The Aylesbury Vale Academy Trust

The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

Admissions Policy 2028-2029
-proposed draft for consultation-

Policy Reference:	AVA_007
Description:	This policy covers the admission arrangements to the Academy between 1 September 2028 and 31 August 2029
Status:	Statutory Policy
Policy Audience:	Students & Parents/Carers
Academy Contact:	Academy Principal
Other related Academy Trust policies:	Equality Policy
Governor Committee:	**Full Governing Body**

In reviewing this policy, the Governing Board has had regard to the Equality Act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged by this policy.

Contents:

1. Introduction
2. PAN
3. Catchment area
4. Children with an EHCP
5. Oversubscription criteria
6. Admission Arrangements to Reception Year
7. Admission Arrangements to Year 7
8. In-year/casual admissions
9. Admission outside the normal age group
10. Continued Interest List
11. Multiple births
12. Fair access protocol
13. Sixth Form
14. Appeals
15. Explanation of terms

1. Introduction

The Aylesbury Vale Academy has a distinctive Christian ethos, which is at the centre of school life. We provide an inclusive, supportive and caring environment, shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community without reference to ability or aptitude, and irrespective of whether they are of the Christian faith, another faith or no faith, but we expect parents/carers to respect the Christian ethos of our school.

The governing board have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

2. PAN

The Aylesbury Vale Academy's Planned Admission Numbers are as follows:

Year R – 60 places

Year 7 – 150 places

Year 12 - 20 places

3. Catchment area

Maps of Aylesbury Vale Academy's catchment areas are available on the school's website following the links below:

Primary: https://www.theacademy.me/admissions-primary

Secondary: https://www.theacademy.me/admissions-secondary

Buckinghamshire Council's catchment area checker by postcode is available via the link below:

https://schools.buckinghamshire.gov.uk/school-admissions/nearest

4. **Children with an EHCP**

Children with an Education, Health and Care Plan naming the Aylesbury Vale Academy will be admitted prior to the application of the oversubscription criteria

5. **Oversubscription Criteria**

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. Children of staff at the Aylesbury Vale Academy in either or both of the following circumstances:
   a) where the member of staff has been employed by the school for two or more years at the time at which the application for admission to the school is made

   and/or

   b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

3. **Normal admission rounds:** Children with a normal home address (See Note 4) in the defined catchment area and with a sibling (See Note 5) on the school roll in Reception, Years 1-5, and Years 7-10 at the time of application and who are expected to still be in attendance on the date of the proposed admission.
   In-year/casual admissions (outside of the normal admission rounds): Children with a normal home address in the defined catchment area and with a sibling on the school roll in Reception and Years 1-13 at the time of application and who are expected to still be in attendance on the date of the proposed admission.

4. Children with a normal home address in the school's catchment area.

5. Families who have exceptional medical or social needs that make it essential that their child attends the Aylesbury Vale Academy rather than any other school. These needs must be fully supported by written evidence from the appropriate professional person involved with the family (see Note 3).

6. **Normal admission rounds:** Children with a normal home address (See Note 4) outside the defined catchment area and with a sibling (See Note 5) on the school roll in Reception, Years 1-5 and Years 7-10 at the time of application and who are expected to still be in attendance on the date of the proposed admission.
   In-year/casual admissions (outside of the normal admission rounds): Children with a normal home address outside the defined catchment area and with a sibling on the school roll in Reception and Years 1-13 at the time of application and who are expected to still be in attendance on the date of the proposed admission.

7. Other children.

Tie break:

The proximity of the child's residence to the school, assessed by the straight-line distance (see Note 6), will be used to differentiate between children in any criteria, prioritising those who live closer. In case of identical distances, placement will be determined at random by a neutral party.

6. Admission arrangements to the Reception Year in September 2028

All applications to Reception Year must be made in accordance with Buckinghamshire Council's Coordinated Admission Scheme. Parents/Carers (see Note 1) must complete the Common Application Form provided by Buckinghamshire Council on their portal (or your home Local Authority if living outside Buckinghamshire). The form must be returned to Buckinghamshire Council (or your home Local Authority if living outside Buckinghamshire) no later than 15 January 2029.

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 posted by Buckinghamshire Council (or by your home Local Authority if living outside Buckinghamshire) on Primary National Offer Day.

There is no automatic place in Reception for children attending Aylesbury Vale Academy Preschool.

All children are entitled to start school full-time in the September that follows their fourth birthday. By law, children have to be in full-time education by the start of the term following their fifth birthday – when they reach 'compulsory school age'. A child reaches compulsory school age on the next prescribed day on or following their fifth birthday. The prescribed days are 31st December, 31st March and 31st August. Parents can defer the date their child is admitted to the school until later in the year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year the offer was made for. Where parents wish, children may attend part time until later in the school year but not beyond the point at which the child reaches school age. In such cases, detailed arrangements should be discussed with the Primary Headteacher as soon as possible upon receipt of the offer of a place.

Children whose fifth birthday falls between 1 April and 31 August (summer born children)

Parents are entitled to request a place for their child outside of their normal age group. This includes the parents of summer born children (those born between 1 April and 31 August) who may choose not to send their child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group, to Reception rather than Year 1.

Parents/carers are advised to still make their application for a Reception place for their child's normal year of entry as part of the Buckinghamshire Council's Coordinated Admission Scheme. If a delay is agreed, this application for their normal age group can be withdrawn.

In addition to the above, parents/carers seeking a place for their child out of the normal age group for Reception should make a formal request in writing (email is sufficient) directly to the Board of Governors at **cog@theacademy.me**. The requests should be made at the same time as the school applications or no later than 15 January 2029 to allow adequate time for processing before National Offer Day. Requests will however still be considered after this date.

The Governing Board will consider each request and make a decision on the basis of the circumstances of the case and in 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 may naturally have fallen into a lower age group if it were not for being born prematurely
- The Primary headteacher's views

The Governing Board will respond to parents/carers in writing, letting them know the reasons for their decision.

If it has been decided that the child should start school in Reception out of the normal age group, the parent/carer will then need to make an application for a place in Reception in the normal admissions round in the following academic year. Summer born applications that are delayed for a year (for entry in September 2029) will be processed in exactly the same way as all other reception applications received at that time; there is no guarantee that a place will be offered at our school.

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 5. 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.

7. Admission arrangements to Year 7 in September 2028

There are 240 places available in Year 7, inclusive of the pupils already on roll in Year 6 at the Academy, who have the automatic right to transfer into Year 7 should they choose to. We expect 90 pupils to move up from Aylesbury Vale Academy Year 6 therefore the PAN for those seeking to join us from other schools is set at 150. If fewer than 90 pupils from our Year 6 continue into Year 7 then we will admit a correspondingly higher number over PAN.

Parents/Carers (see Note 1) of pupils enrolled in Year 6 at the Academy are **not** required to complete and submit the Common Application Form to Buckinghamshire Council if they would like their child to remain at the Academy for Year 7.

Parents/Carers of children at schools **other than** Aylesbury Vale Academy wishing to apply for a Year 7 place in September 2028 **must** complete the Common Application Form provided by Buckinghamshire Council (or from your home Local Authority if living outside of Buckinghamshire). The form must be returned to Buckinghamshire Council (or to your home Local Authority if living outside of Buckinghamshire) no later than 31 October 2028. 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 posted by Buckinghamshire Council (or your home Local Authority if living outside of Buckinghamshire) on National Offer Day.

8. Admission arrangements outside of the normal allocation rounds (in-year admissions)

Admission to the school depends on whether there are places available at the time of application and the over-subscription criteria.

The admission authority for Aylesbury Vale Academy is its Governing Body. Applications for casual/in-year[1] admissions must be made directly to the Academy through our Admissions Portal, accessible under the Admissions tab on the Academy website.

[1] School Admission Appeals Code 2022, pg. 13, footnote 10

Once the offer of a school place is accepted, parents/carers are required to complete and submit the necessary admission and consent forms. A start date will be provided for the child. Failure to start on the specified date without providing a reasonable explanation, will result in the place being withdrawn and offered to the next person on the Continued Interest List.

9. Admission outside the normal age group (except admission to Reception of summer born children)

Parents/carers may seek a place for their child outside the normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, or is a summer born child who has previously been educated outside their normal age group.

Parents/carers seeking a place for their child out of the normal age group should make a formal request in writing (email is sufficient) directly to the Board of Governors at cog@theacademy.me. The request together with any relevant information should be made at the same time as the school application.

Decisions on requests for admission outside the normal age group will be made by the Governing Board on the basis of the circumstances of each case and in 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 views of the Primary or Secondary headteachers

The response to parents/carers will be made in writing, letting them know the reasons for their decision.

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.

Where a child is a summer born and has been educated outside their chronological year group since year Reception, parents/carers applying for a place in Year 7 as part of the coordinated scheme or parents/carers of children moving up from AVA Primary do not need to submit a request for their child to be admitted to Year 7 outside their normal year group. The expectation is that summer born children educated outside their chronological year group will continue with their adopted cohort when transferring to our school.

10. Continued Interest List

The school maintains a Continued Interest List for those children who are not offered a place. No account is taken of the length of time on the Continued Interest List or the date in which an application is received. The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list. When a place becomes available,

---

An application is an "in-year" application if it is for the admission of a child to a relevant age group and it is submitted on or after the first day of the first school term of the admission year, or it is for the admission of a child to an age group other than a relevant age group

we will refer to the Continued Interest List and make an offer to the highest-ranking application at that time.

The Continued Interest List is maintained until the end of the academic year. For each new academic year, a new application must be submitted via our website.

11. 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 published admission number.

12. Fair Access Protocol

The school participates in Buckinghamshire 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 take priority for admission over any child on the Continued Interest List.

13. Admissions Arrangements to the Aylesbury Vale Academy Sixth Form

13.1 Admission Number

Current Year 11 students are not admitted under this policy as they are already on the school roll and can progress to the Sixth Form if they meet the minimum academic entry requirements for Year 12 and have confirmed that they wish to continue their education at the Academy.

Governors have determined that the published admission number for the Sixth Form is 20 places – this is the number of places available to external applicants (those who are **not** currently on roll at the Academy). The figure has been determined with regard to the staying on rate for students already at the Academy, the historical number of places which have been awarded to external applicants and the accommodation available at the Academy. It may be possible to admit more than 20 external applicants who have fulfilled the entry requirements for Year 12 (ie. over PAN) once the number of Year 11 students transferring to Year 12 is known. It is not expected for the total number in the Sixth Form to exceed 80 places. If more than 20 external candidates successfully meet the entry requirements, use of the oversubscription criteria for Year 12 will determine which applicants are allocated a place.

13.2 Entry Requirements

Entrance to the Sixth Form is based on suitability to undertake the academic or vocational courses being provided. The minimum academic entry requirements for Year 12 are the same for internal students and external candidates.

The Sixth Form offers three pathways. Each has a minimum points requirement, calculated from English, Maths and the student's best four other GCSEs:

Pathway	Programme	Minimum points
A Level Pathway	3 A Levels	85 points and above
Blended Pathway	1 A Level + 2 Vocational Qualification or 2 A Levels + 1 Vocational Qualification	75 points and above (80+ advised for 2 A Levels)
Vocational Pathway	3 Vocational Qualifications	60 points and above

Points are awarded as follows:

Grade	9	8	7	6	5	4	3	2	1
GCSE English Language	30	28	26	24	22	20	12	6	2
GCSE Maths	30	28	26	24	22	20	12	6	2
Any 4 other GCSEs (each)	15	14	13	12	11	10	6	3	1
Vocational Qualifications L1/L2 (each)	–	L2D* 14	L2D 13	–	L2M 11	L2P 10	L1D 6	L1M 3	L1P 1

Applicants who do not meet the minimum points requirement for their chosen pathway due to exceptional circumstances, such as a medical condition or being an overseas student without comparable qualifications, will be considered individually by the Governors' Admissions Committee. Applications must be supported by relevant evidence from an independent professional, such as a teacher, doctor, health visitor or Education Welfare Officer. Each application will be assessed on its individual merits and circumstances.

Places will not normally be offered to applicants who achieve below the minimum points requirement, except in the most exceptional circumstances.

Applicants who meet the entry requirements for Year 12 will normally be able to study their chosen subjects, provided there are sufficient places available in the relevant classes. The school reserves the right to refuse access to subjects when planned classes are full or the course is not viable.

Due to the nature of the courses, places will only be offered in exceptional circumstances to applicants seeking to join Year 12 after September.

13.3 Application Process

An Open Evening for prospective Sixth Form students is held each year, and the date is published on the Academy website.

Applications must be made directly to the school via our online Portal for Sixth Form by the closing date advertised. Applications received after the closing date may only be considered after GSCE results day.

On time applicants will receive an invitation for a meeting with the Sixth Form team to discuss options. This meeting does not form part of the decision process on whether to offer a place.

Successful applicants will be made a conditional offer subject to meeting the entry requirements for their chosen courses.

Offers of places will remain provisional until GCSE results have been received. External applicants must notify the Academy of their results on GSCE results day by the deadline communicated. Successful applicants will be invited to enrol on GSCE results day, subject to oversubscription criteria, unless the Academy has been informed of alternative arrangements.

The Admissions Committee for Sixth Form will meet the day following GSCE results day to consider any applications not meeting the minimum entry requirements.

13.4 Oversubscription criteria

Where the number of external applications exceeds the number of available places (PAN), the following oversubscription criteria will be applied:

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. Applicants meeting the entry requirements for their chosen pathway in order of the highest point scores achieved

Tie break:

The proximity of the child's residence to the school, assessed by the straight-line distance (see Note 6), will be used to differentiate between children in any criteria, prioritising those who live closer. In case of identical distances, placement will be determined at random by a neutral party.

13.5 Admission outside the normal age group

The normal age for admission to the Sixth Form is 16 years. If special circumstances dictate, applications will be considered from students aged 15 or 17 years, but we do not accept applications from those who are younger or older than this.

The process for requesting admission outside the normal age group is detailed in section 9 of this Policy.

13.6 Named Contact

All enquiries about admission to the Sixth Form should be made to the Sixth Form Team; the contact details can be found on our website via the link below:

Sixth Form Team

14. Appeals

There are established arrangements for appeals against non-admission. Appellants should contact Buckinghamshire Council for information on how and when to appeal.

Full details can be found here: Guidance for parents and guardians on school admission appeals | Buckinghamshire Council

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 academic 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.

15. Explanation of terms:

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

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

The person completing the application must ensure that they have parental responsibility for the child in question. They must also ensure that the application has the agreement of all people with parental responsibility.

Note 2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. 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). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having 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 When applying under criterion 5 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring The Aylesbury Vale Academy. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, heath visitor, social worker and/or appropriate professional who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child's home address where he or she sleeps for the majority of the school week (Monday to Friday). This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else 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 parental responsibility.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, 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 it becomes clear or there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence.

Shared Parental Responsibility or Joint Residence

To avoid doubt, where a child lives with parents/carers 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 we are satisfied that the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, we will make a judgement about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- which parent is in receipt of Child Benefit
- any other evidence the parents may supply to verify the position.

Moving house

If parents move house after an application has been made under the co-ordinated scheme, but before any offer of a place has been made, the home Local Authority (if living outside of Buckinghamshire) or Buckinghamshire Council must be informed straight away.

If parents are moving, we 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. If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned.

Service families/Crown Servants

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 confirmed new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed.

Addresses that we would not accept

- an address that is of a second home with the main home being elsewhere. We expect that you have sold, or leased, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence. 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.

- Only part of a family has moved out of the normal home address unless this was part of a divorce or permanent separation arrangement. If this is the case, we would require proof
- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- A child moves to a home other than with their parent unless this is part of a formal fostering or care arrangement. We may check this information.
- The address is that of a holiday home. A family living at a known holiday home address will be asked to provide leasing evidence and if there is a limitation on the tenancy, then it will not be accepted.

Fraudulent or misleading information

If a child does not live at his or her parent's address (for example if s/he is resident with a grandparent), it needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made and withdraw the offer of a place. Childcare arrangements are **not** sufficient for listing another address.

We can refuse to accept where you say your child lives, if we have any doubts. In cases such as this, we will continue to ask for evidence to show that you and your family live where you say you live. We may check the evidence you have provided with other agencies, including your child's current school.

The Academy works closely with Buckinghamshire Council to ensure that places are not obtained based on false addresses. 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 we have denied a place to a child with a stronger claim, we will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

Note 5 By sibling we mean a 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.

Note 6 We use straight-line distance for admission purposes. The straight-line distance is defined as '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'. A computerised system is used to determine the straight-line distance.

The point we measure to at the child's normal address is determined by the Ordnance Survey ADDRESS-BASE 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.

For multiple occupancy buildings (such as blocks of flats), the front door of the block is taken as the front door of every property within it.