



# The Chalfonts Community College

## Admissions Policy

**Approved by:** J Adkins

**Date:** 23rd September 2021

**Last reviewed on:** September 2021

**Next review due by:** September 2022

# THE CHALFONTS COMMUNITY COLLEGE

## ADMISSIONS POLICY

All applications, including mid-year applications, must be made in accordance with the coordinated admission scheme operated by the child's Local Authority. For children resident in Buckinghamshire this is published by Buckinghamshire County Council

([www.buckscc.gov.uk/admissions](http://www.buckscc.gov.uk/admissions))

Admissions to Years 7 to 11

### 1. BACKGROUND

This policy is based on the following advice from the Department for Education (DfE):

[School Admissions Code 2021](#)

[School Admission Appeals Code](#)

As an academy, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#)

Children will be admitted at age 11, which is the College's relevant age group, without reference to aptitude or ability. The College's Planned Admission Number (PAN) for each Year group from Year 7 to Year 11 is 300.

Where applications for admission exceed the number of places available, the following admissions criteria will be applied in the order set out below, to decide which children to admit.

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

### 2. ADMISSIONS CRITERIA

Once children with statements or EHC (Educational Health Care) Plans for Special Educational Need have been admitted to The College then places are allocated in accordance with the following over subscription rules:

#### 2.1 Criterion A

A looked after child or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order. This includes internationally adopted previously looked after children and children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

## 2.2 Criterion B

Those living in The Chalfont Community College's catchment area comprising the civil parishes of Chalfont St Peter, Chalfont St Giles, Gerrards Cross, Denham, Stoke Poges, Iver, Iver Heath, Richings Park and parts of Wexham. A map of the area is available at the College.

## 2.3 Criterion C

Siblings of children who will still be at the College, in Years 7 to 11 on the child's date of admission.

A sibling is a brother or sister, which for admissions purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility. A pupil in the College will only count to provide a priority to a sibling if he or she will be attending the College in Year 7 to Year 11 at the time of admission of the sibling.

## 2.4 Criterion D

Those living outside The Chalfonts Community College's catchment area, other than students covered by Criterion C above.

In the event of over-subscription, once the admissions criteria have been applied, then any further places will be awarded according to the distance between the family's normal home address and the College's nearest entrance gate: closest first.

The shortest appropriate route will be measured using the Buckinghamshire County Council's method. <https://services.buckscc.gov.uk/school-admissions/transport>

## 2.5 Challenging Behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

## 2.6 Fair Access Protocol

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

## 2.7 Application for Admission outside normal age group

All parents (whether applying in the normal admissions round or for in-year admissions) have a right to apply for their child to be admitted to a year group above or below their child's normal year group, however it is for the admission authority for each school to decide whether to agree to this or not.

Parents do not have an absolute right to decide that their child will be educated outside their normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.

### **3. APPLICATION PROCEDURE**

Governors have agreed to process applications for admission to The Chalfonts Community College according to the Co-ordinated Admissions Scheme managed by Buckinghamshire County Council Education Authority.

All unsuccessful applicants will have the right of appeal to an independent appeal panel. The independent appeal panel can instruct the College to offer more places than the College's Planned Admission Number of 300. The decision of the independent panel is binding on the College and the parent.

### **4. HOW TO APPLY FOR A PLACE IN YEAR 7 in the normal admission round**

To make an application for a place at the College, please complete the relevant form(s) in the Buckinghamshire County Councils 'Guide for Parents'. If you have not already got a copy, please contact the Admissions team at Buckinghamshire County Council (contact details are below).

If your child currently attends a Buckinghamshire County Council school you should return your completed forms to your child's current school. If you are applying for a place out of the normal admissions' timetable, then you should return your forms directly to the admissions team at the address below. **If your child is attending a school that is not a Buckinghamshire County Council school, then you should return your forms directly to your own Local Education Authority.**

#### **Buckinghamshire County Council Admissions and Transport**

**Website:** [www.buckscc.gov.uk/admissions](http://www.buckscc.gov.uk/admissions)

**Contact us form:** [www.buckscc.gov.uk/contactadmissions](http://www.buckscc.gov.uk/contactadmissions)

**Telephone: 01296 395000 (Option 3)**

Successful applicants will be required to accept or decline the offer of a place by a specified date. If Parents / Carers fail to respond, it will be assumed that they do not wish to take up the place.

### **5. IN YEAR ADMISSIONS FOR YEARS 7 TO 11 (After the normal admission time to Year 7 at the start of September)**

All parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list. Priority will not be given to children on the basis that they have been on the waiting list the longest.

The College will manage its own In Year Admissions. An application form can be obtained from the College reception (Tel. 01753 882032) or downloaded from our website at [www.chalfonts.org](http://www.chalfonts.org) and returned to the College:-

The Chalfonts Community College  
Narcot Lane  
Chalfont St Peter  
Gerrards Cross  
Buckinghamshire  
SL9 8TP

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

All late admissions will be dealt with sensitively in the best interest of the child.

## **6. ADMISSION PROSPECTUS**

In addition to this Admission Policy, the Academy has an Admission Prospectus which is available for viewing or downloading on the Academy's website or available in hard copy from the Academy's Office.

## **7. MONITORING ARRANGEMENTS**

This policy will be reviewed and approved by the governing board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.

## **ADMISSIONS TO THE SIXTH FORM**

### **1. BACKGROUND**

The College's Planned Admission Number (PAN) for Year 12 is 50. This PAN is for those students being admitted to the College for the first time.

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 students to admit.

### **2. ADMISSIONS CRITERIA**

Once children with statements of special educational need have been admitted to the College then places are allocated in accordance with the following oversubscriptions rules:

#### 2.1 Criterion A

A looked after child or a child who was previously looked after but immediately after being looked after became the subject of an adoption, residence or special guardianship order. This includes internationally adopted previously looked after children and children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

#### 2.2 Criterion B

Those living in The Chalfont Community College's catchment area comprising the civil parishes of Chalfont St Peter, Chalfont St Giles, Gerrards Cross, Denham, Stoke Poges, Iver, Iver Heath, Richings Park and parts of Wexham. A map of the area is available at the College.

#### 2.3 Criterion C

Those living outside The Chalfonts Community College's catchment area.

In the event of over-subscription, once the admissions criteria have been applied, any further places will be awarded according to the distance between the family's normal home address and the College's nearest entrance gate: closest first.

The shortest appropriate route will be measured using the Buckinghamshire County Council's method.

<https://services.buckscc.gov.uk/school-admissions/transport>

### **3. ENTRY REQUIREMENTS**

Entry requirements for Year 12 (Post 16) are as follows:

#### 3.1 Level 3 courses

A minimum requirement of 5 GCSEs at Grade 9-5 (including Mathematics and English). Students should achieve a Grade 6 or higher in the subjects they wish to study at Level 3, unless otherwise stated in the 6<sup>th</sup> Form prospectus.

- Students wishing to study 3 A levels (or equivalent) should have an average GCSE score of 40 or above from their best 8 subjects
- Students wishing to study 4 A levels (or equivalent) should have an average GCSE score of 46 or above from their best 8 subjects

### 3.2 Level 2 courses

A minimum requirement of **5 GCSEs at Grades 4** or above (including Mathematics and English) for Intermediate courses

## 4. APPLICATION PROCEDURE

For students at the College there is no application form and places are offered based on a progression interview, which establishes their intentions for Post 16 education.

A Sixth Form application form for external applicants can be obtained from the College website, or by emailing [suepatrick@chalfonts.org](mailto:suepatrick@chalfonts.org).

For further information please refer to the 6th Form prospectus, or email the Leader for 6<sup>th</sup> Form at [martynway@chalfonts.org](mailto:martynway@chalfonts.org).

All unsuccessful applicants will have the right to appeal to an independent appeal panel.  
**The decision of the independent appeal panel is binding on both The College and the parent.**

## History

Date	Issue	Status	Comments
September 2021		Addition Amendment Addition Amendment Addition Amendment	1. Background, Policy addition from DoFE 2. Admissions Criteria 2.1 2. Admissions Criteria, 2.5,2.6,2.7 5. In Year Admissions for Years 7-11, Notification of application changed from 20days to 15days. 6. Admission Prospectus Sixth Form 4.Application Procedure Change of contact