITY SCHOOL	U	150	
04	DR CHALLONER'S GRAMMAR SCHOOL (BOYS)	G	180	** Foundation school
4061	DR CHALLONER'S HIGH SCHOOL (GIRLS)	G	150	
4034	GRANGE SCHOOL - THE	U	240	
5409	GREAT MARLOW SCHOOL	U	205	** Foundation school
4001	HIGHCREST COMMUNITY SCHOOL	U	130	
4070	HOLMER GREEN SENIOR SCHOOL	U	150	
4044	JOHN COLET SCHOOL	U	180	
4009	JOHN HAMPDEN GRAMMAR SCHOOL - (BOYS)	G	150	
4067	MANDEVILLE UPPER SCHOOL	U	180	
4042	MISBOURNE SCHOOL - THE	U	210	
4036	PRINCES RISBOROUGH SCHOOL	U	180	
5404	ROYAL GRAMMAR SCHOOL - THE (BOYS)	G	182+10	** day + boarders Foundation School
4501	ROYAL LATIN SCHOOL - THE	G	174	
4065	SIR HENRY FLOYD GRAMMAR SCHOOL	G	150	
4505	SIR WILLIAM BORLASE'S GRAMMAR SCHOOL	G	120	
4084	SIR WILLIAM RAMSAY SCHOOL	U	165	** Foundation School
4701	ST BERNARD'S CATHOLIC SCHOOL	U	116	** VA School
5408	WADDESDON CE SCHOOL - THE	U	140	** VA School
4503	WYCOMBE HIGH SCHOOL (GIRLS)	G	180	** Foundation School
4094	WYE VALLEY SCHOOL - THE	U	150	

** = VA or F school or Academy– sets own admission number for the year.

ADMISSION ARRANGEMENTS FOR SIXTH FORM ADMISSION - VOLUNTARY CONTROLLED AND COMMUNITY SCHOOLS (Foundation Schools, Academies and Voluntary Aided Schools will publish separate arrangements)

1. Responsibility for admission to sixth forms has been delegated to governing bodies. Arrangements reflect traditional patterns of admission into sixth forms.
2. Applications for entry to sixth forms of secondary schools should be made direct to the schools of choice. Where a school can admit a student, who fulfils the entry requirements, it will do so. When a school cannot admit the student, he/she will be given written confirmation of that decision, information regarding how to appeal and (if locally resident), information about other local secondary schools with sixth form provision.
3. The table below gives the proposed sixth form admission numbers for Buckinghamshire **community and voluntary-controlled schools**. The admission number given is an estimate of the minimum number of external candidates likely to be admitted, and where demand exceeds this it may be possible to exceed this provided the demand for particular courses can be met. Where there are more applicants who meet the entry requirement than places available, then the admission rules will apply. These will be the same as for secondary admission into Y7 to Y11 other than for the final rule (number 5). Rule 5 will either be **distance** from the school or by the highest point score, calculated according to paragraph 5 following and as defined for the school in the following chart.
4. Admission numbers refer only to applicants who have not previously attended the school. All students who have attended the school until the end of Year 11 are automatically admitted, providing they meet the minimum entry requirements shown below. Progression to the sixth form is not dependent on attendance, behaviour record, attitude or motivation. Any pupil not meeting the entry requirements does have the right of appeal to an independent appeal panel. Parents also have the right of independent appeal.
5. There are currently four ways to calculate the academic level schools will expect on intake. Schools may choose to refer to either:

Method 1: the GCSE Grade achieved (e.g 4 GCSE's at Grade B or above....)

Method 2: the historic method of calculating university points. This awards the following per full GCSE (half GCSE score in brackets): A* = 8 points (4 points), A = 7 points (3.5 points), B = 6 points (3 points) etc

Method 3: the new university points formula. This awards A* = 58 points, A = 52 points, B = 46 points, C = 40 points, D = 34 points, E = 28 points
F = 22 points, G = 16 points

Method 4: schools may choose to use their own scheme combining the one of the above calculation methods with set minimum grades in particular key subjects.

School	6th Form Admission Number	Minimum Entry Requirements	Final admission rule - distance or point score
Amersham School	25	5 A*-C GCSE required for A level courses (minimum GCSE grade requirements for subjects studied at A Level may vary – please see prospectus) 5 A* to G grades for Level 2 courses	Distance
Aylesbury High School	25	1. At least 12 points at GCSE where A*/A=3, B=2 and C=1 2. GCSE grade B or above in the subjects to be studied at AS/A2 level. If the subject is new at AS/A2 level then Grade B in a similar or related subject. 3. Grade C or above in English and Mathematics	Highest GCSE Points Score - based on best 8 GCSE subjects calculated by method 2. If there is more than one student with the same score then distance will be used.
The Beaconsfield School	25	8 A*-C's at GCSE to study 4 level 3 courses, 5 A*-C's at GCSE to study 3 level 3 courses, 3-4 A* to C's to study 2 level 3 courses and 5 A*-G's to study a level 2 course.	Point score for level 3 courses, distance for level 2 courses.
Buckingham School	25	5 A*-C GCSE for advanced courses	Distance
Burnham Grammar School	25	350 points based on best 8 GCSE equivalents (calculated according to Method 3) for 3 A/S levels or 386 points for 4 A/S Levels. In addition all Year 12 students must take a one-year course in Critical Thinking. Students must also meet the entry criteria for each course they wish to study.	Highest capped points score at GCSE
Burnham Upper School	25	5 A*-C GCSE for advanced courses	Distance
Chesham Park Community College	25	5 A*-C GCSE for advanced courses.	Distance
Chesham Grammar School	25	At least a grade B in the subject the pupil wishes to pursue at A level or a related subject where the pupil does not currently study it at GCSE (Please contact the school for details).	An average points score of 46 points from the best 8 GCSE grades
Cressex Community	25	5 A*-C GCSE for advanced	Distance

School		courses	
Dr Challoner's High School	0	Students progressing internally to the 6 th form will be required to have: 5 B's at GCSE plus the required minimum grade in the subject to be studied – full list in the prospectus.	For 2011 the school does not expect to take any external candidates into the school, but for waiting list purposes will sort the waiting list as follows: Highest GCSE Points Score - based on best 8 GCSE subjects (calculated according to Method 2). If there is more than one student with the same score then distance will be the final determinator
The Grange School	25	5 A*-C GCSE for advanced courses, there are specific minimum requirements for some subjects.	Distance
Highcrest Community College	15	5 A*-C GCSE for advanced courses. Minimum grade C in subject to be taken at A Level or related subject. 5 A* to G grades for Level 2 courses	Distance
Holmer Green Senior School	12	6 A* -C's at GCSE including English and Maths to study 4 level 3 courses and 5A* to C's at GCSE including English and Maths to study 3 Level 3 courses. There are also specified minimum grade requirements for each subject area	Distance
The John Colet School	25	For AS level courses: a minimum of 5 A*-C GCSE in separate subjects, plus the specified minimum requirement for each subject to be studied. For Level 2 courses the entry requirement is an average of 31 points at GCSE including at least Grade D in both English language and Maths.	Distance
John Hampden Grammar School	25	Average of 43 points at GCSE, based on 8 best full GCSE's. To include a minimum of a grade C in Maths and English Points calculated according to Method 3.	Highest points score
Mandeville Upper School	25	5 A*-C GCSE for advanced courses	Distance
The Misbourne	25	5 A*-C GCSE for advanced	Distance

School		courses	
Princes Risborough School	25	5 A*-C GCSE for advanced courses. (Minimum GCSE grade requirements for subjects studied at A level vary, see prospectus)	Highest points score
The Royal Latin School	40	4 GCSEs at Grade B or above for subjects to be studied at A/AS level (or related subjects) plus at least 1 more GCSE at Grade C or above (must include Mathematics and English Language).	Highest GCSE points score, based on best 8 GCSE subjects (calculated according to Method 2) In the event of a tie breaker being required, then the student with the highest overall points score will be offered the place.
Sir William Borlase's Grammar School	25	46 points from top 8 GCSEs. Calculated according to Method 2. A/B in English Language & Mathematics. A/B in any further subjects to be studied at AS/A2 level.	Highest GCSE Points Score - based on best 8 GCSE subjects
Sir Henry Floyd	40	46 points from top 8 GCSEs including minimum grade C in English and Maths calculated according to Method 2. A minimum of Grade B is required in subjects to be studied at AS level .	Highest GCSE Points Score - based on best 8 GCSE subjects
The Wye Valley School	25	For Level 3 courses: 5 GCSE passes at grades A*-C For Level 2 courses: 4 GCSE passes Football and Rugby courses - Physical Aptitude .Grade B at GCSE Science needed for any Science related course Football course - Physical Aptitude	Distance

Relevant Area for School Admission Arrangements from September 2012

The LA is required to set the relevant area well in advance of the admissions round.

The relevant area for consultation on school admissions policies and procedures for September 2012 will be the whole of the area of Buckinghamshire, extending to the limit of the County boundary.

1. Where the County Council is the admission authority, consultation will take place with:
 - All other primary admission authorities within Buckinghamshire (for primary and secondary policies)
 - All Buckinghamshire maintained community and voluntary controlled primary schools (for primary and secondary policies)
 - All other secondary admission authorities within Buckinghamshire
 - All Buckinghamshire maintained community and voluntary controlled secondary schools (on secondary policies only)
 - Neighbouring Local Authorities
 - The Buckinghamshire Schools Admissions Forum

The County Council will consult those schools for which it is the admission authority before consulting other bodies.

2. Where the Governing body of a school is the admission authority, consultation will take place with:

Primary schools

- The Buckinghamshire LA
- All primary schools within Buckinghamshire – community, voluntary controlled, voluntary aided and foundation
- Any other LA within 3.2 Km of the school entrance
- The Oxford Diocese (for Church of England voluntary aided schools only)
- The Roman Catholic Diocese of Northampton (for Roman Catholic schools only)
- Parish Councils
- Learning and Skills Council

Secondary schools

- The Buckinghamshire LA
- All secondary schools within Buckinghamshire
- All primary schools within Buckinghamshire
- Any other LA within 8 Km of the school entrance
- The Oxford Diocese (for Church of England voluntary aided schools only)
- The Roman Catholic Diocese of Northampton (for Roman Catholic schools only)
- Parish Councils
- Learning and Skills Council