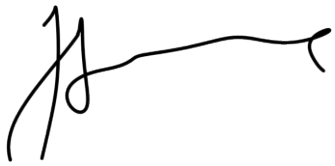
ADMISSION POLICY 2026-2027
(for Admissions in September 2026)

Produced By:	Caroline Legg
Approved by SLT	June 2025
Approved at Finance and Operations Committee:	June 2025
Approved by Governing Body: Chair: Mrs J Fisher Date:	 Signature:
Next Review Date:	Sept 2026

ADMISSIONS POLICY AND RULES FOR SEPTEMBER 2025-2026

1.0 Aims

1.1 This policy sets out our admission arrangements for September 2025 and for all in-year admission applications after 1st September 2025.

1.3 Arrangements for applications for places in Year 7 at The Beaconsfield School (TBS) will be made in accordance with Buckinghamshire Council's co-ordinated admission arrangements; parents resident in Buckinghamshire can apply online here; parents resident in other areas must apply through their home local authority. The Beaconsfield School will use Buckinghamshire's timetable published online for these applications and Buckinghamshire will make the offers of places as required by the School Admissions Code.

2.0 Children with an EHC Plan

2.1 Children with an EHC plan are admitted to school under separate statutory procedures. Parents of children with an EHC plan should therefore liaise with their child's home Local Authority's SEN team if they want the School to be named in their child's EHC plan. Where the School is named in a child's EHC plan, the child will be admitted.

3.0 Published Admission Number (PAN)

3.1 For Year 7, the PAN is 155.

3.2 For Year 12, the PAN is 20.

4.0 Over-subscription Criteria

4.1 Where applications for admission exceed the number of places available, the following criteria will be applied in the order set out below to decide which student/s to admit:

4.1.1 Looked after children and previously looked after children. 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) at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order). Previously looked after children also includes 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.

4.1.2 Children of staff. For inclusion in this category, the staff member must have a designated place of work at TBS for more than 50% of their normal working hours each week during term time, and have been:

- Employed for at least two years at the time at which the application for admission to the school is made and/or
- Recruited to fill a vacant post for which there is a demonstrable skill shortage

‘School staff’ includes

- Teaching staff on a permanent contract, and
- All other staff on permanent contract in excess of 15 hours per week.

A 'child' of a staff member is their natural or adopted child, or their step-child or child of their cohabiting partner, who lives and sleeps with the staff member at their home address for more than 50% of their time from Sunday to Thursday night during term time. For the avoidance of doubt, a natural or adopted child of the staff member, or a stepchild or child of a cohabiting partner, who lives elsewhere, will not be eligible for a place under this category.

4.1.3 Children living within the catchment area of the school – see map in Appendix A.

If you wish to verify your exact catchment area because the map is not detailed enough then please check Beaconsfield School catchment link: https://services.buckscc.gov.uk/school-admissions/nearest (enter your postcode to find your catchment schools).

4.1.4 The child's home address must be the address at which the child lives and sleeps for more than 50% of their time from Sunday to Thursday night during term-time, unless the parent/carer can provide appropriate evidence that their child lives elsewhere with someone who has legal care of the child. If it is unclear where the child spends most of the school week, we may also request information regarding which parent is in receipt of Child Benefit and/or where the child is registered with a GP.

4.1.6 Siblings of children in Years 7 to 10 who are on the roll of the school at the time allocations are made and are expected to be on the school roll at the time of proposed admission. A sibling refers to a brother or sister, half brother or sister, step brother or sister, adopted brother or sister or long-term fostered brother or sister where foster care has been arranged by a Local Authority or the child of the parent / carer's partner, and in every case, the child should be living at the same address. For the avoidance of doubt, a child of the applicant's friend or extended family member (e.g. cousin) will not be a 'sibling' for this purpose, even if they live at the same address as the applicant child.

1. The distance from the child's permanent home address to the school. Priority will be given to the child living nearest the school. Straight-line distances are measured using the address point of the child's home, as set out by Ordnance Survey, to the address point of the main school gate on Wattleton Road. Distances will be measured using Buckinghamshire's computerised distance measuring software.

The child's home address must be the address at which the child lives and sleeps for more than 50% of their time from Sunday to Thursday night during term-time, unless the parent/carer can provide appropriate evidence that their child lives elsewhere with someone who has legal care of the child. If it is unclear where the child spends most of the school week, we may also request information regarding which parent is in receipt of Child Benefit and/or where the child is registered with a GP.

5.0 Children of UK service personnel and crown servants

Where Service families or families or 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 an official government letter declaring a relocation date is provided. 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.

6.0 Tie breaker

6.1 Where there are more applications than places remaining in any of the oversubscription categories, the order in which places will be allocated will be determined by the distance between the child's home address (as defined by this policy) and TBS, with those living nearest receiving highest priority. Distance will be measured in a straight line from the front door of the child's home address to the School's main school gate on Wattleton Road using Buckinghamshire Council catchment tool https://services.buckscc.gov.uk/school-admissions/nearest for this purpose. Where the child lives in a multi-dwelling building (for example, an apartment block), the distance will be measured from the same point in the building so that the distance will be the same for all children living there. Where two or more children live an equal distance from the School (including where they live in the same multi-dwelling building), the order in which places are allocated will be determined by random allocation supervised by someone who is independent of the School.

7.0 Waiting List (for Year 6 transition)

7.1 If any vacancies arise between National Offer Day (March 1st) and August 31st priority will be given to those on the waiting list managed by Buckinghamshire Council through the County Scheme.

8.0 In-Year Admission Procedure

8.1 In-year admissions are applications made for school places at any time during the school year and outside of The Co-ordinated Admission Scheme for Secondary Schools. TBS manages its own In-Year Admissions process.

9.0 Making an in-year application

9.1 You can find the In-Year Application form on our website under Admissions

9.2 Send with your application form a copy of your child's passport or short birth certificate and proof of your UK resident address, Council Tax bill and Utility bill to School Admissions, The Beaconsfield School, Wattleton Road, Beaconsfield, Buckinghamshire HP9 1SJ. You will be notified of the outcome of your application within 15 school days.

9.3 If you require further advice, please contact The Admissions Officer: via email: admissions@beaconsfield.school or on the main school telephone number.

10.0 In-Year Waiting List

10.1 Any child refused a place at the school will automatically be put on the waiting list unless a higher preference school has been offered.

10.2 The waiting list is maintained in the order of the oversubscription criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the oversubscription criteria. Names will remain on the waiting list initially for one term after which parents/carers will be contacted to establish if their place on the waiting list is still wanted.

11.0 Admission of students outside their Normal Age Group

11.1 Parents may seek a place for their child outside of their normal age group, for example, if the child is academically well beyond their peers or has experienced problems such as ill health. It is important for parents to note that they will have responsibility for providing evidence to support their request.

11.2. The Beaconsfield School will make decisions based on the circumstances of each case and in the best interests of the child concerned. This will include taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely and the views of the head teacher. When informing a parent of their decision on the year group the child should be admitted to, we will set out clearly the reasons for our decision.

11.3 Where the school agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which students are normally admitted to the school) the local authority and the school will process the application as part of the main admissions round.

11.4 The parental request should be made a month prior to the application closing date so that parents will receive a decision before the deadline for the main admission round. If the parental request is made too late for this to be possible, it will be processed under the school's In-Year Admission arrangements.

11.5 Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

12.0 Sixth Form Admissions

12.1 We aim to offer a range of academic and vocational courses to our Sixth Form students subject to a minimum grade requirement at GCSE. Our policy is to ensure that students accepted into the Sixth Form are placed on appropriate courses where they are most likely to succeed.

12.2 For this reason, we ask all applicants (internal and external) to attend a meeting with senior school staff to discuss the most suitable course(s) of study.

12.3 All students will be expected to meet the academic standard required by the school. All students in the current Year 11 at TBS who meet the academic entry criteria will continue into the Sixth Form, if they wish.

12.4 The minimum entry requirement are the same for both internal and external candidates. Details of the entry criteria can be found on the Sixth Form section of the school website.

12.5 A minimum of 20 places will be filled by eligible external applicants to the Sixth Form provided sufficient applications are received.

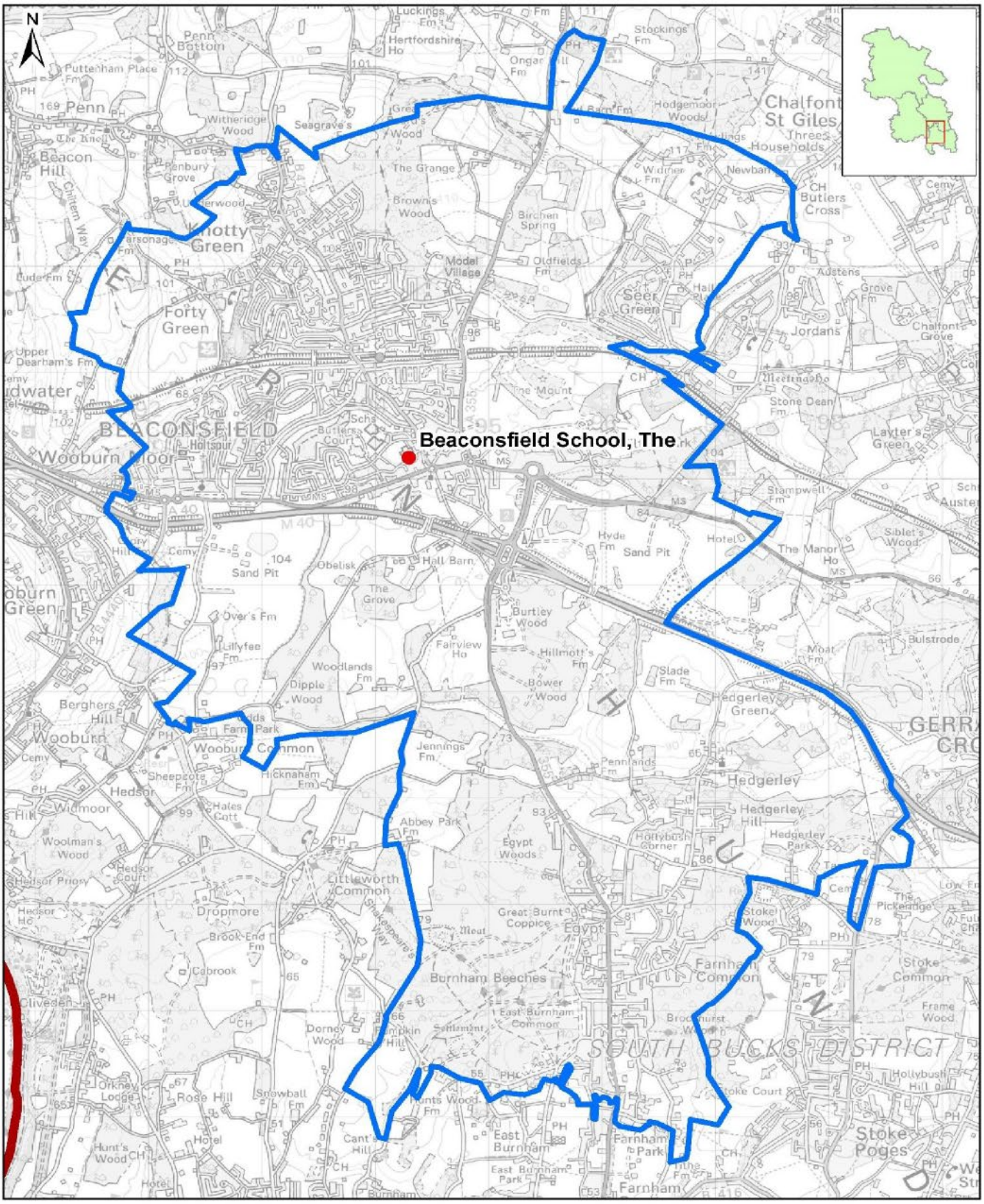
External applicants should complete the application form available on the TBS website. Students are entitled to apply in their own right. All application forms must be completed and returned by 31 August.

If there are more applications than places available, offers will be made in the order of the oversubscription criteria listed above.

13.0 Appeals

The parents (and/or in the case of a sixth form place, the student) of any child refused a place at the school have a right to appeal to an independent appeal panel. The decision of the independent appeal panel is binding on all parties.

Appendix A



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The Beaconsfield School Catchment area

I::::J Catchment area

c : : J Buckinghamshire

Produced by School Management Support Team