

Admissions Arrangements and Policy

2026/2027

ODBST Level 2 Policy:	**ALL** Schools require this policy, **which may be adapted** where identified to suit local requirements and schools may add their own branding. LGBs will **note** adoption of this locally adapted policy in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	Guidance: The education of children out of their chronological year group.
Committee responsible:	Finance, Resources, Audit, Pay & Personnel
Approved by:	The ODBST Trust Board
Date Approved:	September 2024
Review Date:	September 2025

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Admission Arrangements 2026/2027

Chesham Bois CE school values highly its Christian ethos which is central to the daily life of the school.

As a Church of England School we place the child at the centre of all we do. Our work is motivated and inspired by our core Christian values which are lived out on a daily basis by children and adults in the school. We provide a caring, nurturing learning environment in which all children can achieve and grow together.

As a church school, we welcome applications from Christian families, and those of other faiths or none, without reference to ability or aptitude. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

Chesham Bois CE School is part of the Oxford Diocesan Bucks Schools Trust (ODBST), who are the admissions authority for the school. The Board of Trustees works in partnership with the Local Governing Body of the school over the consultation and operation of the individual schools' admissions policy.

The ODBST and the Local Governing Body (LGB) has made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class and equal opportunities.

In reviewing this policy the ODBST has had regards to the Equality Act 2010. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

Chesham Bois CE School has a published admission number of 30 for entry in the Reception Year.

The Trust consulted on Chesham Bois CE School's admission policy in 2021/2022.

Admission arrangements to the Reception Year in September 2026

Pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose child was born between 1 September 2021 and 31 August 2022 may apply for them to be admitted to the Reception Year in September 2026. There are 30 (the published admission number or PAN) places available.

Parents of a child whose fifth birthday falls between 1 September 2026 and 31 March 2027 may defer entry until their child reaches compulsory school age (the term beginning in January or April after his or her fifth birthday). The school will hold the deferred place for the child (provided it is taken up during the school year 2026/27), although children may benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2027 and 31 August 2027 (summer born children) who do not reach compulsory school age until September 2027 i.e. the term after they reach their fifth birthday, parents who do not wish them to start school in school year 2026/27 but want them to be admitted to the Reception Year in September 2027 should proceed as follows: They should apply at the usual time for a place in September 2026 together with a written request that the child is admitted outside his or her normal age group to the Reception Year in September 2027. NB: parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the Headteacher as early as possible. The school will consider the request carefully and, if it is agreed, this should be clear before the national offer day, so their application for the normal age group may be withdrawn before any place is offered. They should then

reapply in the normal way for a Reception Year place in September 2027. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2026 (NB: it will still be subject to the over-subscription criteria below) or to withdraw their application and apply in the second half of the of the summer term 2027 for a Year 1 place in September 2027. Parents should be aware that the Year 1 group may have no vacancies, and it could be full with children transferring from the 2026/27 Reception Year group. NB agreement by the school in 2026 to defer does not guarantee a place in September 2027 – the normal over-subscription criteria apply.

Until the child reaches compulsory school age, s/he may attend part-time. If parents wish to exercise this right they should discuss detailed arrangements with the head teacher.

Application form

Parents (see Note 1) wishing to apply for the Reception Year in September 2026 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2026. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be given to parents on 16 April 2026.

Procedures for applying to any school in Buckinghamshire are explained on Buckinghamshire County Council's website:
https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/

Admission arrangements to Year 3 in September 2026

Admission numbers

Chesham Bois CE School has a published admission number of 2 for entry at Year 3.

Chesham Bois CE School's KS2 classes have 32 places. The school has a published admission number for up to 32 pupils from Year 3 based on current cohort sizes.

Parents (see Note 1) wishing to apply for a Year 3 place in September 2026 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 15 January 2026. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be given to parents on 16 April 2026.

Over-subscription criteria

Children with an Education, Health and Care (EHC) plan naming Chesham Bois CE School will always be offered places. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
2. Families who have exceptional medical or social needs that make it essential that their child attends Chesham Bois CE School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
3. Children with a normal home address in the catchment area (see note 4) and with a sibling (see note 5) on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
4. Children with a normal home address in the catchment area.
5. Children of Staff, where the member of teaching 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.
6. Children with a normal home address outside the Chesham Bois CE School catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school.
7. Other children

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 7 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Catchment area for Chesham Bois CE School



All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have 30 places in EYFS and KS1, and 32 places in KS2.

In-year applications must be made directly to the school on a form available from the school, returned promptly to the school and will be considered by the Local Governing Body.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception Year will only be considered by the Local Governing Body up to half a term [using the three term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required (Armed Forces personnel are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The Local Governing Body may ask relevant professionals for their opinion. If a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place and the parents ask for the child's name to be added to the waiting list. 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. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

After National Offer Day, Buckinghamshire Council will automatically add the names of the children who have not been offered a place at Chesham Bois CE School to the waiting list for the school. If you don't remove your child from the waiting list and the Local Authority is able to offer you a place at a higher preference school, they will automatically re-allocate your original offer to another child. It is important to inform the school and Local Authority if you no longer want your child's name to be included on a waiting list. Details of these arrangements are available on Buckinghamshire Council's admissions websites.

The school maintains waiting lists for those children who are not offered a place in other year groups, and the parents ask for the child's name to be added to the waiting list. 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. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Reception and 32 for Year 3 in 2026/27 or the number of places in other year groups (30 for Years 1 and 2 and 32 for years 4 -6).

Fair Access

The school participates in the LA'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.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.

Further information

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through contacting the school office

office@cbschool.co.uk

01494 726901

Admissions in September 2025 (This information will be added once known)

The school received [ ] applications expressing a preference for admission to the Reception Year in 2025 by the closing date in January 2025. These were ranked as follows:

	Number
Children with statements or EHC plans naming the school	
Criterion 1	
Criterion 2	
Criterion 3	
Criterion 4	
Criterion 5	
Criterion 6	
Criterion 7	

Notes to the admissions policy

The following are detailed notes referring to the definitions in use for this school's policy.

Note 1:

'Parent' is defined in law (The Education Act 1996) as either:

a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or
b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2:

A 'looked-after child' is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). A 'looked-after child' includes any child who appears to have been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3:

Applications under criterion 2 (exceptional medical or social needs), must be supported by evidence from an independent professional person which clearly demonstrates why the school is the most suitable and must illustrate the difficulties that would be caused if the child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker, etc. who is aware of the circumstances of the case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary.

Note 4:

The home address is where the child normally lives. This will be where the parent or legal carer of the child lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. 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.

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 having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that at which the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP.

Evidence of the normal home address may be requested in the form of a recent bill, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned.

If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can be withdrawn even after the child has started at the school.

If parents are moving house, evidence of the move will be requested when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, or a rental agreement for at least a period of six months will be required.

If parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

An address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement will not be accepted.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5:

'Sibling' means a natural brother or sister, half-brother or sister, adopted brother or sister, step-brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling. It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6:

The straight line distance used to determine proximity of the home to the school will be measured by the LA's Geographical Information. They use straight line distance for admissions purposes. This is the distance from your child's normal home address and set out by the ordnance survey to the nearest open school gate available for pupils to use. The point the LA measure to at your child's 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 address file. This is different to the shortest walking route which is used for transport purposes.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

IN YEAR APPLICATION FORM

1 CHILD'S DETAILS

First name .....

Middle name(s) .....

Legal surname .....

Sex Male/Female

Date of birth ___/___/_____

Normal home address (the address and postcode at which the child normally lives). Please enclose address evidence.

.....

.....

Postcode .....

If moving home, please provide the new home address (the address at which the child **will** be living). Please enclose address evidence.

.....

.....

.....

Postcode .....

Name and address of current or most recent school

.....

.....

.....

Postcode ..... Telephone number .....

2 YOUR DETAILS

Name of parent/carer living at home address above

Title ..... First name ..... Surname .....

Relationship to child .....

Email address .....

Daytime telephone number .....

Mobile telephone number .....

3 FURTHER INFORMATION

Date admission required ___/___/_____

Does the child have any brothers or sisters attending the school? Yes/No

If 'Yes', please give name of the youngest sibling attending the school

.....

Does the child have an EHC (Education & Health Care Plan) Yes/No

If 'Yes', which Local Authority maintains this Plan? .....

Is the child 'looked after' by a Local Authority or was s/he previously 'looked after'?
Yes/No

If 'Yes', please provide details.

[Any other questions needed to apply the school's oversubscription rules – e.g. disability, medical/social needs, previous sibling attendance, etc.]

4 DECLARATION

I certify that I have parental responsibility for the child named in Section 1 above and that this application has the agreement of any other parent/carer with parental responsibility for the child.

I have read the school's admission policy.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or any supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.

I authorise the school to contact my child's previous school.

Signature of parent/carer .....

Date: ___/___/_____

Supplementary Information Form attached yes/no (delete as appropriate)

Objections to and referrals about determined school admission arrangements

Members of the public can make an objection to the Office of the Schools Adjudicator (OSA) if they think that the admissions arrangements of a maintained school or an academy do not comply with the 'School Admissions Code' (the Code) or other legislation relating to school admissions.

All admissions authorities must determine their admission arrangements by 28 February every year, even if they have not changed from previous years and a consultation has not been required. Complainants have until 30 June to contact the adjudicator if you have an objection.

If people wish to make an objection they must complete the school admission arrangements objection form https://www.gov.uk/government/publications/objection-to-school-admission-arrangements

Further guidance is available on the Office of the Schools Adjudicator web site https://www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral