



## **Admissions Policy for the Academic Year 2025-26**

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## **Guidance**

[DfE School Admissions Code](#)  
[Buckinghamshire Council School Admissions](#)

## **Monitoring and Reviewing**

This policy will be formally reviewed every year.

This policy will be consulted on every 7 years providing there are no changes during that period. It was last consulted on in 2018.

John Colet School (an Academy since 1 August 2011) is designated as a mixed non-selective school. The admissions policy for the school follows The Coordinated Admissions Scheme for Secondary Schools in the Area of Buckinghamshire County Council Local Authority (the County Scheme) unless stated. The County Scheme is available on the Buckinghamshire County Council website.

For definitions, refer to Appendix 1.

## 1. Admission Numbers

The planned admissions number of pupils for each year group is as follows:

- Years 7-11 180
- Years 12-13 175

For entry into Year 12, in addition to pupils from the school's own Year 11 who have fulfilled the entry requirement, there will be places for a maximum of 25 external students who have fulfilled the entry requirement.

## 2. Education, Health and Care Plan (EHCP)

Children who qualify and who have an EHCP that names the school will be admitted prior to the application of the admission rules.

## 3. Over-subscription for Years 7 to 11

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 to admit:

1. Children who are looked after.<sup>1</sup>
2. Children of staff who are employed on a permanent contract at the School where the member of staff has been employed at the School for two or more years at the time the application for admission is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children living in the catchment area of the school.
4. Siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission. For immediate In-Year (casual) admission – siblings of children in Years 7-11 at the time of admission.
5. Children who have exceptional medical or social needs which can only be met at this school supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child's normal home address, from their front door, and the school's nearest open gate, offering the closest first. We use the straight line distance.

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<sup>1</sup> 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 90 including 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. 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).

7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

#### **4. Waiting List**

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

From January 1st a waiting list will be maintained until 31st August by the School for admissions into Year 7 during the academic year. If places become available during that period, or for the beginning of the following academic year, admissions will be handled by the school. If parents decline an offer of a place, they may subsequently re-join the waiting list. The child's name will be added onto the end of the waiting list as extant at the time the request to rejoin is made. The waiting list will be ranked in accordance with the school's over-subscription rules.

#### **5. Late Transfer Procedure**

Admission to Years 7, 8, 9 and 10 will be handled by the school. The waiting lists will be held by the school and will be ranked in accordance with the school's over-subscription rules. The waiting list for Year 7 will be maintained until 31 August. All other waiting lists will be maintained until 31 December of the relevant academic year. Each added child will require the relevant list to be re-ranked accordingly in line with the school's published oversubscription criteria.

#### **6. Year 12**

Applications from external students should be made in writing direct to the school. Entry requirements are the same for internal and external students and are that a student will have 5+ 9-5 GCSE grades plus the individual entrance requirements for the subjects to be studied. GCSE equivalent courses (for example BTEC, OCR National) will count as 1 GCSE grade.

#### **7. Over-subscription for external entry to Year 12**

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

1. Children who are "looked after" or who were previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.

2. Children of staff who are employed on a permanent contract at the School where the member of staff has been employed at the School for two or more years at the time the application for admission is made, or the member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.
3. Children living in the catchment area of the school.
4. Siblings of children in Years 7 to 10 who are on the roll of the school at the time that the allocations are made and are expected to be on the school roll at the time of the proposed admission. For immediate In-Year (casual) admission – siblings of children in Years 7-11 at the time of admission.
5. Children who have exceptional medical or social needs which can only be met at this school which is supported by written evidence from a doctor, social worker, educational welfare officer or other appropriate person.
6. Once the above rules have been applied, then any further places will be offered in distance order, using the distance between the child's normal home address, from their front door, and the school's nearest open gate, offering the closest first. We use the straight line distance.
7. Where the school can take some, but not all, of the children who qualify under one of these rules, we will give priority to children by taking account of the next rule (or rules) in the numbered list to decide who has priority for places. In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number of the school.

## **8. Notes for admission to Years 12-13**

Very exceptional cases (e.g. students with an EHCP, or a medical condition that is supported by medical evidence) where applicants do not meet the entry criteria listed above will be considered by a panel drawn from the Senior Leadership Team of the school and chaired by the Headteacher.

A student who has qualified for entry to Year 12 or Year 13 will in most cases be able to study the subjects for which they are qualified, but this will be dependent on there being sufficient places in the classes provided for each subject. The school reserves the right to refuse access to subjects when planned classes are full or the course is not viable.

Only in exceptional cases will any place be offered in Year 12 starting after September, or at any time in Year 13, because of the nature of the A level course, even when the year group is below 175 in number.

## **10. General**

- Buckinghamshire County Council will establish arrangements for appeals against non-admission.
- A map of the catchment area is available from Buckinghamshire County Council.
- Parents wishing to know their entitlement to free transport should contact the County Council.
- Terms used follow those in the Buckinghamshire County Council scheme.

## Appendix 1

### Definitions

For admission purposes a **sibling** means one of two or more individuals 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. A **parent** is defined in law (the Education Act 1996) as either (a) any person who has parental responsibility (defined in Children Act 1989) for the child or young person or (b) any person who has care of the child or young person.

The **normal home address** is where the parent or legal carer of the child live together unless it is proved that the child is resident elsewhere with someone who has legal care and control of the child. 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. To avoid doubt 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 by (1) confirmation of the registered address to which Child Benefit is currently being paid (2) If (1) above is not applicable then the parent with whom the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

The distance used for allocation purposes is straight line distance. This is the distance from the child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for pupils. A computerised system is used to measure straight line distance. For the first round of allocations, a child's Normal Home Address was the address where the child was resident with their parents, on 31 October.

The point measured to at a child's address is determined by the Ordnance Survey ADDRESS-BASE 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 Post Office Address File. The home to school measurement is currently used purely in admission rules as a 'tie breaker' – as one of the rules used to determine the order of the allocation/waiting lists and hence which children should be allocated places at schools. All applications are measured using the same methodology. Where one place remains and the next two applicants are equal distance from the school in all cases, including flats and apartments, where addresses are equidistant a random allocation will be made.

The Admissions website and Guide advises parents to look at each school's admission rules to see in which situation distance from home to school is used. It also advises that the distance used for admission purposes is different to that used for transport purposes which is the shortest walking route.

## Appendix 2 John Colet School catchment area

Please visit the [Bucks County Admissions](#) page for the most up to date version of the catchment area.

