



# **CASTLEFIELD SCHOOL**

## **ADMISSIONS POLICY 2025-2026**

**Signed (HT):**

**Date agreed: Term 2 2024**

**Signed (Chair of GB):**

**Review date: Term 2 2025**

**Castlefield School is a Foundation School and as such the Governing Body is the Admissions Authority. Our admission rules comply with the Bucks Fair Access protocol.**

### **Nursery: Two Year Old Provision**

The Nursery offers 15 hours of provision to two year old funded places. A child is eligible to attend the term after their second birthday.

If you're a child is born between:

1<sup>st</sup> April and 31<sup>st</sup> August (inclusive)

1<sup>st</sup> September and 1<sup>st</sup> December (inclusive)

1<sup>st</sup> January and 31<sup>st</sup> March (inclusive)

Nursery places start from:

Autumn Term (from 1<sup>st</sup> September)

Spring Term (from 1<sup>st</sup> January)

Summer Term (from 1<sup>st</sup> April)

The Governing Body has fixed the admission number to:

12x 2 year olds per session.

Once this number has been reached, no further children will be admitted into the two year old room.

Application for a place beyond our maximum capacity would not be considered

Children with an EHCP, that names Castlefield School, will be admitted in advance of applying our admission rules, providing they are eligible for 2 year old funding.

If the number of applications exceeds the number of places, the following criteria will apply

Providing the child is eligible for 2 year old funding, places will be allocated according to the following criteria:

- (1) Looked After Children or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption or who became subject to a child arrangement order or special guardianship order). Also included in this are children who have been LAC abroad but this has ceased as they have been adopted and brought to the UK.
- (2) Catchment Area (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (3) Siblings - Children who will have a sibling on role at the school at the time of entry. Defined as: brothers or 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/guardian also has legal responsibility.
- (4) If there are empty places in the 2 year old room, then a child who is not eligible for 2 year old funding may be admitted to the Nursery as a fee paying child. A flat rate fee of £20.00 will be charged per session.

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 and the school's nearest open entrance gate offering the closest first. We use a straight-line distance

Application forms are available from the school office, upon request

## **Nursery: Three Year Old Provision**

The Nursery offers 15 hours of provision to funded places for three year olds. Children are eligible to start the term after they have turned 3.

The Governing Body has fixed the admission number to:

75 x 3 year olds. Half attending a morning session, half attending an afternoon session.

Once this number has been reached, no further children will be admitted into the three year old room.

Application for a place beyond our maximum capacity would not be considered.

Children with an EHCP, that names Castlefield School, will be admitted in advance of applying our admission rules, providing they are eligible for 3 year old funding.

If the number of applications exceeds the number of places, the following criteria will apply

Please note: Children who attend Castlefield School Nursery as a 2 year old are guaranteed that their place will continue as a 3 year old.

Providing the child is eligible for 3 year old funding, places will be allocated according to the following criteria:

- (1) Looked After Children or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption or who became subject to a child arrangement order or special guardianship order). Also included in this are children who have been LAC abroad but this has ceased as they have been adopted and brought to the UK.
- (2) Catchment Area (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (3) Siblings - Children who will have a sibling on role at the school at the time of entry. Defined as: brothers or 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/guardian also has legal responsibility.
- (4) If there are empty places in the 3 year old room, then a child who is not eligible for 2 year old funding may be admitted to the Nursery as a fee paying child. A flat rate fee of £20.00 will be charged per session.

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 and the school's nearest open entrance gate offering the closest first. We use a straight-line distance

Application forms are available from the school office, upon request

***Please note: Children in Castlefield Nursery are not guaranteed a place at Castlefield School and must apply in accordance with the Local Authorities co-ordinated scheme. Places are then allocated in line with the over subscription criteria for the school.***

## **Reception**

Subject to the criteria set out below, children will be admitted at the beginning of the academic year during which they become five. The number of children admitted per year is 60.

Places will be allocated by the Governing Body on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents/guardians to apply for entry to any Buckinghamshire primary school by means of the Buckinghamshire Primary School Admission Application form available in the Guide for Parents on Admissions and online via the Council's [web site](#). Parents may express preferences, in ranked order. The closing date for return of applications is set by the Council.

### **Deferment Rule**

After discussion with the school, deferment may be permitted during the Reception Year; but parents cannot seek deferment beyond the beginning of Year 1 (this means that your child must attend full time school starting the term after they have turned 5, no later than the summer term of Reception).

Children with an EHCP, that names Castlefield School, will be admitted in advance of applying our admission rules.

Places will be allocated according to the following criteria:

- (1) Looked After Children or previously looked after children (previously looked after refers to children who are no longer looked after due to adoption or who became subject to a child arrangement order or special guardianship order). Also included in this are children who have been LAC abroad but this has ceased as they have been adopted and brought to the UK.
- (2) Catchment Area (i.e. the area within the following boundaries: Spearing Road, Rutland Avenue, Booker Lane, Whitelands Road, most of Chairborough Road, Mildun Way, east side of New Road from Rutland Avenue to Booker Hill Road – see catchment area map)
- (3) Siblings - Children who will have a sibling on role at the school at the time of entry. Defined as: brothers or 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/guardian also has legal responsibility.

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 and the school's nearest open entrance gate offering the closest first. We use a straight-line distance

Applications are processed in line with the Local Authorities policy for admissions.

Once all places are allocated, children will be placed on a waiting list in priority order (see rules above). A child's position on the waiting list may change, subject to the criteria above, as new applications are made or individual circumstances change.

Parents must confirm their interest in remaining on the waiting list at the beginning of each term.

### **In-year Admission to Castlefield School (admission at any other times, other than Reception)**

There are occasions when parents ask for admission to other year groups. In these instances, a child may be admitted provided that the addition of another child to the year group does not exceed the agreed number of each year group. Places will be allocated according to the afore cited criteria.

Once all places are allocated, children will be placed on a waiting list in priority order. Position on the waiting list may change, subject to the criteria above, as new applications are made or individual circumstances change.

Parents should confirm their interest in remaining on the waiting list at the beginning of each term.

### **Appeals**

There are established arrangements for appeals against non-admission. All parents refused a place have the right of appeal to an independent panel. Details are available from the school.

It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address. The decision of the panel is binding on the school/Local Authority and the parents.

For further information, in the first instance, please contact the school. Contact details are as follows:

Address:	Castlefield School The Middleway Castlefield High Wycombe Bucks HP12 3LE
Telephone:	01494 436018
Email:	<a href="mailto:office@castlefield.bucks.sch.uk">office@castlefield.bucks.sch.uk</a>

**Note 1: Definition of Looked After Children and Previously Looked After Children:**

For admissions purposes a 'looked after child' is a child who is in the care of a local authority in England, or is being provided with accommodation by a local authority in England in the exercise of their social services functions (see the definition in Section 22 (1) of the Children Act 1989). This covers accommodated children and those who are in care under a Care Order/interim order.

This can include: living with family or friends, in foster care, a children's home, residential school, special school or in supported lodgings.

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: Definition of State Care outside of England:**

A child is regarded as having been in state care in a place outside of England if they were accommodated by a public authority, a religious organisation or any other provider of care whose sole purpose is to benefit society.

**Note 3: Definition of "Sibling":**

By sibling we mean brother and sister. This means a brother or sister of half or whole blood, or any other child (including Adopted children) who permanently reside at the same address and for whom the parent also has parental responsibility.

**Note 4: Definition of "normal home address":**

The address should be where the parent and the child live and evidence of this is required in the form of a utility bill, rent book or mortgage statement showing the address concerned. Where a child has two homes due to parental responsibility being shared by two people who live apart, the address used will be the one where he or she spends most of the School's week (Sunday to Thursday nights inclusive) as confirmed by written evidence from both parents/guardians. If a false declaration of address is deemed to have been made, the offer of a place may be withdrawn, even after a child has started at School.

**Note 5: Definition of "Catchment Area":**

Children living within the area traditionally served by the school, defined as being the area bounded (see map below). A map of the catchment area is also available on the Bucks County Council website.

**Admission of children outside their normal age group:**

Should parents wish for their child to be admitted outside their normal year group. The parents should arrange a meeting with the school to discuss the reasons for this and for the school to consider any evidence that would support this request.

# CASTLEFIELD SCHOOL - CATCHMENT AREA MAP



**Catchment Area for Castlefield School**



Produced by School Management Support Team, October 2018



For more information please visit:  
<https://services.buckscc.gov.uk/school-admissions>



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