



Holmer Green Junior School

We inspire, we enable, we achieve. Together.

HOLMER GREEN JUNIOR SCHOOL

ADMISSIONS POLICY

Written	Adopted by Governors	Review date	Responsibility
SEPTEMBER 2026	SEPTEMBER 2026	SEPTEMBER 2027	COG/Head

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1 Introduction

1.1 The governing body of Holmer Green Junior School applies the regulations on admissions fairly and equally to all those who wish to attend this school. The School Standards and Framework Act 1998 introduced a new framework for school admissions as of September 2000. This policy conforms to the regulations that are set out in that Act and also further explained in the statutory School Admissions Code (February 2012) and the statutory Appeals Code of Practice.

2 Aims and objectives

2.1 We are an inclusive school that welcomes children from all backgrounds and abilities.

2.2 All applications will be treated on merit and in a sensitive manner.

2.3 The only restriction we place on entry is that of number. If the number of children applying for entry exceeds the places available, we enforce the procedure set out below in order to determine whether a child is accepted or not. It is our wish to allow parents the right to have a place at the school of their choice. However, this is not always possible, due to the excess demand on the school places available.

2.4 The level of ability of a child or any special needs that s/he may have plays no part in the admissions policy of this school.

3 How parents can apply for their child to be admitted to our school

3.1 As our school is a community school, the school determines the admission arrangements in agreement with the LA. The LA is therefore the 'Admissions Authority' for our school. The regulations for entry to each school, where the Admissions Authority is the LA, are published each year by the LA. Parents can receive a copy of these regulations directly from the LA.

3.2 The LA publishes a composite admissions prospectus each year, which gives information about how parents can apply for a place at their preferred school. Parents have a right to express a preference for a school and they should do so on the application form. Expressing a preference does not, in itself, guarantee a place at this school. Parents

apply online and receive an allocation letter from the LA on 16 April to advise them of their allocated school place.

3.3 The admission rules for Buckinghamshire community and voluntary-controlled primary schools are

1. A 'looked after child' or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order.
2. 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.
3. Children living within the catchment area of the school. The primary school catchments can be viewed at <http://www.buckscc.gov.uk/schooladmission/>
4. For the main point of entry: Siblings of children who are attending the school or a 'linked primary' school in Year R – Year 6 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 a 'linked primary school'.

For immediate in year admission after the normal point of entry: Siblings of children who are in Year 3 to Year 6 at the time of admission to the school.

5. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made.
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 and the

school's nearest open entrance gate offering the closest first. We use a straight-line distance.

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.

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.

The full rules with explanation notes can be found in the 'Starting School or Moving up to Junior School ' guide or on the council's website.

4 Admission appeals

4.1 If a place is not offered at this school, it is because to do so would prejudice the education of other children by allowing the numbers of children in the school to increase too much.

4.2 If parents wish to appeal against a decision to refuse entry, they can do so by applying to the LA. An independent appeals panel then meets to consider all appeals by parents who have been refused a place at our school and who wish to appeal against this decision. An appeals panel's decision is binding for all 5 The planned admission number parties concerned. If the appeals panel decides that we should admit a child to our school, then we will accept this and continue to do all we can to provide the best education for all the children at our school. (Details of appeal arrangements are set out in the Code of Practice on School Admissions Appeals, which came into force in February 2012.)

- (a) 5.1 The planned admission number is the number of children the school can accommodate. The planned admission number for our school is 256. We keep this number under review, and the governors will apply to change the number if circumstances allow.
- (b) 6 Review
- (c) 6.1 This policy will be reviewed regularly with the Admissions Authority in the light of any changed circumstances in our school or the local area.
- (d) Date: September 2025
- (e) Review date: September 2026
- (f) Appendix A
- (g) Explanation of terms used in the admissions code
- (h) Definition of Looked after children
- (i) For admissions purposes 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). 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.

- (j) This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence order or special guardianship order as set out below.
- (k) Other definitions:
- (l) -residence order: is an order setting the arrangements to be made as to the person with whom the child is to live under section 8 of the children's Act 1989
- (m) -special guardianship order: '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
- (n) Exceptional Social and Medical process
- (o) A panel comprising education professionals will consider the applications under this 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.
- (p) Definition of sibling
- (q) 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.

- (r) Definition of parent
- (s) This is as defined in law (the Education Act 1996) as either:
 - (t) Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
 - (u) Any person who has care of the child or young person.
- (v) Definition of normal home address (more detail is available in the guide)
- (w) 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
 - (x) with legal care and control of the child.
 - (y) 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:
 - (z) 1) Confirmation of the registered address to which Child Benefit is currently being paid, or, if child benefit is not received then the address from which the child in question is registered with the doctor.
 - (aa) 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.
 - (bb) Definition of home to school distance
 - (cc) The straight line distance definition: is 'the distance from the address point of the pupil's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.
 - (dd) 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 the child's normal home address.
 - (ee) The point we measure to at the child's normal 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®).

- (ff) 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.
- (gg) 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 new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed.
- (hh) This evidence should be provided by 30 January (Secondary allocation) 13 February 2016 (Primary allocation) to be included in the first allocation round
- (ii) Multiple births – twins, triplets etc.
- (jj) 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 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 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.