



Admissions Arrangements

Academic Year 2025-26

Policy Adopted on: **February 2024**

Policy Agreed by Governing Body (signature):

Date Policy to be reviewed: **February 2025**

ADMISSION ARRANGEMENTS FOR SEPTEMBER 2025

Admission arrangements to Year 3 in September 2025

Brushwood School is a Foundation School and the Governing Body is responsible for deciding on admissions to the school and works closely with the Local Authority (LA) to co-ordinate these. Details of the LA's co-ordination arrangements and online application process are on their website: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

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.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation including that on equal opportunities.

At Brushwood School, pupils are normally admitted at the beginning of Year 3 without reference to ability or aptitude. The school also welcomes children with special needs, provided appropriate support can be put in place. The number of intended admissions for the year commencing 1 September 2025 is **64**.

If there are more applications received than places available at Brushwood School, then allocations will be made following the coordinated admission scheme for primary schools (LA) and in accordance with the published oversubscription criteria as follows:

Oversubscription criteria for Brushwood School

Once children with Educational Health Care Plans have been admitted to the school then places are allocated in accordance with the following oversubscription criteria:

1. A 'looked after child'. Or a child who has been looked after became the subject of an adoption, residence or special guardianship order. (*See Note 1*)
 2. Children living within the catchment area of the school (*See Note 2*).
 - 3 *For the main point of entry*: Siblings (*See Note 3*) of children who are attending the school or a 'linked primary', namely Newtown Infant School and Nursery, in Year R – Year 5 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 Newtown Infant School and Nursery.
- 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.
4. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person.
 5. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made ie Newtown Infant School and Nursery.

6. 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 Note 4) and the school's nearest open entrance gate offering the closest first. We use a straight line distance. (See Note 5)

7. 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 to decide who has priority for places.

8. If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website at: <https://old.buckscc.gov.uk/media/3580123/Random-Allocation-Procedure.pdf>

(See also Note 6 below regarding twins and multiple births)

Explanation of terms used in the admission rules.

Note 1: Definition of Child Looked After

A Child Looked After (CLA) is a child who is a) in the care of a local authority in England, or b) being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

This 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 the 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

Other definitions:

Definition of State Care outside of England: a child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

Note 2: Primary School Catchment Areas

The primary school catchments can be viewed at:

<https://services.buckscc.gov.uk/school-admissions/nearest>

Note 3: 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 a fostered or adopted child) who lives at the same address and for whom the parent also has parental responsibility.

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 4: Definition of normal home address

This is the child's home address. This must be where the parent or legal carer of 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 that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

To avoid doubt where a child lives with parents with shared responsibility, each for part of a week or month, the address where the child lives will be determined by:

- 1) confirmation of the registered address to which Child Benefit is currently being paid, or
- 2) If 1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Note 5: 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 we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to your home address.

The point we measure 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 coordinate and a unique reference for each postal address in Great Britain that 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.

Note 6: 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 the siblings in the case of multiple births) will be admitted.

Waiting Lists

The LA maintains waiting lists on behalf of the school for those children who are not offered a place. The order of priority on the waiting list is the same as the list of criteria for over-subscription, and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. Each year the LA on behalf of the school seeks confirmation that parents wish a child to be kept on the waiting list.

Appeals

All parents have the right to appeal against any unsuccessful application and details of how to do this will be sent out with the decision email/letter. The decision of the panel is binding on the school and the parents.

In the event of an unsuccessful appeal, the school will not consider any further application in the same school year (1st September to 31st August); unless there has been a relevant and significant change of circumstances relating to the application.

Fair Access

The school also participates in Buckinghamshire County Council's Fair Access Protocol. 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.

For further information, please contact the School Office as follows:

Address **The School Office**
Brushwood Junior School
Brushwood Road
Chesham
Buckinghamshire
HP5 3DW

Telephone: 01494 786023

Email: office@brushwood.education