



# THE MISBOURNE

## Admissions Policy

### **Executive Summary:**

- **Catchment Map added as a new Appendix 1**
- **External candidate information updated**

Reviewed by: Ms Jo Meloni - Headteacher

Date: June 2020

Approved by Trustees: July 2020

Review Date: July 2021

## Introduction

Following the decision of the Trustee body, and the subsequent agreement by Buckinghamshire Council, as of 1 January 2018, The Misbourne has been categorised as an Academy. As such, the Academy is required to consult on their admission arrangements. These arrangements set out the proposed arrangements for 2018 onwards admissions.

The Admissions Policy for students entering Year 7 at the normal September intake at The Misbourne follows The Co-ordinated Admission Scheme for Secondary Schools in the area of Buckinghamshire County 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.

<https://www.bucksc.gov.uk/services/education/school-admissions/admissions-policies-and-statistics/admissions-policies/>

### 1. Admission Numbers

The planned admission number (PAN) of students for admission to Year 7 at the September intake is 180.

### 2. Over-subscription Criteria

Where eligible 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:

- 1) Looked after children. A looked after child is a child who is either in the care of the local authority or being provided with accommodation by a local authority in the exercise of their social services functions, or previously looked after 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.
- 2) Students who have exceptional medical or social needs which can only be met at this school supported by evidence as set out in the County Scheme.
- 3) Students living in the catchment area of the school. Please see the link below for details of catchment areas:

<https://services.bucksc.gov.uk/school-admissions/schools/110490>

(Catchment area map can be found at Appendix 1)

- 4) For the main point of admission; siblings of students in Years 7 to 10 who are on the roll of the school at the time allocations are made and who will be on the roll of the school at the time of the proposed admission
- 5) Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
- 6) For immediate casual admission after the normal point of entry; siblings of children who are in Years 7 – 11 at the time of admission
- 7) Once the rules have been applied, then any further places will be offered in distance order using the methodology set out in the County Scheme

- 8) Where the school can take some, but not all, of the students who qualify under one of these rules, we will give priority by taking account of the next rule (or rules) in the list.

Students who qualify and who have statements of Special Educational Needs that name the school will be admitted prior to the application of the admission rules.

### 3. Waiting List

If any vacancies arise after National Offer Day (1 March) and 31 December of the same year, first priority will be given to those on the waiting list managed by Buckinghamshire Council through the County Scheme.

If **families** decline an offer of a place, they may subsequently rejoin the waiting list.

### 4. In Year Admissions

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.

Making an in year application

- You should apply using the online application form from Buckinghamshire Council

The school's normal Planned Admission Number (PAN) is:

Year 7	180
Year 8	180
Year 9	180
Year 10	180
Year 11	180

In Year waiting list

This will be maintained by the Admission Team at Buckinghamshire Council and where the school is oversubscribed the Over Subscription Admission Criteria will be applied as per paragraph 2.

### 5. Sixth Form Admissions

We aim to offer a range of academic and vocational courses to our Sixth Form students and all of these require minimum grades at GCSE. Our policy is to ensure that students accepted into the Sixth Form can be placed on appropriate courses where they are likely to succeed. For this reason we ask all applicants to attend a meeting with some of our Sixth Form staff to discuss the most suitable course of study.

All students in Year 11 will be encouraged to apply for the Sixth Form. We also accept applications from students wishing to transfer from another school. In all cases the same admission criteria will apply and we have a PAN of 25 for external admissions.

The maximum admission number in Year 12 for external students 25.

We might exceed this number if the preferred courses of study are not oversubscribed and the external applicant has met the relevant entry requirements.

Internal candidates should apply by the appropriate date stated in the current Sixth Form prospectus.

Applications from external candidates should if possible, comply with the date given in the prospectus to enable us to plan courses effectively.

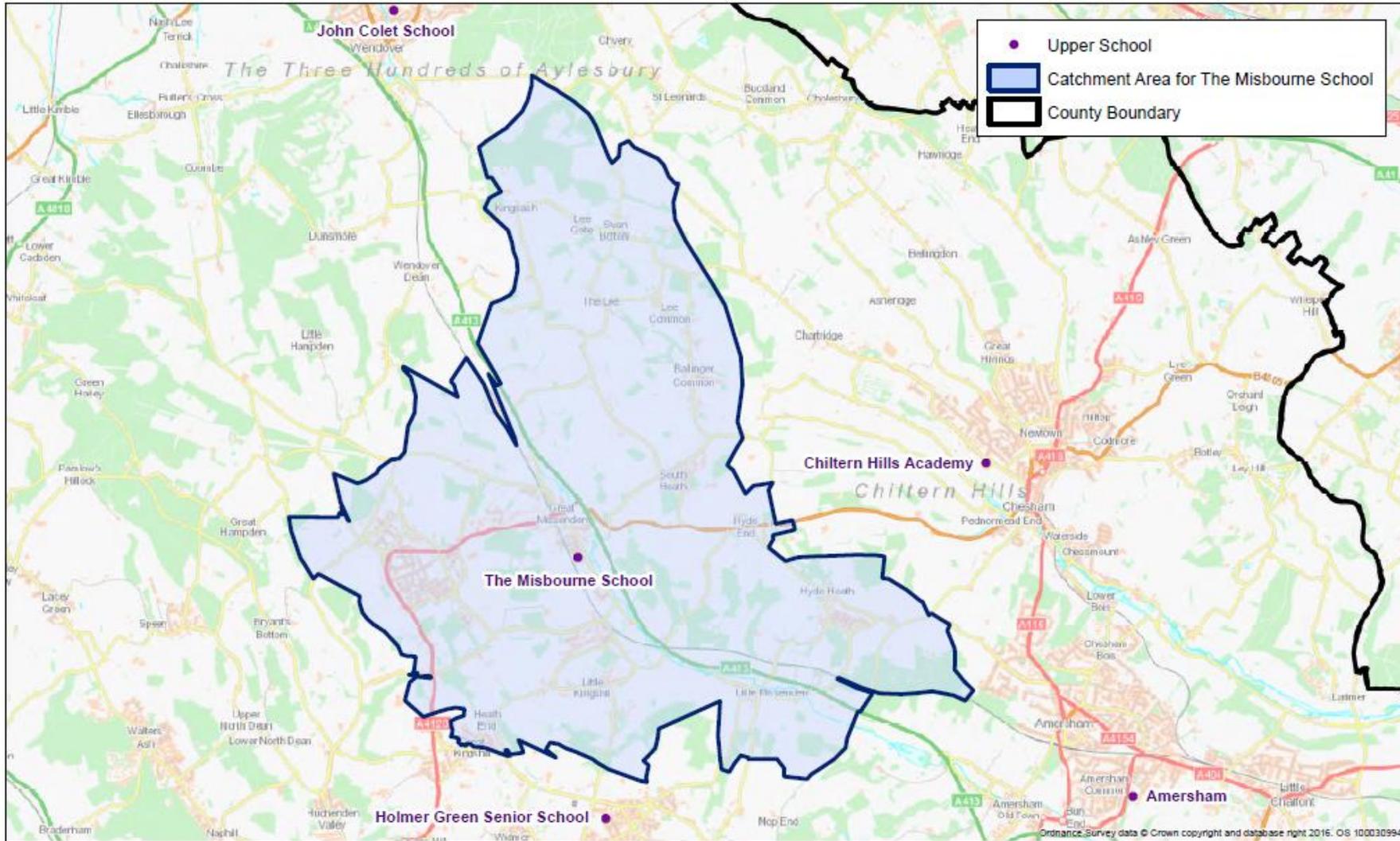
### 6. General

- a) This Admissions Policy is subject to consultation whenever changes are proposed.
- b) Appeals against non-admission are managed on our behalf by Buckinghamshire Council. To request an appeal please Admissions at Buckinghamshire Council
- c) A map of the school's catchment area for Year 7 and Late Transfer admissions is available on Buckinghamshire County Council's website, or see Appendix 1 of this policy.
- d) Families wishing to know their entitlement to free transport should contact Buckinghamshire Council.

#### 7. Explanation of terms used in the Admission rules

Terms used follow the County Scheme. In addition, for admission purposes 'sibling' means one of two or more children who have one or more parent in common, or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility. For Year 7 admission, the school follows the application process and time lines set out in the County Scheme.

Appendix 1: The Misbourne catchment area



The Misbourne School's Catchment Area  
(following consultation no change will be made to this area)



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