



The Chalfonts Community College

Admissions Policy

2025-2026

Approved by:

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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 Council

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

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](#)

2. ADMISSIONS FOR ENTRY TO YEAR 7

Children will be admitted at age 11, which is the College's relevant age group, without reference to aptitude or ability. The College's Published Admission Number (PAN) for Year 7 is 240.

Governors will process applications for Year 7 admissions as part of the Buckinghamshire County Council's Co-ordinated Admissions Scheme. Applications for admissions to Year 7 at the Chalfonts Community College must be made by 31 October of the year before admission for a place in Year 7, to the child's Home Local Authority on the Common Application form, naming The Chalfonts Community College as a preference on the form.

Where applications for admission exceed the number of places available, the admissions criteria will be applied in the order outlined in section 3.

Buckinghamshire Council Admissions and Transport

Website: [School admissions | Buckinghamshire Council](#)

Contact us form: [Contact school admissions | Buckinghamshire Council](#)

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.

All unsuccessful applicants will have the right of appeal to an independent panel. The independent appeal panel can instruct the College to offer more places than the Colleges Published Admission number of 240.

The decision of the independent panel is binding on the College and the parent.

3. OVERSUBSCRIPTION CRITERIA

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

3.1 Priority 1: Looked after children and previously looked after children.

For admissions purposes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to The Chalfonts Community College to have been in state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement* order or special guardianship** order as set out below.

*Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014

**Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

3.2 Priority 2: Priority for students who will have a sibling at the school at the time of admission

A sibling is a brother or sister, half brother or sister, adopted brother or sister, foster brother or sister etc 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 student 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 12 at the time of application to start of Year 7, they will be deemed as being in the school at the time of admission, unless the parent has specifically stated that they will not be continuing into the following academic year.

Where a parent applies for entry into the same year group for more than one child and it is not possible to offer a place to all of them, the names of the children who were unsuccessful will be added to the waiting list in accordance with the published admission criteria, in the same way as for other children.

3.3 Priority 3: Live in catchment area

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. [Find my child a school place \(buckscc.gov.uk\)](https://www.buckscc.gov.uk)

3.4 Priority 4 Children of Staff

Application under this criterion must be submitted by the staff (teaching and non-teaching, full time and part time) employee parent. Members of staff must hold a contract of employment with The Chalfonts Community College and either have been

- i) employed at the school for one or more years at the time at which the application for admission to the school made or
- ii) recruited to fill a post for which there is a demonstrable skill shortage.

This criteria does not apply to staff who are contracted by third parties to work at the school, such as cleaning staff. Children of staff includes stepchildren. The staff employee parent does not have to live with the child, but in all cases, including stepchildren, the member of staff must have a parental responsibility for the child.

3.5 Priority 5: Children living outside the catchment area

In the event of oversubscription, 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>

3.6 Tie Break

Where two or more applicants share priority for a place, e.g. where two children live equidistant from the school and there is only one place remaining, the child to be offered a place will be determined by random lottery. This process will be independently verified by Buckinghamshire Council as part of the coordinated process.

Positions on the waiting list may go down as well as up. This is because other children might be added to the waiting list who have greater priority for a place against the school's admission criteria; for example, when new families move into the area or when other families who had not previously named the school as a preference, ask to go on the waiting list after the initial application.

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 if we have a particularly high proportion with challenging behaviour or would prejudice the provision of efficient education or the efficient use of resources. 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.

4. ADMISSIONS FOR STUDENTS OUTSIDE THEIR NORMAL AGE GROUP

Students are normally educated in school with other students in their age group, however 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 committee of the Board of Governors established for this purpose with the advice of the Principal 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, such requests will only be agreed in exceptional circumstances. All requests should include recent professional evidence of the child's circumstances which make education outside the age group necessary. Evidence must be of the individual child's need rather than general factors which relate to a wider group of children being born at a similar time.

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.

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.

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, waiting lists are ordered in line with the oversubscription criteria and without regard to the date the application was received or when the child's name was added. When a space becomes available, it will be filled by one of the students 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 and returned directly to the College:-

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

The procedure for deciding which children to admit and notifying parents of the outcome of the application will be carried out by the Governing Body admissions Committee in accordance with the published criteria and offer letters will be administered by The Chalfonts Community College for "In Year "applications only.

Parents will be notified of the outcome of any 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. APPEALS

Parents have a statutory right of appeal against the decision not to offer a place at the school, under the School Standards & Framework Act 1998. Appeals will be heard by an independent panel established by the Academy to hear the appeal. The panel will decide whether to uphold or dismiss the appeal. Where a panel upholds the appeal the school is required to admit the child.

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.

8. 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.

9. ADMISSIONS TO THE SIXTH FORM

9.1 Background

The College's Published 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.

9.2 Admissions Criteria

Once children with EHCPs have been admitted to the College then places are allocated in accordance with the following over subscriptions rules:

9.2.1 Priority 1

Looked after children and previously looked after children.

For admissions purposes a 'looked after child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to The Chalfonts Community College to have been in

state care outside of England and ceased to be in state care as a result of being adopted. A looked after child is a child who is

- (a) in the care of a local authority, or
- (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989).

This rule includes children who were previously looked after and immediately after being looked after became the subject of an adoption, child arrangement* order or special guardianship** order as set out below.

*Child arrangements order: is an order setting the arrangements to be made as to the person with whom the child is to live under the Children and Families Act 2014

**Special guardianship order: is an order appointing one or more individuals to be a child's special guardian (or special guardians) under Section 14A of the Children Act 1989

9.2.2 Priority 2 Catchment area

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.

9.2.3 Priority 3 outside the catchment area

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 Council's method. <https://services.buckscc.gov.uk/school-admissions/transport>

9.3 Entry Requirements

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

9.3.1 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 6th 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

9.3.2 Level 2 courses

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

9.4 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. For further information please refer to the 6th Form prospectus.

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.**

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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 20 days to 15 days. 6. Admission Prospectus Sixth Form 4.Application Procedure Change of contact
December 2021		Amendment	1. Admissions Years 7-11 Criterion 2.1 A 2. Admissions 6 th Form Criterion 2.1 A
February 2022		Amendment	Policy has several changes, additions and change of order. Sections changed as follows 2. Admissions Years 7, addition and changed 3. Oversubscription Criteria 3.1 Priority 1 3.2 Priority 2 3.3 Priority 3 3.4 Criterion D 3.5 Tie break 4. Admissions for Students outside their normal age group 5. In year Admissions 6. Appeals 8. Fair Access Protocol
October 2022		Amendment	2. Admissions for Entry Year 7 – wording change 3. Oversubscription Criteria 3.2 , 3.3, 3.4 See comments 4. Admissions for Students outside their normal Age Group
September 2024		Amendment Added Amendment	2. PAN reduced from 270 to 240 3.4 Children of Staff 9.4 Application procedure