



West Wycombe School

Admissions Policy 2025/26

Approved by: WW Local Governing Board

Date: January 2024

Date of next review: November 2024

Contents

1. Aims	2
2. Legislation and statutory requirements	2
3. Definitions.....	2
4. How to apply.....	3
5. Requests for admission outside the normal age group.....	3
6. Allocation of places / admissions criteria	4
7. In-year admissions	6
8. Appeals	7
9. Monitoring Arrangements.....	7

1. 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

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. 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.

4. How to apply

West Wycombe School is an academy within the Great Learners Trust, who are the admissions authority. The Board of Trustees has delegated the admissions authority operation to the Local Governing Board of the school. The Governing Body is responsible for deciding on admissions to the school and works closely with the Local Authority (LA) to coordinate these.

Details of the LA's co-ordination arrangements and online application process are on their website: [Apply for a primary school place | Buckinghamshire Council](#)

This site also explains the timetable for applications, how parents will be informed of the result of their application and how parents can express a preference for a school and give reasons for that preference. It also gives details of how applications received after the deadline are processed and how waiting lists will be handled.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Decisions on requests for admission outside the normal age group will be made on the basis of 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 on the basis of 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.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 30 pupils for entry from Reception to Year 6.

Places will be allocated according to the following criteria, applied in the following order:

6.2 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.

In the event that 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.

Criterion 1: Looked after children and previously looked after children.

Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school.

Criterion 2: Exceptional Medical or Social Needs

Children who have exceptional medical or social needs, which can only be met at this school, supported by written evidence from an appropriate professional person.

A panel of educational professionals will decide if the evidence provided is sufficiently compelling to meet the requirements of the 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.

Criterion 3: Siblings

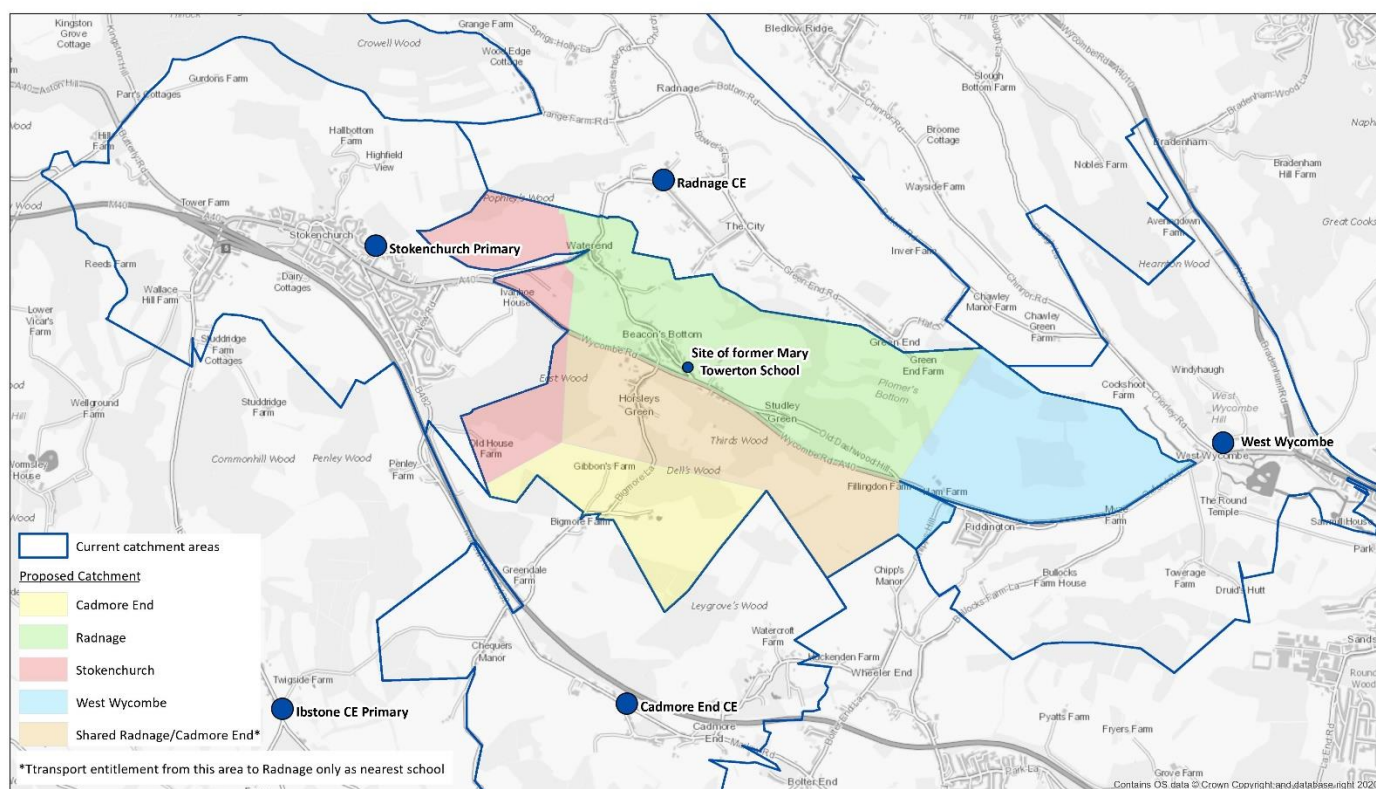
For the main point of entry: Siblings of children who are attending the school. For immediate casual (in year) admission after normal point of entry: Siblings of children who are in Reception to Year 6 at the time of admission to the school.

Criterion 4: Children of a member of staff

Children of a member of staff who is currently employed at West Wycombe School and has been employed within the Great Learners Trust for more than two years. The member of staff must have been employed on a permanent contract for a minimum of 15 hours per week during term time.

Criterion 5: Catchment

Children living within the catchment area of the school at the time of entry e.g. living within the area shown in the boundaries-



The catchment area for the academic year of 2025/2026 has widened following the closure of a local school.

Once the above criteria have been applied, then any further places will be offered in distance order; using the distance between the family's normal home address (as defined above) and the school's nearest open entrance gate offering the closest first.

We use a straight line distance. The straight line distance is 'the distance from the address point of the child's normal home address as set out by Ordnance Survey to the nearest open school gate.' As part of the computer system used for school admissions, there is a program that measures the 'straight-line' distance from the nearest open school gate to the child's home address.

The point measured as the child's home address is determined by the Ordnance Survey Address Point which is an Ordnance Survey data product that provides a National Grid Co-Ordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File.

6.3 Tie break

In the case of 2 or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use straight line distance (as outlined above) for admission purposes.

A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

In the case of there being one place available and the next child/children meeting the criteria is a twin/triplets/multiple birth group then the other siblings will be admitted.

A waiting list will be maintained by Buckinghamshire Council for those children not offered a place, the order of priority being the same as the criteria for over-subscription.

Late preferences are considered after preferences expressed by the deadline, in compliance with Buckinghamshire Council arrangements.

6.4 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 the 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.

6.5 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 listing the school.

6.6 Fair Access Protocol

We participate in Buckinghamshire 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. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

7. 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 whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will always be offered a place.

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 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 to Buckinghamshire Admissions Team.

8. 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 adhere to the guidance and appeals timetable set by Buckinghamshire County Council. [School appeals | Buckinghamshire Council](#)

9. Monitoring arrangements

This policy will be reviewed and approved by the Local Governing Board of West Wycombe School every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Local Governing Board 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.