



Chalfont Valley E-ACT Primary Academy

Admissions Arrangements for September 2018– August 2019

We are a school driven by three core values: ***think big, do the right thing*** and ***show strong team spirit***. Through the education that we provide, we aim for every child to have inspiring life experiences, for every child to be an excellent communicator and for every child to make a positive contribution to the community.

The Academy Trust (E-ACT) is responsible for deciding on admissions to the Academy. The Trust's Regional Team for London and Bucks works closely with the LA to co-ordinate admissions to E-ACT Academies. Details of the LA arrangements are in the Buckinghamshire booklet, available from Academy or on the LA website. This also explains how parents can express a preference for a school and give reasons for that preference.

Applications for entry to Chalfont Valley must be received by the LA where the parents live (the home LA) by the closing date in the home LA's admissions booklet on the home LA's form.

Decisions on which children are to be offered a place will be made by the Admissions Committee of the school during February/March 2018. Offers of a place will be made by the home LA on the date specified in its admissions booklet. Parents (see Note 1) will be given a stated period in which to accept an offer. Applications received after the deadline for receipt will only be considered **after** all those received by the deadline. This means that, if no places are left after considering all the applications before the deadline, even if you fulfil a higher criterion than under which places have been offered to other applicants, you will be unsuccessful.

At Chalfont Valley, pupils are admitted to the Reception Year at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. The number of places available (the admission number) is 60.

Parents of a child whose fifth birthday falls between 1 September 2017 and 31 March 2018 may request that their child is not admitted until later in the school year 2018/19 (no later than the term [using three term year] after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it. Children can start part time until they are of statutory school age if this is what you would prefer.

For children whose fifth birthday falls between 1 April 2018 and 31 August 2018 (summer-born children), parents who do not wish them to start school in school year 2018-19, but to be admitted to the Reception Year in September 2019, should proceed as follows. They should apply at the usual time for a place in September 2018 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2019. Please note that parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. If their request is agreed, and this should be clear before the national offer day, their application for the normal age group may be withdrawn before any place is offered and they should reapply in the normal way (no later than 15 January 2019) for a Reception place in September 2019. If their request is refused, the parents must decide whether to wait for any offer of a place in September 2018 (Please note that it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the summer term 2019 for a Year 1 place in September 2019. Parents should be aware that the Year 1 group may have no vacancies as it could be full with children transferring from the 2018-19 Reception Year group.

All applications for admission at any time other than the normal entry into Reception should be made on the Bucks CC application form, available from the school or website and should be sent directly to the school. Applicants will be asked for proof of their address. Places will be offered subject to space being available in the relevant class. Normal admission is 60 per year group.

We cannot guarantee to offer a Reception place to all children offered a nursery place.

Children with an Education, Health and care (EHC) plan naming Chalfont Valley will always be admitted. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked after children (See note 1)
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. (See Note 2)
3. Children living within the catchment area of the school (See Note 3).

4 For the main point of entry: Siblings (See Note 4) of children who are attending the school or a 'linked primary' school in Year R – Year 5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a 'linked primary school'. For immediate in year admission after the normal point of entry: Siblings of children who are in Year R to Year 6 at the time of admission to the school.

5, Once the above rules have been applied, any further places will be offered in distance order; using the distance between the family's Normal Home Address (See Notes 5 and

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

7. Where a school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places.

8 If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website at: http://www.bucksc.gov.uk/assets/content/bcc/docs/schools/admissions/random_allocation_template.pdf.

(See also Note 8 below regarding twins and multiple births)

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 60 places. Applications must be made directly to the Academy on a form available from the office.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-8 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Body up to half a term in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break

If parents are moving house, the school will ask for evidence of the move, before considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof

The school follows the Buckinghamshire County Council's policy for the admission of vulnerable children as described by the Fair Access Protocol.

Requests from parents for places outside a normal age group will be considered carefully e.g. for those who have missed education due to ill health. Each case will be

considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered then there is no right of appeal.

ADMISSION NOTES

Note 1 Definition of Looked after children

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

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

Other definitions:

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014

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

Note 2 Exceptional Social and Medical process

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

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

Note 3: Primary School Catchment Areas

The primary school catchments can be viewed at:

<https://services.buckscc.gov.uk/school-admissions/schools>

Note 4: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

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

Note 5: Definition of parent

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

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

Note 6: Definition of normal home address

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

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

- 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor.
- 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Note 7 Definition of home to school distance

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

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

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

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

Where Service families or families of other Crown Servants, who often move within the UK and from abroad are posted to the area, we will allocate school places in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be

