

Admissions Policy 2025-26

Years 7 - 11



The Cottesloe School

Policy Type:	Statutory
Reviewed by:	Simon Jones (Headteacher), Alberto Passaro (Assistant Headteacher – School Improvement) and Carolyn Stirk (Policies Governor)
Date:	12/06/2024
Approved by:	Teaching and Learning Committee - June 2024
Last reviewed:	Autumn Term 2022
Next review:	Autumn Term 2024

The Cottesloe School is a Foundation Secondary School. The admissions authority is the school's Governing Body. As the admissions authority, the school's Governing Body must ensure that the practices and criteria used to decide the allocation of places are fair, clear and objective. The Governing Body must also set out the criteria that will be applied if there are more applications than places at the school. The School admits children at the age of 11 without reference to aptitude or ability. The school's Published Admission Number (PAN) for Year 7 is 190.

As a Foundation school, The Cottesloe School works within the Fair Access Protocol.

Once children with Statements of Special Educational Need (SEN) or Education, Health and Care Plans (EHCP), which name The Cottesloe School, have been admitted to the School then places are allocated in accordance with the following oversubscription criteria:

- A. Looked after children and Adopted children. A looked after child is a child who is either in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions, or at any time was previously looked after but immediately after became the subject of an adoption, child arrangements order or special guardianship order.
- B. Children of members of The Cottesloe School staff where the member of staff has been employed at the School for two or more years at the time at which the application is made and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- C. Those living in The Cottesloe School's catchment area comprising the civil parishes of Aston Abbotts, Cheddington, Cublington, Dagnall, Drayton Parslow, Dunton, Edlesborough, Granborough, Great Brickhill, Hoggeston, Hollingdon, Horton, Ivinghoe, Ivinghoe Aston, Little Brickhill, Marsworth, Mentmore, Mursley, Newton Longville, North Marston, Northall, Pitstone, Rowsham, Slapton, Soulbury, Stewkley, Stoke Hammond, Swanbourne, Wing, Wingrave, Winslow. A map of the area is available at the School and on the school's directory entry on the Buckinghamshire Council website.
- D. Siblings of children who will still be at the School, **in Years 7 to 11**, on the child's date of admission.
- E. Children who are attending one of The Cottesloe School's partner schools at the time of application, namely: Brookmead School, Cheddington Combined School, Dagnall Church of England School, Edlesborough School, High Ash Church of England Combined School, Newton Longville Church of England Combined School, Overstone School, St Michael's Church of England Combined School, Wingrave Church of England Combined School or Winslow Church of England Combined School.
- F. Those living outside The Cottesloe School catchment area, other than students covered by the criterion above.

Where the school can take some, but not all, of the children who qualify under one of these rules, priority will be given to children by taking account of the next rule (or rules) in the alphabetical list to decide who has priority for places.

Where the number of eligible applicants under each oversubscription criterion exceeds the number of places available, places will be allocated in distance order using straight line distance between the family's normal home address and the middle of the school's main entrance gate on Church Street. Where the distance criterion does not produce a clear

outcome (ie. two children live precisely the same distance from the school), the place will be determined by random allocation supervised by a person independent of the school.

Waiting Lists

Waiting lists for admission to Year 7 will be maintained by Buckinghamshire Council until 30 September 2025. From 1 October 2025 a waiting list will be maintained by The Cottesloe School until 31 August 2026. If places become available during this time, then applications will be handled in accordance with the in-year transfer procedure. Each child added to the waiting list will require the list to be ranked again in accordance with the published oversubscription criteria. Looked after children, formerly looked after children and those allocated a place at the school in accordance with a Fair Access Protocol, will take precedence over those on the waiting list.

Application Procedure

Application to year 7 in September is organised by Buckinghamshire Council admissions department.

In year applications can be obtained from the School website. For further information regarding the application process and application timetable please contact the School.

All unsuccessful applicants will have the right of appeal to an independent appeal panel. The decision of the independent appeal panel is binding on the School and the appellant.

Explanation of terms used in the admission rules:

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 admissions authority to have been in state care outside of England and ceased to be in state care as 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 covers accommodated children and those who are in care under a Care Order/interim order. This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings. This includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangements order or special guardianship order as set out below.

Other definitions: 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 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.

If two parents with parental responsibility live at different addresses, the parent to whom the child benefit is paid should make the application with the full knowledge and consent of the non-resident parent.

If child benefit is not received, then the parent living at the address at which the child is registered with a GP should make the application, or failing that, then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

Definition of normal home address This is the child's home address. This must be where the parent or legal carer of the child lives together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. The address should be a residential property that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

Definition of home to school distance The straight line distance definition: is 'the distance from the address point of the child'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 middle of the main school entrance gate on Church Street to the child's home address. The point we measure to at the child's normal home address is determined by the Ordnance Survey ADDRESS-POINT which is an Ordnance Survey data product that provides a National Grid coordinate and a unique reference for each postal address in Great Britain that is on the Royal Mail's Post Office Address File (PAF®). The PAF contains postal address data for approximately 26 million delivery points. These delivery points include premises that are shown on Ordnance Survey large scale mapping data, 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, we will allocate school places in advance of the family move if you provide an official government letter declaring a relocation date and an intended address. A unit postal address or quartering area address will be sufficient if there is not a new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed. Please provide evidence by 31st January (Secondary allocation) to be included in the first allocation round.

Definition of multiple births – twins, triplets etc. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.