

Definitions

BUCKINGHAMSHIRE ADMISSION ARRANGEMENTS

Admission authority - when referring to a community or voluntary-controlled school this means the County Council. When referring to a foundation or voluntary-aided school, this means the governing body of that school.

Community schools - for these schools, the County Council is the admission authority, which sets and applies the admission rules.

Foundation schools - the governing body of each foundation school sets and follows the admission rules. All of the foundation schools are working together with us to give each child one offer of a school place. We will make offers of school places on behalf of the governing body.

Voluntary-controlled schools - these are generally faith schools for which the County Council is the admission authority.

Voluntary-aided schools - these schools are faith schools and are managed by the Church of England or Catholic diocese. The governing body of the school sets and follows the admission rules. All the voluntary-aided schools are working together with us to give each child one offer of a school place. We will make offers of school places on behalf of the governing body.

Admission number - the number of children to be admitted to a school. This number is published and agreed beforehand and normally we should not allocate (offer) more than this number. This is listed on the school's entry in the school index at the back of this guide. This number depends on the amount and type of accommodation available at the school and is worked out using instructions set out by the Department for Education and Skills. If we receive more applications than there are places available at a school, we will offer the places using the admission rules set out on page 16.

If you are applying for a place at a voluntary-aided or foundation school, you will need to read the summary of their admission rules in the back of this book or contact the school for a full copy of their admission rules as they may be different from the rules published on page 16.

Admission rules - the rules we (or the governors of a foundation or voluntary-aided school) use to decide the order in which children are offered school places. Sometimes these are called the 'admission criteria'.

Appeals - your opportunity to ask for an independent panel to consider the admission authority's decision not to offer your child a place at the school you want, a transfer appeal. You may also appeal against your child not qualifying for a grammar school – this particular sort of appeal is a selection appeal and happens during January and early February before the school places are allocated in March.

Buckinghamshire - the area dealt with in this booklet is the county of Buckinghamshire, but not the borough of Milton Keynes. The contact details for Milton Keynes and other neighbouring authorities are at the back of this booklet.

Casual admission - any application for a school place that we receive after 1 September of the normal admission year (Year 7) or in future years. Please see pages 4 and 22 for details about 11+ testing deadlines.

Catchment area - an area set out around each school that is served by the school. The admission rules give priority, but **not a guarantee** of admission, to children who live within the catchment area of the school and whose parents register a written preference for the school by the deadline. We will consider children who live outside the catchment area of their preferred school if there are any places left after we have met the needs of the catchment area. We follow the admission rules no matter whether a child lives inside or outside Buckinghamshire. The catchment areas are shown on maps and described according to postcodes. These are in a pocket inside the back cover.

Exceptional medical, educational or social applications - if you want us to consider your child under Rule 6 (exceptional medical, educational or social needs), you **must** include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring a particular school for your child. This person might be a doctor, a health visitor or an education welfare officer or other professional aware of your case. Educational professionals (for community or voluntary-controlled schools) or the governing body (for foundation or voluntary-aided schools if this is one of their rules) will decide which children will be considered under Rule 6 before

Admission rules for community and voluntary-controlled schools

If a school receives more applications than it has places available, we use admission rules to decide, in a fair and consistent way, which children we should offer the places to.

For each school you list we will work out, from the information in your application, which rule we will consider your child under. For example, we will check whether your child has any brothers or sisters, (siblings) at the schools or decide whether we will look at your application within the 'exceptional' rule (Rule 6).

We have defined some words in **bold** to help you understand what we mean. You can see the definitions on pages 10 to 13.

Rule 1

Children who have a Statement of Special Educational Needs which names the school.

Rule 2

Children in **public care** for whom the Local Authority decides that the school is the most appropriate.

Rule 3

Children **living** in the **catchment area** of the school.

Rule 4

For those specialist schools only that admit under this category: Children who demonstrate an aptitude for the **subject specialism** of the school. The number of children admitted in this category will be up to 10% of the **admission number** of the school. (This rule currently only applies to admission to Princes Risborough School)

Rule 5

Siblings of children in Years 7 to 10 who are on the roll of the school at the time the allocations are made.

Rule 6

Children who have **exceptional medical, educational or social** needs supported by

written evidence from a doctor, social worker, educational welfare officer or other appropriate person.

Rule 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**.

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. For example, if all the children who qualify under Rule 2 can be offered places but there are too many children who qualify under Rule 3, we will use Rules 4, 5, 6 and 7 to rank all the children qualifying under Rule 3 and decide who can be offered a place.

Voluntary-aided and foundation school admission rules

For each of the schools you plan to list when you make your application, you should read the school's prospectus carefully or check their website. If the school is a foundation or voluntary-aided school, this is important **because they may use different rules to allocate their school places**. They may also want you to complete a **supplementary form** and send extra information. On our website and at the back of this book you can find the supplementary forms for St Bernard's Catholic School and Waddesdon Church of England School. These are the only schools in Buckinghamshire that need supplementary forms to collect extra information so they can apply their admission rules.

We have enclosed a summary of their admission rules on pages 34 to 37.