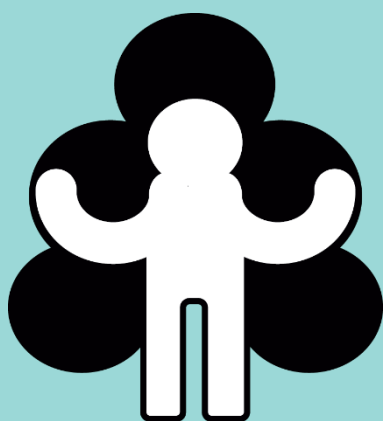


Ashmead School



School Admissions Policy

Academic Year 2027 - 28

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1 Visions and Values

Ashmead Combined School is a friendly and forward-thinking school, a place where each pupil's thirst for challenge and need for support are satisfied in equal measure.

2 Introduction

Insignis Academy Trust (IAT) is the admissions authority for Ashmead Combined School. IAT works with Buckinghamshire Council Local Authority as part of its coordinated admissions scheme.

This policy covers admissions to the school from 1 September 2027 to 31 August 2028.

3 Admission Number

The school has an admission number of 90 for full time entry in Reception.

The school will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the school will offer places at the school to all those who have applied.

4 Reception to Year 6 Application Process

The Local Authority (LA), Buckinghamshire Council, will process applications on behalf of Ashmead Combined School.

The LA will ask you to declare/include the school in your ranked list when you submit your preferences prior to the closing date for applications each year. The LA will share these preferences in full with the school.

Applications for this school should be made to Buckinghamshire Council at the following address: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-primary-school-place/>

Where the child is not of compulsory school age (the term after the child's fifth birthday) parents/carers may request that entry is either part time or delayed admission, in which case they need to contact the Headteacher.

4.1 Reception Admissions

If your child is moving into Primary schooling, there is more advice for you here:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-starting-school-or-moving-up-to-junior-school/>

Offers will be made in April each year.

4.2 Late Applications and in-year admissions

Applications for Reception after the annual January deadline, or any other applications

made for other year groups during the school year, will be considered after those received prior to the deadline. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

However, the school will work with the Local Authority with regard to the admission of vulnerable children under the terms of the County's Vulnerable Children policy. Selection is governed by the criteria below.

4.3 Non-Buckinghamshire residents

The LA will process applications outside the normal process for coordinating school offers. If you plan to move to Buckinghamshire and will not have completed your move by the annual January deadline for Reception admissions, you must make your application to your current home Local Authority. You can choose to put any Buckinghamshire school, including Ashmead Combined School, on your application in advance of moving, and your home LA will tell us about your preferences. They will advise you of our decision.

You must apply using your home LA's application process, as set out on your home LA's website.

For more information, please visit <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-starting-school-or-moving-up-to-junior-school/what-to-do-if-you-are-moving-to-a-new-house/>

5 Oversubscription criteria

5.1 For admission into Reception to Year 6

When the school is oversubscribed, after the admission of pupils with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted².
2. For the main point of entry: Siblings (See 9.6) of children who are attending the school in Reception – Year 5 at the time allocations are made, and are expected to be on the 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.

For immediate in year admission after the normal point of entry: Siblings of children who are in Reception to Year 6 at the time of admission to the school.

¹ 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).

² A child is regarded as having been in 'state care outside of England' if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society. Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

3. Children of Insignis Academy Trust staff who have been employed at the school for two or more years at the time of the application for admission to the school has been made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see 9.1).
4. Children living within the catchment area of the school as demonstrated in the map at the end of this policy. Please check child's home address on the Find My Child a School Place website (<https://schools.buckinghamshire.gov.uk/school-admissions>) to determine whether their house is within the school's catchment boundary³.
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 (See 9.2 and 9.3) and the school's nearest open entrance gate offering the closest first. We use a straight-line distance. (See Note 9.4)

5.2 For admission from nursery class

It should be noted that a place at Ashmead Nursery does not automatically guarantee a place at Ashmead Combined School. Applications for school places should be made in line with the Admissions Policy for places at Ashmead Combined School.

5.3 Tie-break

Where the 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.

Random allocation undertaken by the Local Authority will be used as a tie-break in categories above to decide who has the highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

In cases where there is one remaining place available and the next child is one of a twin, triple or other multiple birth group, both or all siblings will be admitted even if their admission goes above the admission number of the school, and whilst the child(ren) are in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

6 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission outside of the normal year group is being requested.

When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Headteacher and any supporting evidence provided by the family.

³ As determined by the ordnance survey AddressBase.

7 Waiting lists

Buckinghamshire Council Admissions service operates a waiting list on behalf of the school for pupils in Reception. Where the school receives more applications than there are places available, a waiting list will operate until the end of the academic year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

8 Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Applicants should contact Buckinghamshire Council for information on how to appeal. Information on how to appeal and the timeline for the appeals process is available at this web address:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-appeals/>

9 Notes

9.1 Child of a member of staff – demonstrable skill shortage

To apply under this rule, you (the parent) need to have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

This is a post which the school has had difficulty in filling. This might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt.

'School staff' includes teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.

9.2 Normal home address

This is the child's home address. This must be where the parent or legal carer of the child and 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 which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

Please make sure you tell us if you move to a new house after you have made your application.

9.3 Shared Parental Responsibility or joint residence

If the residence is not split equally between the Parent(s)/Carer(s), then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week (Sunday night to Thursday night inclusive).

Where there is an equal split or there is any doubt about residence, we will make a judgment about which address to use for allocation purposes. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of residence
- the period over which the current arrangement has been in place
- confirmation from the previous/current primary 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 a GP
- any other evidence the parents may supply to confirm the situation.

The person completing the application must ensure that they have parental responsibility for the child in question. They must also ensure that the application has the agreement of all people with parental responsibility.

9.4 Home to school distance

We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.

The point we measure to at your child's address is determined by the Ordnance Survey AddressBase 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.

Where Service families or families of other Crown Servants, who often move within the UK and from abroad are posted to the area, school places can be allocated in advance of the family move if an official government letter declaring a relocation date and an intended address is provided. A unit postal address or quartering area address will be sufficient if there is not a confirmed new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed.

9.5 Parent

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

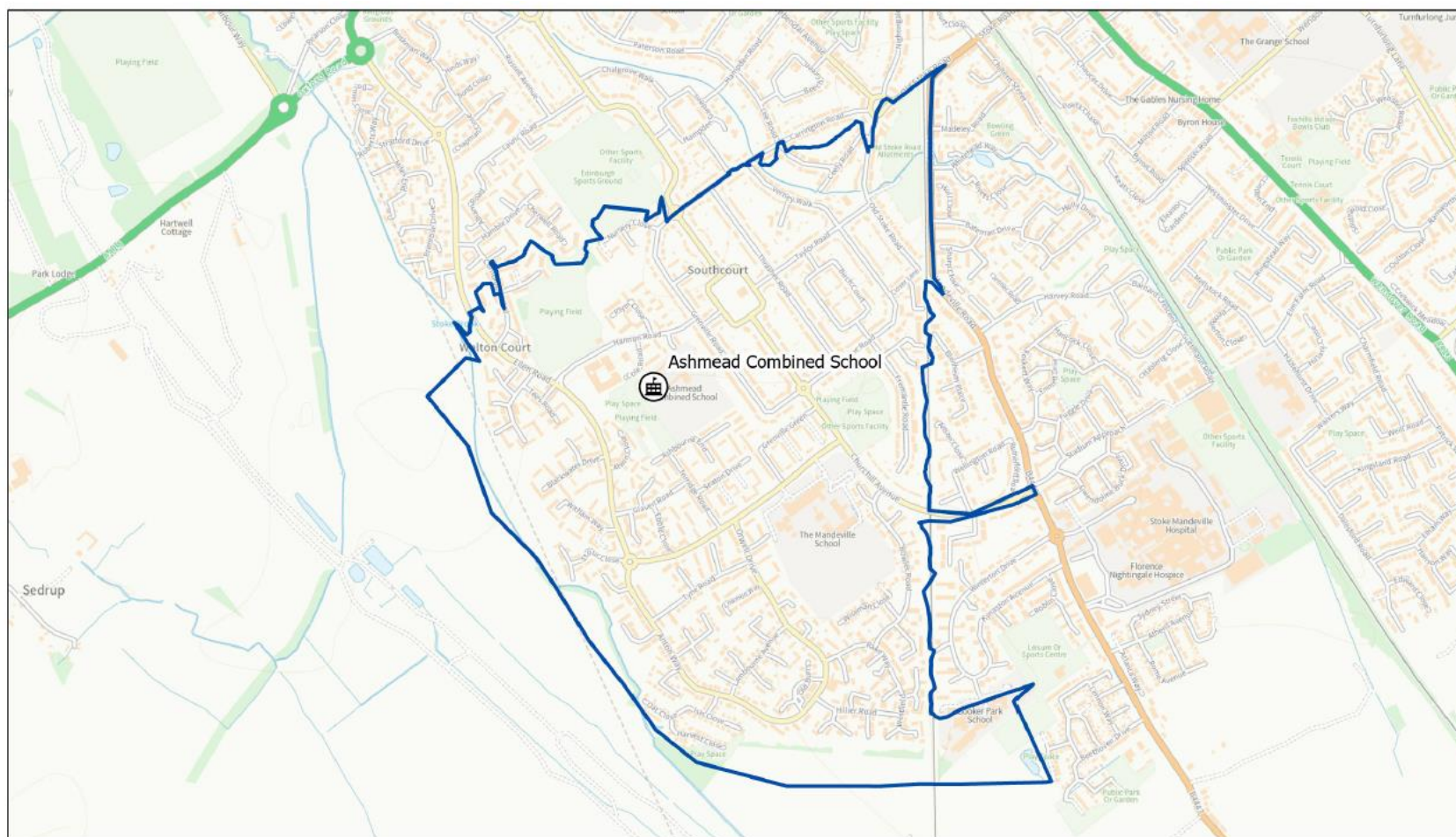
- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

9.6 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 they are attending, in the specified year groups, the 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.

Appendix: Catchment Area



Catchment Area For Ashmead Combined School



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