

# Admissions Policy 27-28

## Years 7 - 11



### The Cottesloe School

<b>Policy Type:</b>	Statutory
<b>Reviewed by:</b>	Mr S Jones (Headteacher), Mr D Fox (Deputy Head of School) and Mrs C Stirk (Policies Governor)
<b>Date:</b>	Spring Term 2026
<b>Approved by:</b>	Strategy Committee - Jan 2026
<b>Last reviewed:</b>	Autumn 2024
<b>Next review:</b>	Autumn Term 2026
<b>Last consultation:</b>	Autumn 2020 for 2022 admissions
<b>Next consultation:</b>	Autumn 2027 for 2029 admissions

## **Contents**

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

## 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](#)

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

The Cottesloe School is a Foundation Secondary School. The admissions authority is the school's Governing Body. As the admissions authority, the school's Governing Body must ensure that the practices and criteria used to decide the allocation of places are fair, clear and objective. The Governing Body must also set out the criteria that will be applied if there are more applications than places at the school. The School admits children at the age of 11 without reference to aptitude or ability.

## 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**, as defined in section 22 of the Children Act 1989, 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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or

- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

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 is regarded as having been in state care outside of 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.

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.

A **parent** is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

#### **4. How to apply**

Application to Year 7 in September is organised by Buckinghamshire Council admissions department.

In-year applications can be obtained from the School website. For further information regarding the application process and application timetable please contact the School.

All unsuccessful applicants will have the right of appeal to an independent appeal panel. The decision of the independent appeal panel is binding on the School and the appellant.

#### **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.

Requests for admission outside the normal age group need to be made to The Cottesloe School's Governing body.

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 Published admission number (PAN)**

The school has a published admission number of 210 pupils for entry in year 7.

### **6.2 Oversubscription criteria**

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

As a Foundation school, The Cottesloe School works within the Fair Access Protocol.

Once children with Statements of Special Educational Need (SEN) or Education, Health and Care Plans (EHCP), which name The Cottesloe School, have been admitted to the School then places are allocated in accordance with the following oversubscription criteria:

A. Looked after children and previously looked after children, including adopted children. A looked after child is a child who is either in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions, or at any time was previously looked after but immediately after became the subject of an adoption, child arrangements order or special guardianship order.

B. Children of members of The Cottesloe School staff where the member of staff has been employed at the School for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

C. Those living in The Cottesloe School's catchment area comprising the civil parishes of Aston Abbotts, Cheddington, Cublington, Dagnall, Drayton Parslow, Dunton, Edlesborough, Granborough, Great Brickhill, Hoggston, Hollingdon, Horton, Ivinghoe, Ivinghoe Aston, Little Brickhill, Marsworth, Mentmore, Mursley, Newton Longville, North Marston, Northall, Pitstone, Rowsham, Slapton, Soulbury, Stewkley, Stoke Hammond, Swanbourne, Wing, Wingrave, Winslow. A map of the area is available at the School and on the school's directory entry on the Buckinghamshire Council website.

D. Siblings of children who will still be at the School, **in Years 7 to 11**, on the child's date of admission.

E. Children who are attending one of The Cottesloe School's partner schools at the time of application, namely: Brookmead School, Cheddington Combined School, Dagnall Church of England School, Edlesborough School, High Ash Church of England Combined School, Newton Longville Church of England Combined School, Overstone School, St Michael's Church of England Combined School, Wingrave Church of England Combined School, or Winslow Church of England Combined School.

F. Those living outside The Cottesloe School catchment area, other than students covered by the criterion above.

Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be given to children by taking account of the next rule (or rules) in the alphabetical list to decide who has priority for places.

Where the number of eligible applicants under each oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the middle of the school's main entrance gate on Church Street. Where the distance criterion does not produce a clear outcome (ie. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

### **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 the distance between the school and a child's home as a tie breaker to decide between applicants. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Church Road, Wing. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

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.

Random allocation will take place in the form of the drawing of random sealed envelopes with the name of one child per envelope.

## **6.4 Waiting list**

Waiting lists for admission to Year 7 will be maintained by Buckinghamshire Council until 30 September 2027. From 1 October 2027 a waiting list will be maintained by The Cottesloe School until 31 August 2028. If places become available during this time, then applications will be handled in accordance with the in-year transfer procedure. Each child added to the waiting list will require the list to be ranked again in accordance with the published oversubscription criteria.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol (see section 6.5 below) must take precedence over those on the waiting list.

## **6.5 Fair Access Protocol**

We participate in Buckinghamshire County 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 and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

## **6.6 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. The exception to this is where 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, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

## **6.7 Children of UK service personnel and crown servants**

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

## **6.8 Withdrawing an offer of a place**

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn on the basis of misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at our school except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

## **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 be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

In-year applications can be obtained from the School website. For further information regarding the application process and application timetable please contact the School.

## **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. Parents and carers can appeal admission decisions via Bucks Council:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-appeals/appeal-a-secondary-school-decision/>

You can find details of the school's appeals timetable on the following webpage:

<https://www.cottesloe.bucks.sch.uk/parent/admissions>

Appeals will be heard by an independent appeal panel.

## **9. Monitoring arrangements**

This policy will be reviewed and approved by The Cottesloe School's Governing Body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the published admission number), the 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. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangements are to apply.