
ADMISSIONS FROM SEPTEMBER 2023

PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

The 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 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 equal opportunities.

Our last consultation was in November 2016.

ADMISSION ARRANGEMENTS TO YEAR 7 IN SEPTEMBER 2023

Parents (see Note 1) wishing to apply for a Year 7 place in September 2023 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than 31 October 2022. 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 the home LA on 1 March 2023.

The admissions policy for Chiltern Hills Academy follows "The Co-ordinated Admission Scheme for Secondary Schools in the area of Buckinghamshire Council Local Authority" unless stated. This will be referred to as The County Scheme. The County Scheme is available on the Buckinghamshire Council website with supporting information, or via this link:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/school-admissions-policies/primary-and-secondary-schools-coordinated-admissions-scheme-2021/> See also Appendix 2.

See also Appendix 2.

1. ADMISSION NUMBER

There are 220 places (the published admission number or PAN) available in Year 7 for September 2023.

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2. OVER-SUBSCRIPTION CRITERIA

Children with an Education, Health and Care Plan naming Chiltern Hills Academy will always be offered places. If there are fewer applications than places available, all children will be offered places. 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 Families who have exceptional medical or social needs that make it essential that their child attends Chiltern Hills 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)
- 3 Children with a normal home address (see Note 4) in the catchment area (See Note 7) and with a sibling (see Note 5) on roll at 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 catchment area
- 5 Children of members of staff (See Note 8)
- 6 Children with a normal home address outside the catchment area and with a sibling on roll at 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 school 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, Buckinghamshire Council's Admissions Team will use random allocation (see Appendix 1, Random Allocation Procedure) to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the Academy.

3. ALL OTHER ADMISSIONS

Admission to Years 8 to 11 (and to Year 7 from 1 January each academic year) will be handled in accordance with the process described on the Buckinghamshire Council website via this link:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/change-schools-in-year/>

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All in-year admissions are processed and overseen by the Admissions Team at Buckinghamshire Council ("the Local Authority").

In the event of insufficient places being available, the admission criteria as set out in 2 above will be applied in all cases once students who have Education, Health and Care plans that name the school have been admitted.

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 continued interest 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 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 Local Authority 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 and crown servants 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.

4. ADMISSION OUTSIDE NORMAL AGE GROUP

All students will be admitted into the relevant year group based on their age on entry. However, there may be a reason for a student to be admitted out of their normal age range. Should admission out of the normal year group be considered, the decision will be based on the best needs of the student; for example, with a student arriving with English as a second language. Such an admission will only be carried out with the agreement of both the parent and Chair of Governors.

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 student'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.

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5. CONTINUED INTEREST LIST

The Local Authority maintains continued interest lists on behalf of the Academy for those children who are not offered a place, and the parents ask for the child's name to be added to the continued interest list. The order of priority on the continued interest 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 continued interest list. The school periodically seeks confirmation that parents wish a child to be kept on the continued interest list.

6. 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 220 for Year 7 in 2023/24 or the number of places in other year groups (see 3.).

7. FAIR ACCESS

The school participates in Buckinghamshire Council Local Authority'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 continued list.

8. 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 Academy are most welcome to visit. Arrangements can be made through the Principal's PA at the Academy

9. FURTHER INFORMATION

Further information can be obtained from the Admissions Secretary at the school, Miss Hannah Kape on 01494 782066 ext 121.

10. NOTES

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.

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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 2 (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 Chiltern Hills Academy. This supporting evidence must clearly demonstrate why the Academy 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. 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 the judgment 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.

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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 if 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 the Local Authority to ensure that places are not obtained at the school on the basis of 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 reason 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 school must be informed.

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

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.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

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.

We will only consider a student in a secondary school as a sibling if they are at the school in Years 7 to 10 at the time the allocations are made (March 2023). The child must also be expected to still be at the school at the time the younger child would start (September 2023).

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When we are allocating places, if we have one place left and the next child on the list is a twin, triplet or another multiple birth group, we will offer to both twins (or all siblings in the case of other multiple births).

Note 6

The straight line distance used to determine proximity of the home to the school will be measured by Buckinghamshire Council Local Authority's Geographical Information System. We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use. We use a computerised system to measure straight line distance.

The point we measure to at your child's address is determined by the Ordnance Survey AddressBase 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. This is different to the shortest walking route which is used for transport purposes – more information is in Buckinghamshire Council's [School Transport Policy and Guidance](#).

Where Service families or families of other Crown Servants are posted to the area, we will allocate school places in advance of the move if an official government letter declaring the relocation date and intended address is provided.

Note 7

The catchment area of the school is defined in Annex 2 of this policy.

Note 8

This criterion applies:

- a) Where a member of teaching or support staff has been employed at the Academy 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 teaching or support staff is recruited to fill a vacant post for which there is demonstrable skill shortage.

11. GENERAL

Parents wishing to know their entitlement to free transport should contact the Local Authority.

12. EXPLANATION OF TERMS USED IN THE ADMISSION RULES

Terms used follow the County Scheme. For Year 7 admission, the Academy follows the application process and time lines set out in the County Scheme.

MONITORING, EVALUATION AND REVIEW

This policy will be reviewed when there are changes in the law or annually to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.

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Appendix 1

BUCKINGHAMSHIRE COUNCIL – SCHOOL ADMISSIONS RANDOM ALLOCATION PROCEDURE

Random allocations are necessary where there is more than one applicant ranked equally according to the published admission rules and there are insufficient places available to allocate all of the equally ranked applicants.

Each random allocation event only holds for the allocation of the currently available school place. On any continued interest list the remaining applicants remain equally ranked and any further place is offered as the result of a further random exercise.

In making a random allocation it is important that there is scrutiny from a person who is not involved in the allocation process.

Should random allocation become necessary the process will be handled by Buckinghamshire Council. Full details of this process is covered in the Buckinghamshire Council website.

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Appendix 2 County Scheme

THE COORDINATED ADMISSION SCHEME FOR SECONDARY SCHOOLS IN THE AREA OF BUCKINGHAMSHIRE COUNCIL LOCAL AUTHORITY FROM 2018 ADMISSION YEAR

Introduction

It is a statutory requirement of the Admissions Code that the LA formulates a scheme for the co-ordination of admission arrangements. The current Buckinghamshire scheme is set out below. In each case where the date is not a working day the next working day will apply.

Interpretation

1. In this scheme:

“the LA” means Buckinghamshire Council acting in its capacity as the local authority

“the LA area” means the area in respect of which the LA is the local authority (i.e. the county of Buckinghamshire excluding the Milton Keynes Borough area)

“home LA” means the LA in which the applicant is resident

“secondary education” and “secondary school” have the same meaning as in Section 2(1), 2(2), 5(1), and 5(2) respectively in the Education Act 1996

“school” means a community, foundation, or voluntary controlled or aided school

“Academy” means a school to which Academy arrangements relate. Academies are required by their funding agreements to participate in local schemes. This includes Free Schools.

“selective Academy” is an academy which replaces a school and for which section 6(3) of the Academies Act 2010 applies

“grammar school” means a secondary selective Academy located in Buckinghamshire selecting students solely on the basis of academic ability.

“foundation school” means a maintained school (including trust schools), which is designated as a foundation school

“voluntary-aided school” means a maintained school which is designated as a voluntary aided school

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“admission authority” in relation to a community or voluntary-controlled school means the LA and, in relation to an Academy, foundation or voluntary aided school means the governing body of that school

“school place” means a place at any school or Academy covered by this scheme

“the equal preference scheme” is the scheme operated by Buckinghamshire Council whereby all preferences listed by parents/carers on the application are considered under the admission rules for each school without reference to parental rankings. Where a student can be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the application.

“the admission year” means the school year starting at the beginning of September in relation to which the school place offers are made

“admission arrangements” mean the arrangements for a particular Academy or school(s) which govern the procedures and decision making for the purposes of admitting students to the Academy or school and which relate to the admission year

“application” means the application form/process supplied by the LA electronically (via an online portal) or on paper for the purpose of admission to secondary education

“eligible for a place” means that a child has been placed on an Academy or school’s ranked list at a position which falls within the published admission number

Commencement and Extent

2. Foundation schools, free schools, voluntary aided schools and academies are their own admission authority and will apply their own admission rules to all applicants. They will be responsible for presenting their case at appeal.
3. Local authorities and governing bodies may not refuse to admit children to any relevant age group on the basis of ‘prejudice to efficient education or the efficient use of resources’ unless the number of eligible children exceeds the Published Admission Number (PAN).
4. Admission authorities wishing to exceed the PAN that they had determined during the normal determination process should notify the LA that they intend to admit above their PAN in good time and in accordance with the LA’s published scheme to allow places to be allocated as far as possible within the main allocation process.
5. Any secondary school or Academy which operates criteria for selection by ability or aptitude must ensure its arrangements for assessing ability or aptitude enable decisions to be made on applications in line with the timing requirements of this scheme.
6. The scheme shall apply to every school and Academy in the LA area with the exception of special schools and shall take effect from September 2015. This includes applications for (fee paying) boarding places at The Royal Grammar School.

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PART 1 – THE APPLICATION PROCESS

7. Buckinghamshire Council will operate a co-ordinated scheme for admission that takes into account the different admission rules operated by individual admission authorities for some schools and Academies. The scheme will be an Equal Preference Scheme.
8. Parents can apply online or, if they are unable to apply on line, they can complete an application form.
9. The phased admission process used for secondary schools will be used for the purpose of admitting students into the first year of secondary education in the specified year. For all Buckinghamshire secondary schools and Academies this is admission into Year 7. Sixth form admissions are dealt with by schools and Academies separately.
10. Parents whose children live in Buckinghamshire should apply to Buckinghamshire LA.
11. The application process will collect basic data such as name, address and date of birth of the child either via an online or paper form. The process must be used by parents whose children are resident in Buckinghamshire, wishing to express a preference for their child:
 - To be admitted to a school or Academy within the LA area; or
 - To be admitted to a school or Academy within the area of another LA.
12. All preferences expressed will be valid applications. The parents' guide and school directories will also indicate where voluntary aided, Foundation schools, free schools and Academies provide supplementary forms to be completed in order to collect additional information to enable their particular rules to be applied. Only parents applying for these Buckinghamshire schools may need to complete the supplementary forms, although schools and Academies in other LA areas may provide them. All completed supplementary forms should be returned to the school, free school or academy concerned.
13. The application process will:
 - a. Invite the parent to express up to six secondary school or academy preferences in rank order of preference.
 - b. Invite parents to give reasons for each preference;
 - c. Explain that parents will receive no more than one offer of a place,
 - d. Explain that, where such an offer is made, it will be for the highest ranked school or academy possible at which their child is eligible for a place,
 - e. Specify the closing date for applications and where the form should be returned; and
 - f. Explain that parents must apply only once via the online portal or on a paper form.
14. The LA will make appropriate arrangements to ensure:
 - a. That an online application process is available via www.buckscc.gov.uk/schooladmission

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- b. That a paper application form is available on request from the LA for those families who are unable to access the online portal; and
- c. That there is a written explanation of the key features of the co-ordinated admission scheme in the parents' guides and directories which will be made available online, in full, with leaflet summaries appropriate for each age of admission group being provided to all parents.
15. Where a school or academy receives a supplementary form it will not be regarded as a valid application unless the parent has also completed an application via their home LA and the school is given as one of their preferences. Under the requirements of the scheme, parents will not be under any obligation to fill in an individual school's supplementary form. The information collected on the supplementary form must comply with the limitations set out in the current Admissions Code. Any application forms received by schools direct from parents should be forwarded to the relevant home authority in a timely manner.
16. Secondary Scheme: The online portal will close at 3.00 pm (15.00 hours) on 31 October. All paper applications should be returned to the Admissions and Transport Team at County Hall, by 3.00pm on 31 October, if 31 October is at a weekend then the deadline will be at the same time on the next working day. Applications received after the closing date will be late subject to paragraph 19 below.
17. As far as is reasonably practicable applications for places in the normal admission round that are received late for a good reason will be accepted provided they are received before 21 November (secondary scheme) or the next working day – see above). Examples of what will be considered as good reason include: where a single parent has been ill or has been dealing with the death or serious illness of a close relative; a family including service personnel or crown servants, has recently moved into the area or is returning from abroad. Other circumstances will be considered and each case will be decided on the basis of any independent evidence to support reasons for lateness and on its own merits. Late preferences will be processed after the timely applications in accordance with the timetable in Schedule 2.
18. The LA will process all applications which will be treated as confidential information. Voluntary aided, free schools, foundation schools and academies will, however, be provided with a list of relevant details for those students for whom they are a preference.
19. The LA will share information provided on the application on request to assist other public bodies in their task of preventing and detecting fraud.
20. Within Buckinghamshire, where a voluntary aided, foundation school or academy is listed on the application, the LA will forward the appropriate details to the Governing Body. The admission authority for each school will then rank all students on that list and provide the LA with an ordered list of all students explaining which rule each child was deemed to be included on and the order in which places should be allocated under each rule (this list to include only those students for whom the LA has received an application). The admission authority will provide the ranked lists to the LA by the specified date.

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NB: Chiltern Hills Academy uses Buckinghamshire Council as their Admissions authority and Bucks Council produce a list of applicants ranked appropriately.

21. All preferences received by the deadline will be considered before any preferences received after this date and the ranking will reflect this.
22. After all on time preferences have been dealt with, the next stage will be to consider all the late preferences and where possible offer a place at a ranked school.
23. Finally all Buckinghamshire children whether on time or late where it was not possible to offer a place at a ranked school, will be allocated a school place (subject to paragraph 38 below).

Processing the applications:

24. By 15 December where a school in another LA is listed on the application then application details will be forwarded to that LA. Initial exchange of preference information with neighbouring LAs will be completed on a mutually agreed timeline.
25. By 15 December the LA will notify the admission authority for each in-county voluntary-aided, foundation school or Academy of the timely preferences expressed for the school. If either of these dates is at a weekend then the deadline will be at the same time on the next working day. Each admission authority will then apply its own admission rules to the list of applicants for the school or academy. Officers of Buckinghamshire Council will complete this process for community and voluntary-controlled schools. The governing body for each Academy, foundation or voluntary-aided school will manage this for their school, and return a ranked list of children, based on the admission rules for the Academy or school to the LA by the deadline.
26. By 16 January the admission authority for each Academy or school will consider all applications (including late applications) for their Academy or school, apply the admission rules and provide the LA with a ranked list. If either of these dates is at a weekend then the deadline will be at the same time on the next working day. Selective Academies will rank all applications, but places will only be offered to qualified candidates.
27. The LA will act as a clearing-house for the allocation of places by the relevant admission authorities. The LA will only make any decision with respect to the offer or refusal of a place in response to
 - Any preference expressed where it is acting in its separate capacity as an admission authority, or
 - If an applicant is eligible for a place at more than one school, or
 - Where an applicant is not eligible for a place at any school that the parent has nominated.

Determination of the place to offer:

The LA will allocate places in accordance with the provisions set out as follows:

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28. Where a child can be allocated a place at the Academy or school ranked first, this will become the firm offer. It will then be noted that the child will not need to be considered for a place at any lower ranked school(s) or Academies, and the student's name will be removed from those lists.
29. Where a child is not allocated a place at the first ranked school or Academy but is provisionally allocated a place they ranked second, this will be held provisionally pending further rounds in which it may become possible to give a higher preference. The same process as explained at point 29 would be followed regarding the offer of any places released at lower preference schools and Academies.
30. The above steps 29-30 will be repeated for all nominated preferences until it is not possible to offer any higher ranked school or Academy as a result of repeating the process.
31. Once all repetitions (iterations) of the allocation round are complete, all allocations then in existence become the firm offer.
32. For each preference, children who remain unallocated at this point in the process will be treated as being refused a place by the admission authority at any school or Academy for which they are eligible to be considered for admission.

Children who have not been allocated a place in the iterative process:

33. Where possible the LA will offer a place at the next nearest Buckinghamshire school or Academy with places remaining. This process will only offer places for which the child is qualified and will not include children who are not qualified for grammar schools but whose parents have only expressed grammar school or out county preferences where there were no places available. This allocation process will be based on straight line distance to each school or Academy. The school or Academy allocated will be notified to parents in the way described below.
34. The admission authority for the school or Academy will consider each of the children offered a place at the school on the same basis as if the LAs decision were a preference made by the child's parent/carer falling within section 86 of the 1998 Act.
35. Further rounds of this procedure may be undertaken if necessary.
36. Following the allocation the LA will also write to any child known to it where no application been received, inviting one and indicating those schools in the county where vacancies still exist following the completion of the allocation. This process will be followed where a child is not qualified for admission to a grammar school/selective Academy but only selective schools have been applied for.

Buckinghamshire parents who are also applying for schools outside Buckinghamshire:

37. The LA will coordinate with other LAs to determine a single offer. This coordination will continue until all applications received before the beginning of the autumn term are processed. Other LAs will also be applying their schemes. If an LA notifies Buckinghamshire that it can offer a place to a Buckinghamshire resident, it will compare this place with the

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possible offer of a Buckinghamshire school and the parent's highest preference will be the one that becomes the actual offer.

38. Offers of places in other LAs will be processed by Buckinghamshire in the next available allocation round.

Parents applying for a place in Buckinghamshire schools from out of the county

39. Such applications will have been made to the child's home LA and details forwarded to Buckinghamshire Council.

The offer:

40. The LA will notify all Buckinghamshire schools and Academies of the details of the children who will be offered a place at the school before offer letters and emails are sent, in accordance with the timetable.
41. The LA will send out all offer letters/emails to Buckinghamshire parents on behalf of all admission authorities.
42. If it is possible to offer a Buckinghamshire place to a non-Buckinghamshire resident, Buckinghamshire will coordinate with the home LA, to determine a single offer.
43. Offers of school places will be posted on 1 March or the next working day (secondary scheme). The offer letter and summary background information will give details of:
- The name of the school or Academy offered;
 - Where to find further information regarding the way places were allocated at each of the other Buckinghamshire schools and Academies, with
 - General information about any out county ranked schools; and
 - The date by which the place must be accepted. The acceptance of offers should be notified to the LA by parents within 14 days either in writing or via the online portal response function.
 - How to join the continued interest list and/or appeal for a preferred school or Academy and any timescales for responding.

Late applications:

44. See paragraph 19 above.
45. Applications (where there was no good reason for lateness) received after the 21 November, (secondary scheme) or the next working day in any year that either date falls on a weekend, will not be processed until after the timely applications have been allocated but will be processed in time for releasing allocations on the main offer date.
46. Applications received after 31 December (secondary scheme) in the relevant year will not be processed until after the offer date. Preference changes (i.e. in the order of preferences

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or additional late preferences linked to moving home) will be accepted up to but not after the above dates for inclusion in the first allocation round

47. Later applications will be processed in batches on a regular basis, as indicated in detail within the timeline in the 'Guide for Parents'.

Continued interest lists:

48. Children who have not been allocated a place at a preferred school or Academy for which they are appropriately qualified may have their name placed on the appropriate continued interest list.

The continued interest list will be ranked in accordance with the Academy or school's admission rules. Parents are expected to reaffirm their wish to remain on the continued interest list at regular intervals. Continued interest list positions will be released according to a timescale set out in the relevant Guide for Parents. Following each allocation the continued interest list position will only be refreshed in preparation for further allocations. Further allocations from the continued interest lists will be completed according to the published timeline in the Guide for Parents and, when made in any of the rounds before Induction day will automatically result in any place at a lower preference being withdrawn as the place is offered.

49. From a date in mid-July (provided by the Local Authority) parents are expected to inform the Local Authority within two weeks if they wish their child to be removed from the continued interest list. From a date two weeks after the start of the new academic year (provided by the Local Authority) continuing applications will be managed within the in-year processes.
50. Two weeks after the beginning of term, continued interest lists will be formally dissolved unless a reaffirmation is received in which case the application is included in the in-year process.

Right to appeal:

51. Where parents wish to appeal to an independent appeal panel for a place at a preferred school or Academy, the admission appeal will take place between May and the end of term. Detailed information will be made available when parents are informed that a place is not available at a preferred school.

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Annex 1 SECONDARY SCHEME TIMELINE

Under the School Admissions area on Buckinghamshire Council's website, the "Guide to moving up to secondary school" page has a link to a Timeline for Entry in 2022.

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-moving-up-to-secondary-school/>

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Annex 3 ADMISSION APPEAL FORM

Please complete and return to Miss Kape, at Chiltern Hills Academy. Alternatively please email it to Hannah Kape at hkape@chacademy.co.uk (**this should be within 20 days after the date of the letter of refusal**).

Name of Parent/Carer: _____

Address: _____

Postcode: _____

Telephone: Daytime _____

Evening _____

Email Address: _____

We/I wish to appeal against the Governors' decision to refuse a place for:

Name of child: _____ Date of birth: _____

Current Year Group: _____ Starting date sought: _____

Criterion for entry (as per published admissions criteria for Chiltern Hills Academy. Please refer to paragraph 2, page 2 of the appropriate Admissions policy):

Signed: _____ Date: _____

If English is not your first language, do you require an interpreter to be provided? YES / NO (circle as appropriate). If the answer is 'YES' please indicate your first language:

Notice of hearing date – agreement to reduction in notice time

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The Clerk to the Independent Panel is normally required to give you 10 school days' notice of the hearing date. However, you may waive your right to that notice but this may result in the case papers being sent to you just before the hearing instead of the usual timescale.

I wish to waive my right to the 10 school days' notice of the hearing and I understand that this may result in a shorter time scale to consider the case papers.

If you wish to waive your right, please sign and print your name below:

Signed: _____ Print name: _____

Grounds for appeal

Please give details below of any personal reasons why you believe your child should be admitted to the school. You may attach a separate sheet. You should ensure you include any documents that you feel might strengthen your case.