

Oxford Diocesan Bucks Schools Trust (ODBST)

"Empowering Lives, Flourishing Together"



Chiltern Hills Academy Admissions Policy 2027/2028



ODBST Level 1 Statutory Policy:	ALL Schools require this policy with no changes allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, except where a school contact is required as identified in the content of the policy. LGBs will note adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	Guidance: The education of children out of their chronological year group.
Committee responsible:	Finance, Resources, Audit, Pay & Personnel
Approved by:	The ODBST Trust Board
Date Approved:	September 2025
Review Date:	September 2026

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Admission Arrangements 2027/2028

ODBST is the Admissions Authority for Chiltern Hills Academy. It will comply with the Schools Admissions Code 2021 and the law relating to admissions as set out in the School Standards and Framework Act 1998.

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 ODBST and the Local Governing Body (LGB) have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, and equal opportunities.

In reviewing this policy the ODBST has had regards to the Equality Act 2010. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

The Chiltern Hills Academy consulted on its admission policy in 2023-24

There are 220 places (published admission number or PAN) available; this number relates to the 'relevant age group' ie the age group at which pupils are normally admitted to the school which is **in Y7 in September 2027.**

Admission arrangements to Year 7 in September 2027

Parents (see Note 1) wishing to apply for a Year 7 place in September 2027 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 2026. 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 given to parents on 2 March 2027. 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/>

Application form

Procedures for applying to any school in Buckinghamshire are explained on Buckinghamshire County Council's website: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/>

Over-subscription criteria

Children with an Education, Health and Care (EHC) 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 in the catchment area (see note 4) 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 of members of staff (See Note 8)
5. Children with a normal home address in the catchment area (see Annex 2)
6. Children with a normal home address outside the catchment area and with a sibling (living at the same address) 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 to 7 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have places as determined by the school's capacity.

In-year applications must be made in accordance with Buckinghamshire Council procedures and will be considered by the Governing Body and in compliance with the School Admissions Code 2021

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria point 1 above or under Fair Access Protocol), a place will be offered.

Admission outside normal age group

Process for requesting admission outside normal age group:

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, parents of children who have previously been educated out of their normal age group may request that they continue to be educated out of their normal age group when they transfer to secondary school.

Parents must:

- Make an application for a school place in their child's normal age group at the usual time (by **31 October 2026**)
- Submit a written request for admission outside the normal age group at the same time, setting out the reasons why they believe it would be in their child's best interests
- Provide any supporting evidence they may have (but the school must not require parents to obtain evidence they do not already have)

Decision-making process:

The Governing Body will make decisions on the basis of 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
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The views of the head teacher of the school concerned

Timeline: Parents will receive a response to their request before secondary national offer day (1 March 2027) to allow them to make an informed decision.

If the request is agreed: Parents may withdraw their application for the normal age group before a place is offered and will need to make a new application for a school place during the following admissions round.

If the request is refused: Parents must decide between:

- Accepting an offer of a place in Year 7 in September 2027
- Refusing the offer and making an in-year application for their child to be admitted to Year 8 in September 2027

Important notes:

- There is no right of appeal if the school offers a place but not in the preferred age group
- The school must set out clearly the reasons for their decision
- Where a child has been educated out of their normal age group, there is an assumption they should remain in that year group when transferring schools unless there are sound educational reasons otherwise

Waiting Lists

The school maintains waiting lists for those children who are not offered a place. For those applying through the normal admissions round for entry, the Waiting List will be maintained from shortly following initial allocation in the year preceding the start of the academic year in September until 31 December following the start of the academic year in their Year 7 year.

The list will be re-ranked in accordance with the published oversubscription criteria each time that a name is added to or removed from the list.

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 2027/28 or the number of places in other year groups.

Fair Access

The school participates in the LA'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 waiting list.

Appeals

Any parent not offered a place for their child at their preferred school has the right of appeal to an independent appeals panel. Details of appeals arrangements are available from the school, including the date by which an appeal should be submitted. In the event of an unsuccessful appeal against non-admission to the school, the school will not consider any further application for a child in the same school year (1 September 2027 – 31 August 2028), 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.

Right to Appeal

When the school informs a parent of a decision to refuse their child a place, it must include:

- The reason why admission was refused
- Information about the right to appeal
- The deadline for lodging an appeal
- The contact details for making an appeal

Parents must be informed that, if they wish to appeal, they must set out their grounds for appeal in writing. The school must not limit the grounds on which appeals can be made.

Further information

Parents who wish their children to attend the school are most welcome to visit. Arrangements can be made through contacting the school office – office@chacademy.co.uk or [phone number]

Notes to the admissions policy

The following are detailed notes referring to the definitions in use for this school's policy.

Note 1:

'Parent' is defined in law (The Education Act 1996) as either: a) any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person; or b) any person who has care of the child or young person.

If you are in any doubt, please contact the school for advice.

Note 2:

A 'looked-after child' is one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its functions. 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). A 'looked-after child' includes any child who appears to have 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:

Applications under criterion 2 (exceptional medical or social needs), must be supported by evidence from an independent professional person which clearly demonstrates why the school is the most suitable and must illustrate the difficulties that would be caused if the child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of the circumstances of the case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate professionals where necessary.

Note 4:

The home address is where the child normally lives. This will be where the parent or legal carer of the child lives with the child unless it is shown that the child is resident elsewhere with someone else who has legal care and control of them. 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.

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 the child spends the majority of the school week. Where there is an equal split or there is any doubt about residence, the home address will be assumed to be the address at which the child is registered with a GP.

Evidence of the normal home address may be requested in the form of a recent bill, 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 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 be withdrawn even after the child has started at the school.

If parents are moving house, evidence of the move will be requested 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 parents move house after the application has been made, but before any offer of a place has been made, the home LA must be informed.

An address of a second home with the main home being elsewhere will not be accepted. If there are two or more homes, or where a family is returning from elsewhere, evidence will be required of the main home. An allocation of a place based on an address which might be considered only temporary or where the address given is a second home will not be made.

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 will not be accepted.

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:

'Sibling' means a natural 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 2027). The child must also be expected to still be at the school at the time the younger child would start (September 2027).

Note 6:

The straight line distance used to determine proximity of the home to the school will be measured by the LA's Geographical Information. They use straight line distance for admissions purposes. This is the distance from your child's normal home address and set out by the ordnance survey to the nearest open school gate available for pupils to use. The point the LA measure to at your child's 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 address file. This is different to the shortest walking route which is used for transport purposes.

In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

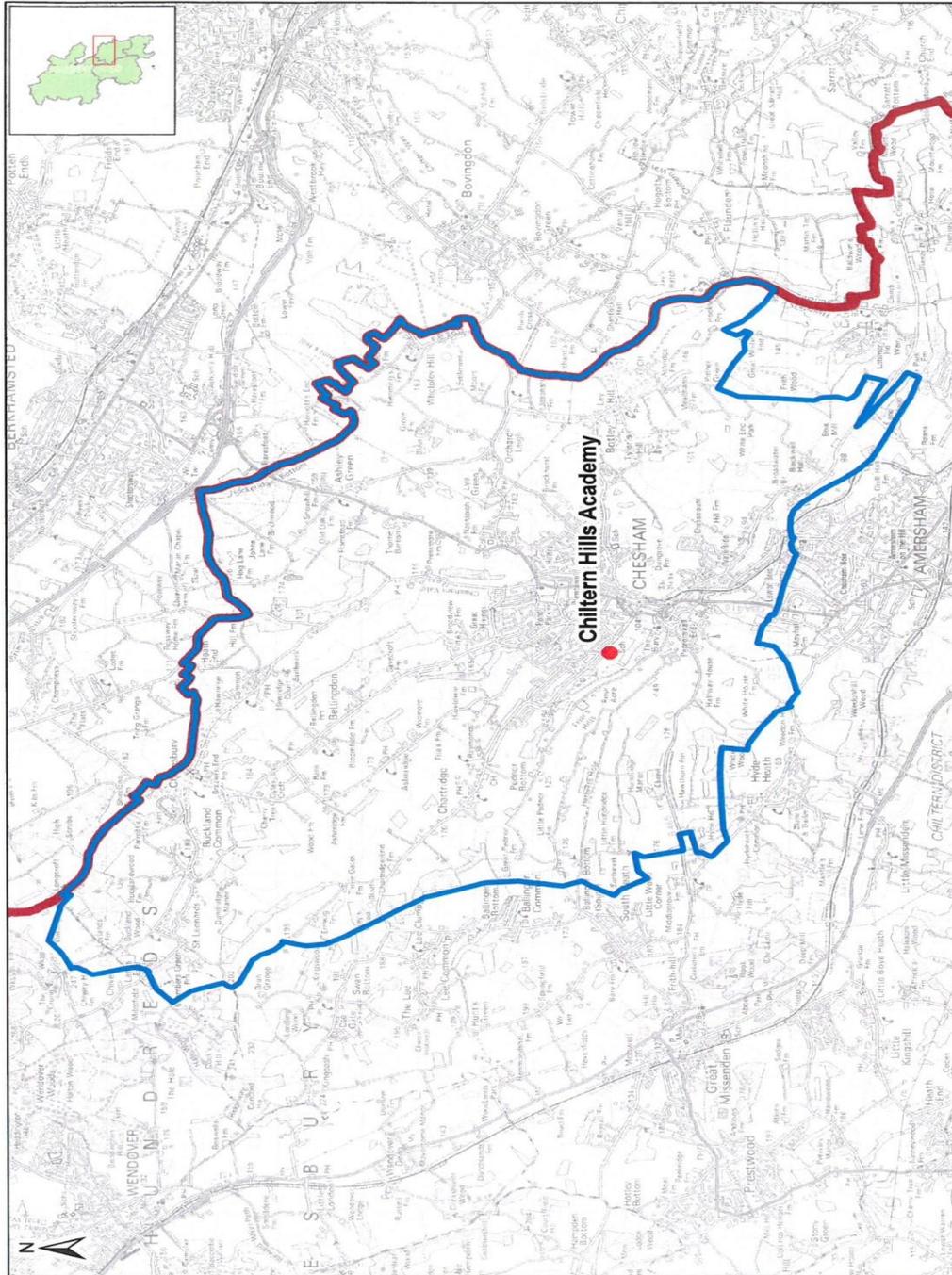
Note 7:

The catchment area (see next page 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.

Catchment area for Chiltern Hills Academy



Chiltern Hills Academy - Catchment area

Scale: 1:67,000 at A4
 This map is a reproduction of the original map held by the Buckinghamshire Council. It is not a legal document. The Buckinghamshire Council is not responsible for any errors or omissions in this map. The Buckinghamshire Council is not responsible for any damage or loss resulting from the use of this map.
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IN YEAR APPLICATION FORM

1 CHILD'S DETAILS

First name

Middle name(s)

Legal surname

Sex Male/Female

Date of birth ___/___/_____

Normal home address (the address and postcode at which the child normally lives).
Please enclose address evidence.

.....

.....

Postcode

If moving home, please provide the new home address (the address at which the child **will** be living). Please enclose address evidence.

.....

.....

.....

Postcode

Name and address of current or most recent school

.....

.....

.....

Postcode

Telephone number

2 YOUR DETAILS

Name of parent/carer living at home address above

Title First name Surname

Relationship to child

Email address

Daytime telephone number

Mobile telephone number

3 FURTHER INFORMATION

Date admission required ___/___/_____

Does the child have any brothers or sisters attending the school? Yes/No

If 'Yes', please give name of the youngest sibling attending the school

.....

Does the child have an EHC (Education & Health Care Plan) Yes/No

If 'Yes', which Local Authority maintains this Plan?

Is the child 'looked after' by a Local Authority or was s/he previously 'looked after'?
Yes/No

If 'Yes', please provide details.

[Any other questions needed to apply the school's oversubscription rules – eg disability, medical/social needs, previous sibling attendance, etc.]

4 DECLARATION

I certify that I have parental responsibility for the child named in Section 1 above and that this application has the agreement of any other parent/carer with parental responsibility for the child.

I have read the school's admission policy.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information on this form and/or any supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a place at the school for my child.

I authorise the school to contact my child's previous school.

Signature of parent/carer

Date: ___/___/_____

Supplementary Information Form attached yes/no (delete as appropriate)

Objections to and referrals about determined school admission arrangements

Members of the public can make an objection to the Office of the Schools Adjudicator (OSA) if they think that the admissions arrangements of a maintained school or an academy do not comply with the 'School Admissions Code' (the Code) or other legislation relating to school admissions.

All admissions authorities must determine their admission arrangements by **28 February** every year, even if they have not changed from previous years and a consultation has not been required.

Complainants have until 15 May to contact the adjudicator if you have an objection.

If people wish to make an objection they must complete the school admission arrangements objection form: <https://www.gov.uk/government/publications/objection-to-school-admission-arrangements>

Further guidance is available on the Office of the Schools Adjudicator web site:

<https://www.gov.uk/guidance/schools-adjudicator-make-an-objection-appeal-or-referral>