



Admissions Policy

2026-2027

Date determined: 28th February 2025
Approved by: Local Governing Body

a. Appropriate Authority

The admission authority for the school is Chess Valley Primary Learning Trust ("the Trust") but the school's Local Governing Body has delegated powers to make decisions on admission to the school on behalf of the Trust. References to "the Governors" mean the Local Governing Body.

b. Aims

This policy aims to:

- Explain how to apply for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

c. How to apply

For applications in the normal admissions round you should use the application form provided by your homelocal authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order. For applicants living in Buckinghamshire, you are required to visit the following website to find school places and complete the application: [How to apply School index](#)

You will receive an offer for a school place directly from your local authority. Please note, pupils already attending our nursery will not transfer automatically into the main school. A separate application must be made for a place in reception.

d. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Further information can be found here: [Delay your child's start date](#)

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and the best interests of the child concerned.

In accordance with the School Admissions Code, this will include taking account of:

- Parents' views
- Information about the child's academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional
- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered based on the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group. Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

e. Allocation of places

Admission number

The school has an agreed admission number of 30 pupils for entry in reception. At Key Stage One, we also have 30 places in Year 1 and Year 2. At the start of Key Stage Two, we increase our admissions number to 32. Therefore, we have 32 places available in years 3, 4, 5 and 6.

Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated. If the school is not oversubscribed, all applicants will be offered a place. If the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

Oversubscription Policy	
Criterion 1	<p>Looked after children</p> <p>A 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care because of being adopted.</p>
Criterion 2	<p>Children of Staff</p> <p>The member of staff has been employed at the school for one year or more at the time at which the application for admission to the schools is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.</p>
Criterion 3	<p>Siblings (other)</p> <p>Children who have a sibling living at the same address who is on the school roll at the time of application and who is expected still to be registered at the school on the admission date.</p>
Criterion 4	<p>Siblings who attend the Little Chalfont Primary School Nursery</p> <p>Pupils who are currently on roll at the school's own nursery who have a sibling living at the same address on roll in the main school at the time of application and who meet the order of priority for Nursery attendance:</p> <p>a. Children attending the Nursery on a full-time basis. <i>A "full-time place" means 30 hours per week, 6 hours a day over 5 days between 9.00am & 3.15pm over 38 weeks of the year (term time only).</i></p> <p>b. Children attending the Nursery on a part time basis for 15+ hours per week over five mornings. <i>A "category b part-time place" means a minimum of 15 hours per week, over 5 days between 9.00am & 12.00pm, over 38 weeks of the year (term time only).</i></p> <p>c. Children attending the Nursery on a part time basis for 15+ hours per week, not over five mornings. <i>A "category c part-time place" means a minimum of 15 hours per week, for half or whole days (in 3-hour sessions), over 38 weeks of the year (term time only).</i></p> <p>d. Children attending the Nursery on a part time basis under 15 hours. <i>A "category d part-time place" will be 15 hours or less per week, across morning and afternoon sessions (each session is 3 hours), over 38 weeks of the year (term time only).</i></p>
Criterion 5	<p>Catchment</p> <p>Children with a normal home address in our catchment area.</p>
Criteria 6	<p>Nursery Children</p> <p>Pupils who are currently on roll at the school's own nursery at the time of application and meet the order of priority for Nursery attendance:</p> <p>a. Children attending the Nursery on a full-time basis. <i>A "full-time place" means 30 hours per week, 6 hours a day over 5 days between 9.00am & 3.15pm over 38 weeks of the year (term time only).</i></p> <p>b. Children attending the Nursery on a part time basis for 15+ hours per week over five mornings. <i>A "category b part-time place" means a minimum of 15 hours per week, over 5 days between 9.00am & 12.00pm, over 38 weeks of the year (term time only).</i></p> <p>c. Children attending the Nursery on a part time basis for 15+ hours per week, not over five mornings. <i>A "category c part-time place" means a minimum of 15 hours per week, for half or whole days (in 3-hour sessions), over 38 weeks of the year (term time only).</i></p> <p>d. Children attending the Nursery on a part time basis under 15 hours. <i>A "category d part-time place" will be 15 hours or less per week, across morning and afternoon sessions (each session is 3 hours), over 38 weeks of the year (term time only).</i></p>
Criteria 7	<p>All Other Children</p> <p>Proximity of the child's home, as measured by the straight-line distance between the home and the school with those living nearer being accorded the higher priority.</p>

Note: Where applications exceed the limit of places available, the proximity of the child's home, as measured by the straight-line distance between the home and the school, with those living nearer being accorded the higher priority. This will be applied for all criteria above.

f. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked-after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Siblings of pupils attending the school. 'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister, or other child living in the same household who, in any of these cases, will be living with them at the same address at the date of their entry to the school.

Attendance at the Nursery must be 90%+, unless exceptional circumstances are provided e.g. family bereavement or period of hospitalisation.

Parent

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

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

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

or

- any person who has care of the child or young person

If two parents with parental responsibility live at different addresses the parent to whom the Child Benefit is paid should make the application with the full knowledge and consent of the non-resident parent.

If Child Benefit is not received, then the parent living at the address at which the child is registered with a doctor should make the application, or failing that, then the parent with whom the child spends the greater proportion of the school week (from Sunday evening to Thursday evening).

We may ask for evidence if circumstances have changed in the past 18 months. Read the information about shared or joint residence that we cover later.

Normal home address is your child's home address: it is where you and your child live together unless you can show that they live elsewhere with someone with legal care and control of your child.

For admissions purposes, this must be a residential property that is your child's only or main residence. It must also be a property that 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.

It must be 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. It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements.

A child's Normal Home Address is where he or she spends most of the week, unless it is accommodation at a boarding school. In deciding your Normal Home Address we would not usually accept an address if:

- you or your family has a second home elsewhere as a main residence. We expect that you have sold, or leased through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence.
- only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence.
- 2 or more families claim to be living together in a property that is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- a child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.
- the address is that of a holiday home. A family living at a known holiday home address will be asked to provide leasing evidence and if there is a limitation on the tenancy then it will not be accepted.

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

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

Make sure you tell us if you move house after you have made your application. Where Service families or families of other Crown Servants are posted to the area, we will allocate school places in advance of the move if an official government letter declaring the relocation date and intended address is provided.

Shared or joint residence is where a child lives with parents or carers (with or without parental responsibility) with shared responsibility whether for part of a week, or month, the address where the child lives for admission purposes will be the address at which we are satisfied the child spends most of the school week.

We will consider the address at which the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

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 the residence
- the period over which the current arrangement has been in place
- confirmation from the previous/current primary or nursery 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.

We may ask for further evidence.

The person completing the application form 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. Find out more about parents who have [shared or joint residence](#).

g. Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's normal home address to the school's front gates on Oakington Avenue.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified. This will involve drawing random sealed envelopes with the name of one child per envelope, numbers assigned to pupils then drawn by an independent person.

h. Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

i. Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked-after children, previously looked-after children and children with EHC plans naming the school.

j. Fair Access Protocol

We participate in Buckinghamshire County Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

k. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children who have an EHC plan that named the school in conjunction with the school will be admitted.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 5.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made via Buckinghamshire County Council's website: [In-Year](#)

Parents will be notified of the outcome of their in-year application by the county's admissions team.

l. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal. Information about the appeals process can be found here: [School appeals](#)

m. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Body every year. Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Local Governing Body will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.