Monks Risborough
Church of England Primary School
'A school family where everyone thrives in every way.'

Primary community and voluntary controlled schools' admissions policy September 2026

1. All applications must be made in accordance with the Buckinghamshire coordinated admissions scheme (the scheme).
2. All governing bodies are required by section 324 of the Education Act 1996 to admit to the school a child with an Education, Health and Care Plan that names the school. These children will therefore be admitted prior to applying the admission rules.
3. Once a child is allocated a reception place under the scheme the school will offer a full-time place in September 2026.
4. **Deferred/Part time Entry:** Parents can choose whether to defer this offer or to accept the offer on a part time basis as they wish. This deferment /part time attendance period can be up to the point at which the child is legally required to start school (i.e. the start of the term after the child's fifth birthday) and cannot be beyond the end of the normal academic year of entry for the child (i.e. the latest any child could start is during the summer term of reception/foundation 2) otherwise they must re-apply for admission to Year 1 or have formally obtained agreement to delay their child's admission for one year. Parents of children younger than five have the right to defer entry until no later than the term after the child's fifth birthday if deferring within the same academic year. If a place is taken up part-time, then parents cannot take the remainder of the 30 hours that are unused at another provider.
5. **Staggered intake into reception:** Historically many schools offered a staggered start to school with children gradually increasing their hours or starting over a period of a couple of weeks. The increased uptake of nursery provision means most children will have been in a setting for at least 15 hours per week for a year prior to starting school and many will have been in a nursery full time. Whilst schools may choose to continue this practice under the Admissions Code each parent still has a right to a full-time place at the start of the autumn term following their child's 4th birthday. Parents may therefore choose to either access their child's full-time place from the start of the term or to take part in a staggered intake.
6. **Delayed Entry for Summer Born Children**: Delayed entry to school is where a parent applies to hold back their child from joining the correct year group for their age so that they start school a year later than they are due to, into the Reception class. Parents considering delayed entry are still advised to apply for a school

place for the September following the child's 4th birthday. This can then be withdrawn or declined if it is agreed that the child should be held back a year. Information about this process is on the council's website, and parents seeking a delayed entry for their child should contact the Admissions Team in the first instance who will advise about the process. Each application will be reviewed, and you will receive confirmation of our agreement and the schools that it relates to. Once the decision is made to admit a child out of year group their admission will be managed in the same way as any other child in the intake with no reference being made to the child's age.

7. If there are more applications received than the places available at a school, then the places will be allocated within the scheme in accordance with the published admission rules for the school.
8. Details of the dates for timely applications and how late applications are handled are given in the scheme.
9. Where a child is admitted to a school's Foundation 1, (nursery or pre-school provision) there can be no guarantee of a place in the main school as the coordinated admissions scheme is used to decide who should be admitted to the main school.

Admission rules for Buckinghamshire community and voluntary-controlled primary schools

Once children with an EHCP are admitted then the following rules are used:

1. Looked after children and previously looked after children. (*see Note1)*
2. Children who have exceptional medical or social needs, which can only be met at that school, supported by written evidence from an appropriate professional person. *(See Note 2)*
3. Children of staff where either:
    a. 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
    b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (*See Note 3*)
4. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made. (*See Note 4*)
5. Children living within the catchment area of the school. *(See Note 5)*
6. *For the main point of entry*: Siblings of children who are attending the school or a 'linked primary' school in Year R – Year 5 at the time allocations are made, and are expected to be on the school roll or linked school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year at the school or a 'linked primary school'. *(See Note 6)*
7. *For immediate in year admission after the normal point of entry*: Siblings of children who are in Year R to Year 6 at the time of admission to the school. *(See Note 7)*

8. Once the above rules have been applied then any further places will be offered in distance order; using the distance between the family's Normal Home Address *(See Notes 8 and 9*) and the school's nearest open entrance gate offering the closest first. We use a straight-line distance. *(See Note 10)*

Tie Break

Where a 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.

If it still not possible to decide between two applicants who are equidistant then an independently scrutinised random allocation will be made to allocate the final place. An explanation of the method of making random allocations is on the council website. *(See also Note 11 below regarding twins and multiple births)*

Explanation of terms used in the admission rules

Note 1: Definition of 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 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).

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

Note 2: Exceptional Social and Medical process

A panel comprising education professionals will consider the applications under this rule on receipt of written information from the parent indicating their reasons for the child attending a particular school. When making an application parents should send evidence from an independent professional person (this might be a doctor, health visitor, or Education Welfare Officer, for example) who knows about the child and supports the application to the school. It must clearly show why the school is the most suitable and any difficulties if alternate schools were offered.

The panel will consider which children can be considered under this rule prior to each admission round.

Note 3: Definition of school staff

‘School staff’ includes children of staff 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 b) the member of staff is recruited to fill a vacant post at the school for which there is a demonstrable skill shortage.

‘Demonstrable skill shortage’ is a post which the school has had difficulty in filling. An example might be where the school has taken part in a recruitment drive to fill the post either across the country or worldwide and/or where the post was not filled at the first attempt.

Note 4: Linked Feeder School

Linked primary schools where the receiver school is a voluntary controlled or community school.

There may be additional links where a foundation school, voluntary-aided school or academy also retain or adopt a feeder school rule)

Junior Schools	Linked Infant School(s)
Broughton Junior School	Broughton Infant School
Haddenham Junior School	Haddenham Infant School Haddenham St Mary's CE School

Wendover CE Junior School	The John Hampden Infant School
Chalfont St Giles Junior School	Chalfont St Giles Infant and Nursery School
Elangeni School	Chestnut Lane Infant School
Farnham Common Junior School	Farnham Common Infant School
Holmer Green Junior School	Holmer Green Infant School
Iver Heath Junior School	Iver Heath Infant and Nursery School
Iver Village Junior School	Iver Village Infant School
Carrington Junior School	Carrington Infant School
Tylers Green Middle School	Tylers Green First School

Note 5: Primary School Catchment Areas

The primary school catchments can be viewed via the ‘Find my child a school place’ mapping service at:

https://services.buckscc.gov.uk/school-admissions/schools

Note 6: Definition of sibling

A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission.

Note 7: Definition of parent

This is as defined in law (the Education Act 1996) as either:

- Any person who has parental responsibility (defined in Children Act 1989) for the child or young person; or
- Any person who has care of the child or young person.

Note 8: Definition of normal home address (more detail is available in the guide)

This is the child's home address. This must be where the parent or legal carer of the child and 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 which can be permanently occupied 52 weeks of the year without any restrictions on occupation and not subjected to any planning or contractual restrictions on the duration of occupancy and is your child's only or main residence that is owned, leased or rented by the child's parent(s) or person with legal care and control of the child.

If the residence is not split equally between the Parent(s)/Carer(s), then the relevant address used will be the address at which we are satisfied that the child spends the majority of the school week.

Where there is an equal split or there is any doubt about residence, we will make a judgment about which address to use for the purposes of allocation. In making this judgment we will take into account the following:

- any legal documentation confirming residence
- the pattern of the residence
- the period of time over which the current arrangement has been in place
- confirmation from the previous school of the contact details and home address provided to them by the parents

- which parent is in receipt of child benefit
- where the child is registered with their GP
- any other evidence the parents may supply to verify the position

Note 9: Definition of home to school distance

The **straight line distance definition:** is 'the distance from the address point of the pupil's normal home address, as set out by Ordnance Survey, to the nearest open school gate available for pupils to use'.

As part of the computer system we use for school admissions there is a program that measures the 'straight-line' distance from the nearest open school gates to the child's normal home address.

The point we measure to at the child's normal 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 (PAF®).

The PAF contains postal address data and includes premises such as buildings or permanent mobile and park homes, plus other features such as temporary buildings and houseboats.

Where Service families or families of other Crown Servants, who often move within the UK and from abroad are posted to the area, school places can be allocated in advance of the family move if an official government letter declaring a relocation date and an intended address is provided. A unit postal address or quartering area address will be sufficient if there is not a confirmed new home address. Where Service families are returning to live in a property they already own, evidence of ownership will be needed.

This evidence should be provided by 30 January (Secondary allocation) 13 February (Primary allocation) to be included in the first allocation round

Note 10 Multiple births – twins, triplets etc

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 (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure.

Proposed primary admission numbers 2026 for community and voluntary controlled schools

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2132	Ash Hill Primary School	C	30	None
2250	Aston Clinton School	C	58	None
3022	Bierton Ce School	VC	60	None
2008	Bledlow Ridge School	C	24	None
2126	Booker Hill School	C	30	None
2179	Broughton Infant School	I	60	None
2152	Broughton Junior School	J	60	None
2245	Buckingham Primary School	C	60 +4	Governing body request to create Y3 entry point with a PAN of +4

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2220	Burford School	C	60	None
2186	Butlers Court School	C	60	None
2176	Carrington Infant School	I	60	None
2157	Carrington Junior School	J	60	None
2005	Cedar Park School	C	30	None
2016	Chalfont St Giles Infant School And Nursery	I	60	None
2182	Chalfont St Giles Junior School	J	60	None
2151	Chalfont St Peter Infant School	I	60	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2197	Chartridge Combined School	C	30	None
2019	Cheddington Combined School	C	30 +2	None
2020	Chenies School	C	15	May become an academy
2191	Chestnut Lane School	I	60	None
2235	Claytons Combined School	C	45	None
3035	Coleshill Ce Infant School	I	20	None
2027	Denham Village Infant School	I	15	None
2000	Disraeli School, The	C	90	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2030	Drayton Parslow Village School	I	15	None
2031	Dropmore Infant School	I	20	None
2282	Elangeni School	J	60	None
2271	Farnham Common Infant School	I	60	None
2142	Farnham Common Junior School	J	60	None
2507	Foxes Piece School	C	30	None
2037	Fulmer Infant School	I	24	None
2167	Grendon Underwood Combined School	C	30	May become an academy

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2040	Haddenham Infant School	I	30	None
2276	Haddenham Junior School	J	90	None
3073	Haddenham St Mary's CE School	I	60	None
2333	Halton Combined School	C	30	None
2162	Haydon Abbey School	C	60	None
3025	High Ash Ce Combined School	C	45	None
2352	Highworth Combined School And Nursery	C	60	None
2150	Holmer Green Infant School	I	60	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2200	Holmer Green Junior School	J	60	None
2345	Holtspur School	C	30	None
2242	Hughenden Combined School	C	30	May become an academy
2059	Hyde Heath Infant School	I	23	Was 22, governing body request to move to 23
2270	Iver Heath Infant School And Nursery	I	60	None
2168	Iver Heath Junior School	J	60	None
2061	Iver Village Junior School	J	55	None
2189	John Hampden School, Wendover	I	90	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2065	Jordans School	I	28	None
2199	Juniper Hill School	C	60	None
3377	King's Wood Primary School	C	60	None
2228	Lane End Primary School	C	30	None
3037	Lee Common Ce School	I	23	None
2068	Ley Hill School	C	30	None
2153	Little Chalfont Combined School	C	30 +2	May become an academy
2071	Little Kingshill Combined School	C	30 +2	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2261	Long Crendon School	C	30	None
2196	Manor Farm Community Infant School	I	60	None
2049	Marsh School	I	60	None
2006	Millbrook Combined	C	90	None
3046	Monks Risborough Ce Combined School	C	30 +2	None
3068	Mursley Ce School	I	45	None
2335	Naphill & Walters Ash School	C	45	None
2021	Newtown Infant School And Nursery	I	60	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
3014	North Marston Ce School	C	15	None
2001	Oak Green School	C	90	None
3100	Oakley Ce Combined School	C	15	None
2184	Oakridge School	C	60	None
3074	Quainton Ce Combined School	C	30	None
2292	Robertswood Combined And Nursery School	C	60	None
2038	Roundwood Primary School	C	30	None
2255	Spinfield School	C	30	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
3033	St George's Ce Infant School	I	60	None
3007	St James' And St John Ce School	C	22 +3	None
3017	St Michaels Ce School	C	30 +2	None
2107	Steeple Claydon School	C	30	None
2108	Stoke Mandeville Combined School	C	30	None
2354	Stoke Poges School	C	60	None
2269	Stokenchurch Primary School	C	60	None
3028	Stone Ce Combined School	C	30	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2219	Thomas Hickman School	C	60	None
2113	Thornborough Infant School	I	15	None
3056	Twyford Ce School	I	15	None
2115	Tylers Green Infant School	I	60	None
2203	Tylers Green Middle School	J	62	None
2317	Waddesdon Village Primary School	C	30 +2	None
3029	Wendover Ce Junior School	J	90	None
2251	Whitchurch Combined School	C	30	None

Department for Education number (DfE)	School Name	Type	Proposed 1 September 2026	Governing Body and Local Authority proposed changes
2254	Widmer End Combined School	C	30 +2	None
2288	William Harding Combined School	C	120	None
3031	Wingrave Ce Combined School	C	30	None
3101	Winslow Ce Combined School	C	60	None