



Admissions Policy

Admission September 2024 to July 2025

	Signature	Date
Chair of Governors		
Headteacher		
Full Governing Body Approval		10 May 2023
Next Review Date		Spring 2024

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1. ADMISSION TO PRE-SCHOOL

Admissions managed by:

Newtown School, Berkhamstead Road, Chesham HP5 3AT

Tel: 01494 783713

Email: office@newtown.education

Website: www.newtown.education

Age that children can be registered:

Children can be registered for the Pre-School any time after their first birthday.

Pre-School Classes:

Admissions Number:

Goldcrests: 24 per session

Firecrests: 14 per session

Goldcrests (For children with a 4th birthday between 1st September and 31st August)

Either: 5 morning sessions (8.30 to 11.30am) from beginning of September before they are 4. Children may be accepted through the year if a space becomes available.

Or: 5 afternoon sessions (12.10 to 3.10pm) from the beginning of September before they are 4. Children may be accepted through the year if a space becomes available.

Or: 30 hours (8.30am to 2.30pm) from the beginning of September before they are 4. Children may be accepted through the year if a space becomes available.

N.B. Parents taking up 30 hour funded places are responsible for applying for the funding every term, parents will be charged the full amount if funding is not applied for and a place taken up.

Requests can be made for additional paid morning or afternoon sessions if children are not eligible for 30 hour funding, availability will be dependent on staffing ratios.

Firecrests (For children with a 3rd birthday from 1st September and 31st August)

5 afternoon sessions (12.10 to 3.10pm). Dependent on eligibility for 2 year old or 3 year old funding or paid space availability. Children may be accepted through the year if a space becomes available.

Application deadline:

Admissions will be made based on the registrations received by the following dates each year.

- 1st Monday in May for September start (Goldcrests and Firecrests)
- 1st Monday in October for January start (Firecrests only)
- 1st Monday in February for April start (Firecrests only)

Parents will be informed by letter of their allocation of sessions. Parents will need to accept the place and have completed all the relevant paperwork **within 5 working days of the offer**. Failure to accept the place **and** complete the paperwork within the allotted time frame may result in a child on the waiting list being allocated the place.

Readiness for the session:

The school will work hard with the support of parents and carers to settle children into the setting. However, if two year old or young three year olds are persistently showing signs of not being ready (e.g. biting, hurting other children or constant distress) then we reserve the right to ask the parents to seek support from the Children's Centre or Health Visitors and try again a term or two terms later when the child is ready.

Transition:

Nearly all children that attend the Pre-school move into the Reception Class, **however a place is not guaranteed and an application for a school place must be made to Buckinghamshire Council via the online portal when it opens in the Autumn Term the year before your child is due to start in Reception.**

Place allocation:

Places will be allocated according to the same criteria as the School. In addition the following criteria will apply to the Pre-School.

- Funded 3 year old children, in catchment, taking up their full entitlement will be allocated immediately after children with Statements of Special Educational Need and Looked after Children.
- Funded 2 year old children, from catchment, will be allocated after funded 3 year old children in catchment.
- Children of staff at Newtown School, living out of catchment, will be allocated after catchment children and non-catchment siblings.
- Non-funded 2 year olds, in catchment, and finally funded or non-funded 2 year olds, out of catchment, will be allocated after all the above.

In the case of over-subscription the Governing Body has authorised the Headteacher to follow the guidelines set. Any appeals will go to be considered by the Governing Body.

2. ADMISSION TO RECEPTION, YEAR 1 AND 2

Admissions managed by:

Buckinghamshire Council

Tel: 01296 383250

Email: admissions@buckinghamshire.gov.uk

Website: www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/

Age that children can be registered:

The School cannot take registrations for places in Reception, Year 1 or Year 2 as this is done through Bucks Council.

Application deadline:

- The application procedure is carried out online but the deadline is usually January for a start date of the following September.
- In-term admissions, for children moving from other schools, are also processed and managed by Buckinghamshire Council using the appropriate application form.
- Details of the admissions timetable and arrangements are available on the Buckinghamshire Council website. The website explains the timetable for applications and outlines how parents can express a preference for a school, giving reasons for that preference and provides details on how and when parents will be informed of the result of their application. The website also gives details of how applications received after the deadline, and any resulting waiting lists will be handled.

Age that children start:

Except in exceptional cases children will start in Reception Class in the Autumn Term (at the beginning of September) of the academic year that they turn five years old. There are guidelines about the admission of summer born children into the following academic year, Newtown School will follow the advice given by Buckinghamshire Council and the DfE and these requests have to be agreed by a panel at the Council.

Admissions Number:

The admissions number for Newtown School is 60.

Place allocation:

The allocation of places will be made by Buckinghamshire Council according to the published criteria.

Transition:

Nearly all children that attend the School move up to Brushwood Junior School. **However, a place is not guaranteed and an application must be made to Buckinghamshire Council during Year 2 for entry to Junior Schools.**

3. ADMISSIONS CRITERIA FOR NEWTOWN PRE-SCHOOL & SCHOOL

These criteria are taken directly from those issued by Buckinghamshire Council

Children will be allocated places in the following order.

1. Children with an Education Health Care Plan naming Newtown School.
2. Looked after children and previously looked after children (see Note 1).
3. Children with 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).
4. Children of staff where either: the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and / or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage (see Note 3).
5. Children living within the catchment area of the school (see Note 4).
6. *For the main point of entry:* Siblings (see Note 5) already attending Newtown School or our linked Junior school, Brushwood, 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 the linked junior school.
7. *For immediate in year admission after the normal point of entry:* Siblings of children who are in the school or linked school at the time of admission to the school.
8. Once the above criteria have been applied, then any further places will be offered in distance order; using the distance between the child's Normal Home Address (see Notes 6 & 7) and the school's nearest open entrance gate, offering the closest first. Straight line distances will be used (see Note 8).
9. If it is still not possible to decide between two applicants who are equidistant then independently scrutinised random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the Bucks Council website (see also note 9 below regarding twins and multiple births).

If the number of applications exceeds the Admission Number and places cannot be allocated to all applicants in any category, the other admission criteria in the same order of priority will be used to decide between all applicants in that category.

Parents of children applying for school places in Reception will be informed on the date stated in the Buckinghamshire County Council's Admissions Guide for Parents as to whether they have been allocated a place for their child(ren). Once parents have been informed by the LA as to whether they have been allocated a place for their child(ren), they will be given 14 days from that date in which to accept an offer in writing to the LA. The dates and process of application are in accordance with the agreed coordinated admissions scheme which is common to all schools within the LA except where expressly varied.

Note 1: Definition of a 'looked after child'

For admissions purposes 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 as a result of being adopted. 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). The rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement order or special guardianship order as set out below. Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under Children and Families Act 2014. Special guardianship order: is 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 written information from the parent indicating their 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: Definition of School Staff

'School staff' includes i. teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and ii. all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week. 'Demonstrable skill shortage' is a post which the school has had difficulty in filling. An example 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.

Note 4: School Catchment Areas

The primary school catchments can be viewed via the 'Find my child a school place' mapping service at: <https://services.buckscc.gov.uk/school-admissions/nearest> or in the school office.

Note 5: 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 6: 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 7: Definition of normal home address

This is the child's home address. This must be where the parent or legal carer of the child and 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 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. 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 the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, Bucks will make a judgement about which address to use for the purposes of allocation. In making this judgement the following will be taken into account:

- Any legal documentation confirming residence
- The pattern of residence
- The period of time over which the current arrangement has been in place
- Confirmation from the previous 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 their GP
- Any other evidence the parents may supply to verify position

Note 8: Definition of home to school distance

*The **straight line distance definition** is 'the distance from the address point of the pupil's house, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use.'* As part of the computer system Buckinghamshire Council use for school admissions there is a program that measures straight line distance from the nearest open school gate to the home address. The point measured to at your 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 it 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, 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. This evidence should be provided by 13 February 2016 (Primary allocation) to be included in the first allocation round.

Note 9: Multiple births – twins, triplets etc.

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all siblings in the case of multiple birth groups) will be admitted and whilst that child is 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 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.