

The Aylesbury Vale Academy Trust



Admissions Policy 2025-2026

Policy Reference:	AVA_007
Description:	This policy covers admissions to the Academy between 1 September 2025 and 31 August 2026.
Status:	Statutory Policy
Policy Audience:	Students & Parents/Carers
Academy Contact:	Academy Principal Academy Vice Principal Admissions
Other related Academy Trust policies:	Equality Policy
Governor Committee:	Full Governing Body
Approved by the Governing Board on:	01.02.2024

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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 Governors 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:

Years R to 6 – 60 places per year group

Years 7 to 11 – 240 places per year group

Sixth Form - 60 places per year group

3. Catchment area

Maps of Aylesbury Vale Academy's catchment areas are available on the school's website, 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://services.buckscc.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. Children 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 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.
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. 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 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 2025

All applications to Reception Year in September 2025 must be made in accordance with the Buckinghamshire County 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 2025.

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 16 April 2025.

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'.

We will admit pupils on a full time basis at the beginning of the school year in which they reach their fifth birthday. Parents/Carers of a child whose fifth birthday falls between 1 September and 31 March 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 same academic year). Until the child reaches Compulsory School Age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the Primary Headteacher.

For children whose fifth birthday falls between 1 April and 31 August (summer born children), parents/carers who do not wish them to start school in September 2025 but to be admitted to the Reception Year in September 2026 should follow the guidance on Buckinghamshire Council's portal and also write to the Primary Headteacher in advance of applying for a place, requesting a place outside the normal age group and providing your supporting reasons. If agreement is given to delay your child's start to school, this does not mean that a place will be held for your child until the following year, it means that you will be able to apply again for a place in Reception a year later. This will be treated as a new application and there is no guarantee that a place will be available, normal oversubscription criteria apply.

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

7. Admission arrangements to Year 7 in September 2025

There are 240 places available in Year 7 for September 2025. This number is 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. Parents/Carers (see Note 1) of pupils in Year 6 at the Academy are not required to complete and submit the Common Application Form to Buckinghamshire Council.

Parents/Carers of children at schools other than Aylesbury Vale Academy wishing to apply for a Year 7 place in September 2025 **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 you home Local Authority if living outside of Buckinghamshire) no later than 31 October 2024. 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 1 March 2025.

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-year¹ admissions must be made directly to the Academy via our Admissions Portal.

9. 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 or Primary 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.

10. Continued Interest (Waiting) Lists

The school maintains a Continued Interest List for each year group for those children who are not offered a place. Any parent/carer can ask for their child's name to be added to the Continued Interest List following an unsuccessful application. The order of priority on the Continued Interest List is the same as the list of criteria for over-subscription (see Section 5) and does not depend on the date on which an application is received. No account is taken of length of time on a Continued Interest List. Each added child will require the list to be ranked again. If a place becomes available, we will refer to the Continued Interest List and make an offer to the highest-ranking application at that time.

The Continued Interest Lists are maintained until the end of the academic year. For each new academic year a new application must be submitted via our portal.

The school periodically seeks confirmation that parents wish a child to be kept on the continued interest list.

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. Appeals

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

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

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

Link here: [Guidance for parents and guardians on school admission appeals | Buckinghamshire Council](#)

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 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.

14. Admissions Arrangements to the Aylesbury Vale Academy Sixth Form (Years 12 &13)

14.1 Admission Number

Governors have determined that the published admission number for the Sixth Form is 60 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.

14.2 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, the interview and the reference letter from the student's current school or college.

14.3 Application Process and Timescale

Applications must be made online via our Portal. 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.

14.4 Oversubscription criteria

In the event of receiving more external applications, which fulfil the entry criteria than places available, then after the statutory requirements for students with an Education, Health and Care Plan and looked after students, the single over-subscription 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 Council's Geographical Information System. This will be measured from the student's main place of residence to the Academy front door entrance.

14.5 Named Contact

All enquiries about admission to the Sixth Form should be made to the Sixth Form Achievement Director at The Aylesbury Vale Academy. The contact details for the Sixth Form department can be found on our portal via the link below:

<https://www.theacademy.me/page/?title=DEPARTMENT+TEAM&pid=123>

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, health 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.