INSPIRING FUTURES PARTNERSHIP TRUST

ADMISSIONS POLICY FOR ABBEY VIEW PRIMARY ACADEMY

SEPTEMBER 2027 – AUGUST 2028

Policy Type	Statutory
Updated by	Jon Mason
Checked by	Madasar Mirza
Updated in	September 2025
Review due	August 2026

Abbey View Primary Academy

Admission arrangements for September 2027

Introductory statement

At Abbey View Primary Academy we are committed to delivering inspirational learning opportunities that are fun, purposeful and challenging as every child has the potential to achieve and excel. Our pupils will take ownership of their learning, become highly aspirational and be able to make positive contributions to life in modern Britain. This means that Abbey View Primary Academy will:

- Provide an outstanding primary education for all children attending
- Enable all children to be highly aspirational and reach their potential
- Meet the individual needs of children and their families through a proven model of outstanding teaching and learning
- Provide a rich, engaging and challenging curriculum with Forest School opportunities
- Recognise the need for diversity by ensuring the individuality of the Academy within Inspiring Futures Partnership Trust
- Provide an environment where everybody matters: children, parents and staff.

The above will be supported by our nurturing and inspiring motto:

"Learning today…Leading tomorrow"

Admission number(s)

The Academy has an admission number of 30 for entry in year Reception (Foundation Stage). The Academy will accordingly admit this number of pupils if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the Academy Trust will offer places at the Academy to all those who have applied.

Application process

Buckinghamshire Council will process applications in line with the normal process for co-ordinating school offer for children starting school in September 2027. Applications are made via Buckinghamshire Council's website:

https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-primary-school-place/

The closing date for applications for children starting school in September 2027 falls during January 2027 and is set by Buckinghamshire Council - please use the link above to confirm the precise date. January 2027 and offers will be made in April 2027.

Oversubscription criteria

When the Academy is oversubscribed, after the admission of pupils with an Education, Health and Care Plan (EHCP) naming the Academy, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children of staff who have been recruited to fill a skill-shortage area.
3. Children who have a sibling attending the Academy on the date of admission.
4. Children living within catchment area as set out in the map at the end of this policy. Children living on the boundary line will be considered to be living within the catchment area.
5. Children with exceptional medical or social needs. Each application must include evidence, from a medical specialist or social worker, of the child's need and why they must attend this Academy rather than any other, based on those needs. If evidence is not submitted to the Academy at the time of application, a child's medical or social needs cannot be considered.
6. Once the above criteria have been applied, any further places will be awarded according to the distance between the family's normal home address and the Academy's nearest entrance gate. Distance is measured using Buckinghamshire's Local Authority Geographical Information System, as described in the Buckinghamshire LA admissions booklet, with shortest distances having highest priority.

Tie-break

If in categories 2, 3, 4, 5 and 6 above a tie-break is necessary to determine which child is admitted, the child living closest to the Academy will be given priority for admission. Distance is measured from the child's home to the front gates of the Academy in a straight-line using Buckinghamshire Council's Geographical Information System.

Random allocation undertaken by Buckinghamshire Council or another body unconnected with the Academy Trust will be used as a tie-break in categories 2, 3, 4, 5 and 6 above to decide who has highest priority for admission if the distance between a child's home and the Academy is equidistant in any two or more cases.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our Published Admission Number (PAN).

Late applications

All applications received by Buckinghamshire Council after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the Academy is oversubscribed, parents may request that their child is placed on the Academy's waiting list.

Deferred entry for infants

Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the Academy year for which the offer was made.

Deferred entry may result in a child missing out on those immediate opportunities to develop peer relationships as the class will have their routines, social groups and friendships already developed. The Academy is very aware of the age span of new starters and our curriculum is designed to accommodate younger, less mature children alongside older children in the cohort. The Principal and Early Years Foundation Stage Lead will meet and discuss specific cases, as they arise, should parents wish to negotiate an alternative start arrangement. Similarly, a meeting will be arranged with parents if the Academy wishes to recommend that an individual child, in the interest of a special educational need, would benefit from attending the Academy on a part-time basis.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 March and 31 December.

Delayed Entry (e.g. summer born children, special educational or medical needs and other exceptional factors)

Delayed entry to the Academy is where a parent applies to hold back their child from joining the correct year group for their age so that they start the Academy a year later than they are due to, into the Reception class. Parents considering delayed entry are still advised to apply for an Academy place for the September following the child's 4th birthday. This can then be withdrawn or declined if it is agreed that the child should be held back a year. Information about this process is on Buckinghamshire Council's website, and parents seeking a delayed entry for their child should contact the Admissions Team in the first instance, who will advise about the process. Each application will be reviewed, and you will receive confirmation from Buckinghamshire Council and the Academy that it relates to. Once the decision is made to admit a child out of year group their admission will be managed in the same way as any other child in the intake with no reference being made to the child's age.

Fair Access Protocol

We participate in Buckinghamshire Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible. 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.

Waiting Lists

The Academy will operate a waiting list for each year group where the Academy receives more applications for places than there are places available. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list; this means a child's position on the waiting list is subject to change.

Appeals

If your child's application for a place at the Academy is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. Buckinghamshire guidance to parents and guardians on the admission appeals process can be found using the following link:

https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-appeals/guide-to-making-a-school-appeal/

It is important to be aware that each appeal costs the Academy money it would otherwise spend on its current children's education.

In-year admissions

Parents can apply for a place for their child at any time. As is the case in the co-ordinated admissions round, all children whose EHCP name the Academy will be admitted. If there are spaces available in the year group you are applying for, your child will be offered a place, subject to the paragraph below on challenging behaviour being met and subject to the School Admissions Code paragraph 3.8. If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest. Applications for in-year admissions should be made directly to the Academy Office.

Parents have a maximum of two weeks/10 academy days to take up the place and have their child start attending the Academy. If their child does not start within this 10 academy day time period the place will be offered to the next child on the waiting list.

We may refuse admission for an in-year application for a year group that is not the normal point of entry if we have good reason to believe that the child may display challenging behaviour (see Notes and definitions below). In such cases we will refer the child to the Fair Access Protocol.

Multiple births

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted.

Challenging Behaviour

We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.8 and 3.10) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged. This relates to children who have been excluded twice and can be applied for up to 2 years from the date from the last exclusion and also parents seeking a place in a year group that is not the child's normal point of entry and we have good reason to believe that the child may display challenging behaviour (see Notes and definitions below).

In these cases, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHCP naming the Academy.

Notes and definitions:

Home address:

The home address is where a child normally lives. Where a child lives with parents with shared parental responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. If a child's residence is split equally between both parents, then parents will be asked to determine which residential address should be used for the purpose of admission to the Academy. If no joint declaration is received where the residence is split equally by the closing date for applications, the home address will be taken as the address where the child is registered with the doctor. If the residence is not split equally between both parents then the address used will be the address where the child spends the majority of the Academy week.

Medical and social need:

'Social need' does not include a parent's wish that a child attends the Academy because of a child's aptitude or ability or because their friends attend the Academy. 'Medical need' does not include mild medical conditions. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the academy. It must clearly show why the academy is the most suitable and any difficulties if alternate academies/schools were offered.

Definition of Looked After Children and Previously Looked After Children

For admissions purposes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear [to the admission authority] to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

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

Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014.

Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989.

Definition of Academy staff

'Staff' includes:

i. teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and
ii. all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.
'Demonstrable skill shortage' is a post which the Trust/Academy has had or anticipates difficulty in filling.

Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

Definition of parent

This is as defined in law (the Education Act 1996) as either:

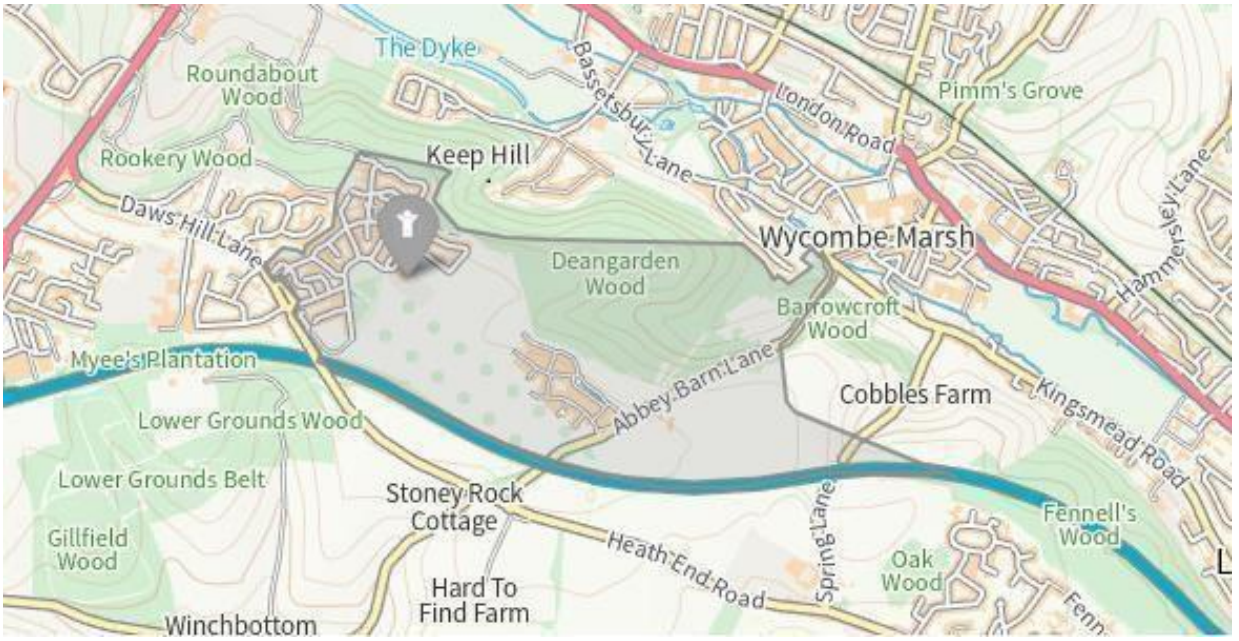
- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

Definition of challenging behaviour

Behaviour can be described as challenging where it would be unlikely to be responsive to the usual range of interventions to help prevent and address pupil misbehaviour or it is of such severity, frequency, or duration that it is beyond the normal range that the Academy can tolerate. We would expect this behaviour to significantly interfere with the pupil's/other pupils' education or jeopardise the right of staff and pupils to a safe and orderly environment.

A child with challenging behaviour may also be disabled as defined in the Equality Act 2010. When considering refusing admission on these grounds, the Academy Trust will consider their duties under that Act along with the decision of the Upper Tribunal in C & C v The Governing Body of a School, The Secretary of State for Education (First Interested Party) and The National Autistic Society (Second Interested Party) (SEN) [2018] UKUT 269 (AAC) about the implications of the Equality Act 2010 when a pupil exhibits a tendency to physical abuse of other persons as a consequence of a disability.

Catchment area map for Abbey View Primary Academy



This version of the map is indicative only, for the full catchment map please use the following link:

https://services.buckscc.gov.uk/school-admissions/schools/147062