

# The Aylesbury Vale Academy Trust



## Admissions Policy 2020-21

<b>Policy Reference:</b>	AVA.007
<b>Description:</b>	This document describes the admission arrangements to the Academy Vale Academy for the 2020/21 academic year
<b>Status:</b>	Statutory Policy
<b>Policy Audience:</b>	Students & Parents/Carers
<b>Academy Contact:</b>	Executive Principal / Primary Headteacher
<b>Other related Academy Trust policies and procedures:</b>	Equality Policy
<b>Governor Committee:</b>	Admissions
<b>Approved by the Governing Board on:</b>	15//02/19
<b>Latest Date for Next Review:</b>	Expires 15/02/2020
<b>Version + Schedule of Amendments:</b>	V.02 – 10/11/2017 V.03 – 20/02/2018 V.04 – 26/09/2018 V.05 – 08/02/2019
<b>Signed:</b>	
<b>Date of Signature:</b>	15/02/19

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.

## **Part A: ADMISSION ARRANGEMENTS to the primary phase of Aylesbury Vale Academy, (also known as Berryfields Church of England Primary School) 2020/21**

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 governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on infant class sizes and equal opportunities.

### **Admission arrangements to the Reception Year in September 2020**

At our school, pupils are normally admitted at the beginning of the school year (1 September – 31 August) in which they reach their fifth birthday. Parents whose children were born between 1 September 2015 and 31 August 2016 may apply for them to be admitted to the Reception Year in September 2020. There are 60 places (the published admission number) available. Our policy is not to offer admission, in September 2020, to children who were born on or after 1 September 2016.

Parents of a child whose fifth birthday falls between 1 September 2020 and 31 March 2021 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 2020-21), although, in the majority of cases, we find that children 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 2021 and 31 August 2021 (summer born children) who do not reach compulsory school age until September 2021, parents who do not wish them to start school in school year 2021-22 but to be admitted to the Reception Year in September 2021 should proceed as follows: They should apply at the usual time for a place in September 2020 together with a written request that the child is admitted outside his or her normal age group to the Reception year in September 2021. NB parents would need to provide supporting reasons for seeking a place outside the normal age group and should discuss the position with the head teacher 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 (16 April 2020), their application for the normal age group may be withdrawn before any place is offered. They should then reapply in the normal way (no later than 15 January 2021) for a Reception place in September 2021. If their request is refused, the parents must decide whether to wait for any other offer of a place in September 2020 (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 2021 for a Year 1 place in September 2021. Parents should be aware that the Year 1 group may have no vacancies and it could be full with children transferring from the 2021-22 Reception Year group.

Until the child reaches compulsory school age, parents may also request that s/he attend part-time. In such cases, detailed arrangements should be discussed with the head teacher.

**Parents (see Note 1) wishing to apply for the Reception Year in September 2020 must complete the common application form provided by Buckinghamshire County Council (or your home Local Authority if living outside Buckinghamshire). The form must be returned to Buckinghamshire County Council (or your home Local Authority if living outside Buckinghamshire) no later than 15 January 2020. 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 County Council (or by your home Local Authority if living outside Buckinghamshire) on 16 April 2020.**

### **Oversubscription Criteria**

Children with a Statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming the Aylesbury Vale Academy will always be offered places. If there is then 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, but ceased to be so because, immediately after being looked after, they became subject to an adoption, child arrangements or special guardianship order. (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 at 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. Children with a normal home address (See Note 4) in the school's catchment area 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 school's catchment area – see map below.
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. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
6. Children with a normal home address outside the school's 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 middle bollard at the school front entrance with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 - 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.

## All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. Years R, 1, 2, 3, 4, 5 and 6 have 60 places. Applications must be made directly to the school on a form available from the school. Admissions outside the normal age group will be dealt with as indicated below.

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 1 - 7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Reception will only be considered by the Governing Board 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. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Headteacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that 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 parents can ask for their 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 60 for Reception and Years 1, 2, 3, 4, 5 and 6 in 2020-21.

## **Fair Access**

The school participates in Buckinghamshire County 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 also take priority for admission over any child on the waiting list.

## **Appeals**

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application 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.

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

## **Admissions in September 2019**

The school received \_\_\_\_ on time applications expressing a preference for admission to the Reception Year in 2019 by the closing date in January 2019. These were ranked as follows:

Children with statements or EHC Plans naming the school:

- Criterion 1
- Criterion 2
- Criterion 3
- Criterion 4
- Criterion 5
- Criterion 6
- Criterion 7

\_\_ places were offered, with the cut-off coming under criterion 3 and 4 (within the school's catchment area) at a distance of \_\_\_\_ miles.

## Further information

Further information can be obtained from the School: Berryfields Church of England Primary School, John Fitzjohn Avenue, Aylesbury, Bucks, HP18 0FS. Telephone: 01296 674263. Email: [berryfieldsprimary@theacademy.me](mailto:berryfieldsprimary@theacademy.me)

**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.

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

**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. An adoption order is one made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangement 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, residence or special guardianship order).

**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 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, health visitor, social worker, etc. 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. 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 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 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
- any other evidence the parents may supply to verify the position.

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. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. 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. The school works closely with Buckinghamshire County Council to ensure that places are not obtained at the school based on false addresses, and, in cases of doubt, will take steps to verify the information provided. 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 also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this 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.

If parents move house after the application has been made, but before any offer of a place has been made, the home Local Authority (if living outside of Buckinghamshire) or Buckinghamshire County Council must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

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.

**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. 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 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'.

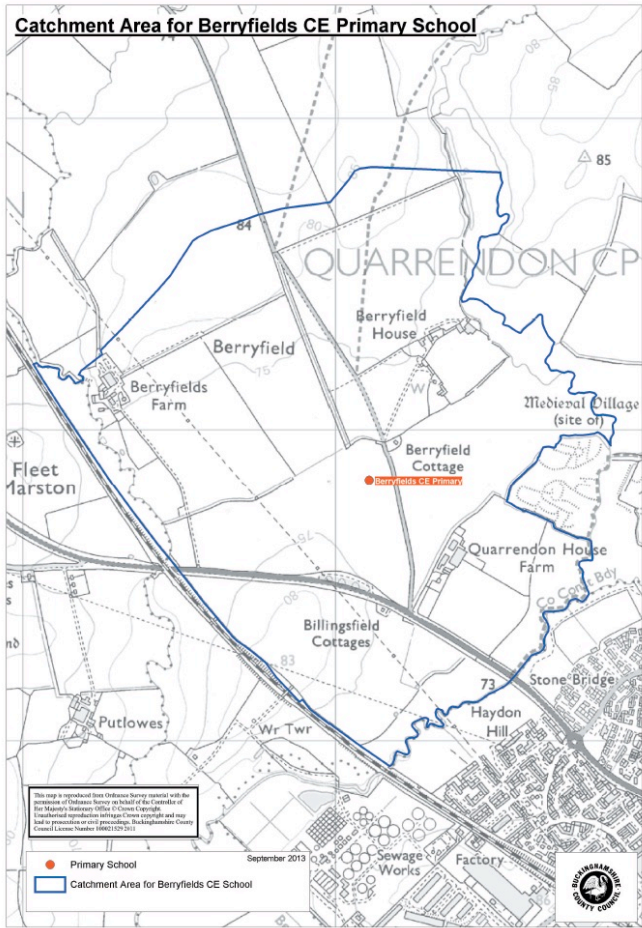
As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the child's normal home address.

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.

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. This evidence should be provided by 30 January (Secondary allocation) 13 February 2016 (Primary allocation) to be included in the first allocation round. 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.

**The catchment area for Aylesbury Vale Academy (including Berryfields CE Primary) can be found below.**



## **Part B: ADMISSION ARRANGEMENTS to the secondary phase of the Aylesbury Vale Academy 2020/21**

The Aylesbury Vale Academy has a distinctive Christian ethos, which is at the centre of academy 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 academy.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2014 and all relevant legislation, including that on equal opportunities.

## **Admission arrangements to Year 7 in September 2020**

Parents (see Note 1) wishing to apply for a Year 7 place in September 2020 must complete the common application form provided by Buckinghamshire County Council (or from your home Local Authority if living outside of Buckinghamshire). The form must be returned to Buckinghamshire County Council (or to your home Local Authority if living outside of Buckinghamshire) no later than **31 October 2019**. 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 County Council (or your home Local Authority if living outside of Buckinghamshire) on **1 March 2020**.

There are 270 places available in Year 7 for September 2020 (these are inclusive of any students transferring from the primary phase of the academy, who have the automatic right to move into Year 7 should they choose to).

### **Oversubscription Criteria**

Students with a Statement of Special Educational Need or with an Education, Health and Care (EHC) Plan naming the Aylesbury Vale Academy will always be offered places. If there is then greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

1. Looked-after students and students who were previously looked after, but ceased to be so because, immediately after being looked after they became subject to an adoption, child arrangements or special guardianship order. (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 at 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. Students with a normal home address (See Note 4) in the defined catchment area and with a sibling (see Note 5) on the roll of the academy at the time of application or whose parent has accepted an offer of a place at the academy and who is expected still to be in attendance at the time of entry to the academy.
4. Students with a normal home address in the defined catchment area – see map below.
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. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)
6. Students with a normal home address outside the defined catchment area and with a sibling on the roll of the academy at the time of application or whose parent has accepted an offer of a place at the academy and who is expected still to be in attendance at the time of entry to the academy.
7. Other students.



**Proximity of the student's home, as measured by the straight line distance (see Note 6) between the home and the academy front entrance doors with those living nearer being accorded the higher priority, will serve to differentiate between students in criteria 1 - 7 should the need arise. In the event that two distance measurements are identical, the academy 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 academy.**

## **All Other Admissions**

Admission to the academy during the academy year depends on whether or not there are places available. Year 8 at the Academy has 270 places; Years 9 – 10 have 240 places and Year 11 has 210 places. Applications must be made directly to the academy on a form available from the academy. Admissions outside the normal age group will be dealt with as indicated below.

If there is a vacancy, and there is no student on the relevant waiting list with a higher priority (according to the over-subscription criteria 1 - 7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Year 7 will only be considered by the Governing Board 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, 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. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the Principal in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. . It should be noted that 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 academy maintains waiting lists for those students who are not offered a place, and parents can ask for their 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 academy 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 for Year 7 in 2020-21 or the number of places in other year groups.

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 270 in Years 7 – 8, 240 in Years 9 – 10 and 210 in Year 11.

### **Fair Access**

The academy participates in Bucks 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**

There are established arrangements for appeals against non-admission. Details are available from the academy, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the academy, the academy does not consider any further application in the same academy 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.

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

### **Admissions in September 2019**

The academy received \_\_\_ applications expressing a preference for admission to Year 7 in 2019 and it by the closing date in October 2018. These were ranked as follows:

Children with statements or EHC Plans naming the school:

- Criterion 1
- Criterion 2
- Criterion 3
- Criterion 4
- Criterion 5
- Criterion 6
- Criterion 7

\_\_\_ places were offered, with the cut-off coming under criterion 3 and 4 (within the school's catchment area) at a distance of \_\_\_\_ miles.

### **Further information**

Further information can be obtained from the Academy: The Aylesbury Vale Academy, Paradise Orchard, Aylesbury, Bucks, HP18 0WS. Telephone: 01296 428551. Email: [admissions@theacademy.me](mailto:admissions@theacademy.me)

**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.

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

**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. An adoption order is one

made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangement 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, residence or special guardianship order).

**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 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, health visitor, social worker, etc. 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. 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 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 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
- any other evidence the parents may supply to verify the position.

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. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. 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. The school works closely with Buckinghamshire County Council to ensure that places are not obtained at the school based on false addresses, and, in cases of doubt, will take steps to verify the information provided. 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 also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does not live at his or her parent's address. For example, if he or she is resident with a grandparent, this 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.

If parents move house after the application has been made, but before any offer of a place has been made, the home Local Authority (if living outside of Buckinghamshire) or Buckinghamshire County Council must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme.

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.

**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. 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 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'.

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.

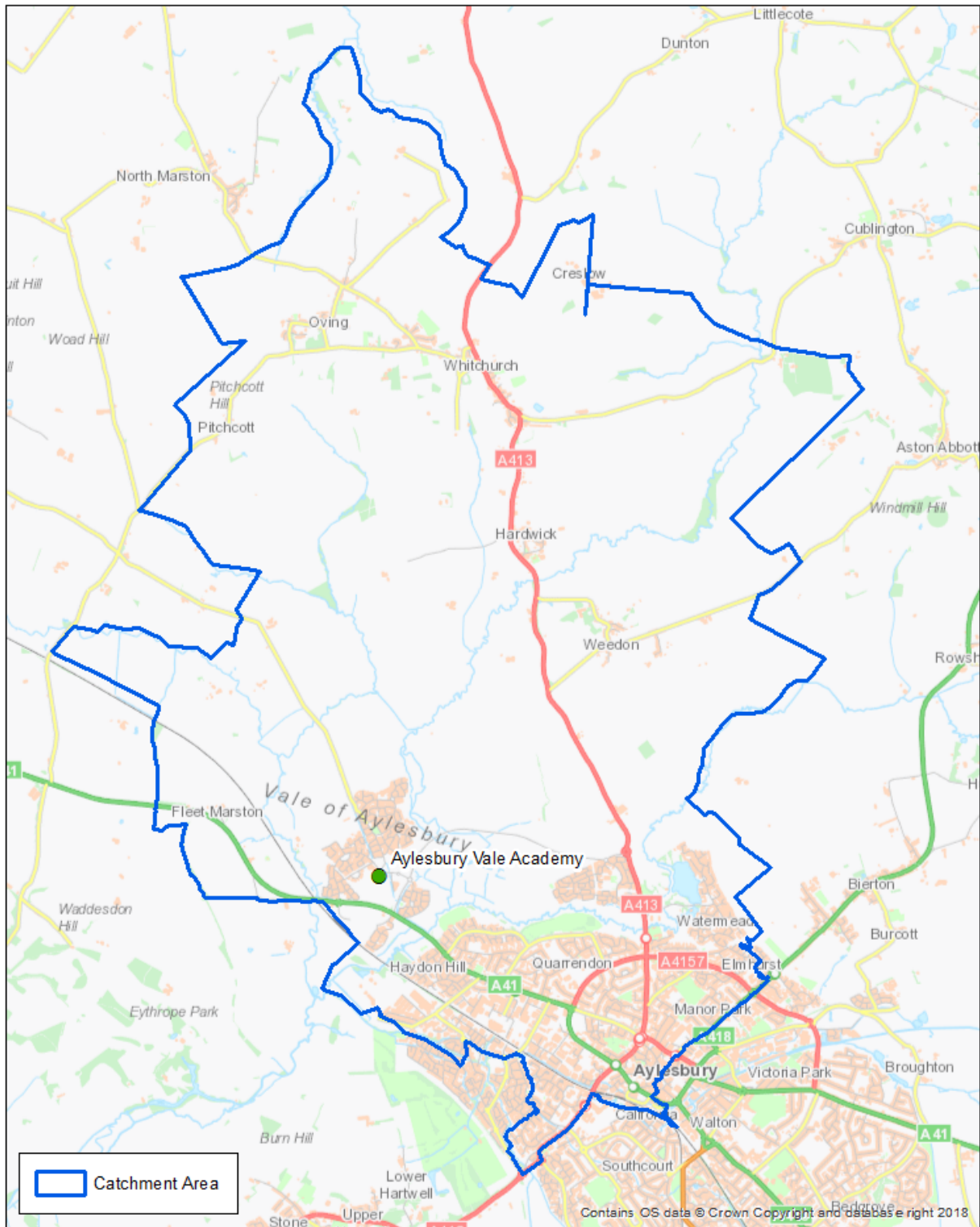
The point we measure to at the child's normal address is determined by the Ordnance Survey ADDRESS-BASE which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (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.

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. This evidence should be provided by 30 January (Secondary allocation) to be included in the first allocation round.

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.

**The school's catchment area is shown on the map below.**



Catchment area for Aylesbury Vale Academy from September 2020



This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the controller of Her Majesty's Stationery Office. Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. © Copyright Buckinghamshire County Council Licence No. 100001209 2019



Produced by The School Management Support Team, February 2019



## Part C: Admissions Arrangements to the Aylesbury Vale Academy Sixth Form Admission Number

Governors have determined that the published admission number for the Sixth Form is 50 places – this is the number of places, which will be available to applicants who are not currently on the academy roll. 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.

### **Entry Requirements**

Entrance to the Sixth Form is based on suitability to undertake the academic or vocational courses being provided. The academy will arrange personal consultations with potential students to advise on course availability and course suitability and to set down the expectations of embarking on a Sixth Form course of study.

In determining whether a place can be offered, the decision will be based on the academic requirements of the course being applied for.

### **Application Process and Timescale**

An application form can be obtained from the academy. The closing date for applications each year is 1st June. Applications received after this date will only be considered once applications have been processed for those applying within the prescribed timescale. Offers of places will not be made until the outcome of GCSE results are known and the onus is on applicants to advise the school immediately their results are known.

### **Oversubscription criteria**

In the event of receiving more external applications, which fulfil the entry criteria than places available, then after the statutory requirements for statemented students and looked after students, the single oversubscription criteria will be that of distance. Places will therefore be awarded according to the proximity of the student's home to the school measured by the straight-line method via Buckinghamshire County Council's Geographical Information System as described in the Buckinghamshire County Council's admissions booklet. This will be measured from the student's main place of residence to the academy front door entrance.

### **Right of Appeal**

There are established arrangements for appeals against non-admission. Details are available from the academy, including the date by which an appeal should be submitted. It should be noted that, in the event of an unsuccessful appeal against non-admission to the academy, the academy does not consider any further application in the same academy 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.

### **Equality Legislation**

In dealing with applications for admission, Governors will have full regard to all equality legislation.

### **Named Contact**

All initial enquiries about admission to the Sixth Form should be made to the Head of Sixth Form at The Aylesbury Vale Academy.