



Admissions Policy

2024-2025

TURNFURLONG JUNIOR SCHOOL

Turnfurlong Lane, Aylesbury, Buckinghamshire HP21 7PL

Dream, Believe, Grow, Achieve

Our school is built on the foundation of kindness, happiness, honesty and respect

Where self-belief and resilience is grown through challenge and inclusion for all

So children can become independent, creative and confident individuals and able to achieve their dreams.

Date of Policy: Autumn 2023

Date of Review: Summer 2024

As a Foundation school, Turnfurlong Junior School follow the coordinated scheme for admissions through Buckinghamshire County Council Local Authority (LA).

The Local Authority (LA) is responsible for the control of admissions to the school and this will be coordinated by them using a common application and timetable.

The number of places available is determined by the physical capacity of the school and is called the 'Agreed Admissions number'. Our published admissions number is 90 per year group.

How to apply

You can apply online <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>.

You can contact School Admissions at Buckinghamshire County Council via their website on <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/contact-school-admissions/>.

You can apply for up to 6 schools, putting them in your order of preference. It's in your best interests to list 6 schools. Naming only one school does not guarantee your child a place at that school or give your child priority for a place over another child, neither does naming a school more than once.

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

If there are more applications received than the places available at the school then the places will be allocated within the primary scheme in accordance with the published oversubscription criteria for the school.

Details for dates for timely applications and how late applications are handled are given in the 'moving to primary school' guide on the Buckinghamshire website.

In 2024/2025 if the school is over-subscribed, the following criteria will be taken into account in the order listed below:

- 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. (See Note 1)
- 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. (See Note 2)
- 3) Children living within the catchment area of the school (See Note 3).
- 4) For the main point of entry: Siblings (See Note 4) of children who are attending the school or a 'linked primary' school 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 a 'linked primary school'.

For immediate in year admission after the normal point of entry: Siblings of children who are in Year R 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) Children of members of staff of any of the schools within the Aylesbury Learning Partnership, Turnfurlong Infant School, The Grange Secondary School, as well as Turnfurlong Junior School, if they have been employed at the school for more than two years and are still serving at the school or if a member of staff is recruited to fill a demonstrable skills shortage.
- 7) 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 Notes 5 and 6) and the school's nearest open entrance gate offering the closest first. We use a straight-line distance. (See Note 7) '
- 8) 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.
- 9) 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. (See also Note 8 below regarding twins and multiple births)
- 10) An explanation of the method of making random allocations can be obtained from the Local Authority Education Department.

Appeals

There are established arrangements for appeals against non-admission and those are dealt with by an Appeals Committee at Bucks County Council. Details are available from the Local Authority Education Department. A waiting list will be maintained for those children not offered a place, the order of criteria being the same as the criteria for over-subscription.

Children can remain on the waiting list for the whole academic year. At the end of the academic year in August the Admissions Team will write to all parents on the waiting list to enquire if they wish to remain on the waiting list. If the answer is yes, then children become In-Year Admissions for the next academic year. Late preferences are considered after preferences expressed by the deadline which will be in compliance with Local Authority arrangements.

If your child is refused admission to your preferred school, you have the right to [appeal against the decision to an Independent Appeal Panel](#). Details of the appeals procedure are available from the Local Authority Admissions Department where appeal information will be sent to you.

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. 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, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse

admission on these grounds to looked-after children, previously looked-after children and children with EHC plans listing the school

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.

Explanation of terms used in the admission rules.

Note 1: Definition of Child in Care

For admissions purposes a 'Looked after child' is a child who is

- a) in the care of a local authority
- 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.
- c) were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- d) became subject to a child arrangements order, or
- e) became subject to a special guardianship order

This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, residence or special guardianship order as set out below.

Other definitions:

Adoption order: 'Under section 46 of the Adoption and Children Act 2002'

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

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

Note 2 Exceptional Social and Medical process

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.

Note 3: Primary School Catchment Areas

The primary school catchments can be viewed at:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

Note 4: 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 5: 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 6: 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, if child benefit is not received then the address from which the child in question is registered with the doctor.
- 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 7 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.

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.

Note 8 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 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.