



Swanbourne C.E School

**Winslow Road, Swanbourne,
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Admission Arrangements for September 2025 – August 2026

Swanbourne Church of England School values highly its Christian ethos, its close links with local churches and the Diocese of Oxford. We provide a distinctively Christian, yet inclusive, environment in which each child is motivated to acquire skills for life and a love of learning. As a church school, we welcome applications from Christian families, and those of other faiths or none. We ask all parents applying for a place at our school to respect this ethos and its importance to the whole school community.

The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including that on infant class sizes and equal opportunities.

Swanbourne is a Church of England 'Voluntary Aided' School, and as such the Governors are responsible for deciding on admissions to the school. We work closely with Buckinghamshire Council (the Local Authority), who co-ordinate admissions to all maintained schools in Buckinghamshire. Details of the Local Authority arrangements can be found on the Local Authority's web pages <https://www.buckscc.gov.uk/services/education/school-admissions/starting-school-or-moving-up-to-junior-school/>. These web pages also explain how parents can express a preference for a school and give reasons for that preference.

Admission arrangements to Year 3 in September 2025

Parents (see Note 1) wishing to apply for a Year 3 place in September 2025⁵⁴ must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA no later than **15 January 2025**. Applications received after this date will normally only be considered after all those received on or before the cut-off date.

Offers and refusals of places will be posted by the home LA on **17 April 2025**.

There are **30 places** available (the published admission number or PAN) in **Year 3 in September 2025**.

Over-subscription criteria

Children with an Education, Health and Care Plan naming Swanbourne C of E School will be offered places subject to the school being able to meet their specific needs and it not impacting on the provision of the efficient education of others. If there are fewer applications than places available, all children will be offered places. If there is greater demand for admission than there are places available, the following criteria will be applied in the order set out below:

- 1 - Looked-after children and children who were previously looked after, including those children who appear to have been in state care outside England, but ceased to be so as a result of being adopted. (See Note 2)
- 2 - Children with a normal home address (see Note 4) in the Catchment Area for Swanbourne C of E School.
- 3 - Children with a normal home address (see Note 4) outside the Catchment Area for Swanbourne C of E School but attending Mursley C of E School or Drayton Parslow Village School in Year 2.
- 4 - Children with a normal home address (see Note 4) outside the Catchment Area for Swanbourne C of E School but with a sibling (see Note 5) who is on the roll of Swanbourne C of E School, Mursley C of E School or Drayton Parslow Village School on the date of application (or whose parent has accepted an offer of a place at one of the three schools) and is expected still to be in attendance at the applied for time of entry into Swanbourne C of E School.

Within this criterion, priority will be accorded first to children with a sibling who is expected still to be in attendance at Swanbourne C of E School at the applied for time of entry into Swanbourne C of E School, second to children with a sibling who is expected to be in attendance at Mursley C of E School or Drayton Parslow Village School at the applied for time of entry into Swanbourne C of E School.

5 - Families who have exceptional medical or social needs that make it essential that their child attends Swanbourne C of E School rather than any other. These needs must be fully supported by written evidence from the appropriate professional person involved with the family. (See Note 3)

6 - Children of qualified teaching staff, where the member of staff either has been employed by Swanbourne C of E School for two or more years at the time the application for admission is made or is being recruited to fill a vacant post for which there is a demonstrable skills shortage.

7 - Other children.

Proximity of the child's home, as measured by the straight-line distance (see Note 6) between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1-7 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

All Other Admissions

Admission to the school during the school year depends on whether or not there are places available. All year groups at the school have **30 places**. Applications must be made directly to the school on a form available from the school.

If there is a vacancy, and there is no child on the relevant waiting list with a higher priority (according to the over-subscription criteria 1-7 above), a place will be offered.

In-year admissions or admissions at the beginning of school years other than Year 3 will only be considered by the Governing Body up to half a term [using three term year] in advance of the desired date for entry. For example, for entry in January, the application will not be considered until after the October half term break.

If parents are moving house, the school will ask for evidence of the move, when considering any application for a place. Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts, a rental agreement for at least a period of six months will be required (Armed Forces personnel and crown servants are exempt). If you are returning from elsewhere, to live in a home that you own, we will require evidence to show that you have returned. We will also ask for evidence that any previous house owned has been sold or is being sold. We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

Admission outside normal age group

Requests from parents for places outside a normal age group will be considered carefully, e.g. for those who have missed education due to ill health. Each case will be considered on its own merits and circumstances. However, such admissions will not normally be agreed without a consensus that to do so would be in the pupil's interests. It is recommended that parents discuss their wishes with the head teacher in advance of applying for a place. The governors may ask relevant professionals for their opinion on the case. It should be noted that if a place in the requested age group is refused, but one in the normal age group is offered, then there is no right of appeal.

Waiting Lists

The school maintains waiting lists for those children who are not offered a place, and the parents ask for the child's name to be added to the waiting list. The order of priority on the waiting list is the same as the list of criteria for over-subscription and does not depend on the date on which an application is received. No account is taken of length of time on a waiting list. The school periodically seeks confirmation that parents wish a child to be kept on the waiting list.

Multiple births

In cases where there is one place available, and the next child on the list is a twin, triplet, etc., we would admit both twins (and all the children in the case of other multiple births) even if this meant exceeding the agreed admission number of 30 for Year 3 in 2025/26 or the number of places (30) in other year groups.

Fair Access

The school participates in Buckinghamshire Council's Fair Access Protocol. Children qualifying under the Fair Access Protocol may be offered a place even if there are no places available in the relevant year group and also take priority for admission over any child on the waiting list.

Appeals

There are established arrangements for appeals against non-admission. Details are available from the school, including the date by which an appeal should be submitted. 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 which results in a move from outside the catchment area to inside it.

Parents who wish their children to attend the school are most welcome to visit.

Arrangements can be made through the School Office – office@swanbourneceschool.org or 01296 720295.

Admissions in September 2024

The school received **37 applications** expressing a preference for admission to Year 3 in 2024 by the closing date in January 2024. The school also received one appeal, which was successful in securing a place. These were ranked as follows:

Criteria	Number of applicants	Number of pupils admitted
Children with a Statement of Special Educational Need or an Education, Health and Care Plan and Criteria 1 (Children Looked After)	<u>21</u>	<u>20</u>
Criterion 2	<u>175</u>	<u>174</u>
Criterion 3	<u>117</u>	<u>117</u>
Criterion 4	<u>10</u>	0
Criterion 5	0	0
Criterion 6	0	0
Criterion 7	<u>34</u>	0
Total	<u>347</u>	<u>301</u>

The Catchment Area for Swanbourne C of E School is defined by Postcode and broadly is the civil parishes of Swanbourne, Mursley, Drayton Parslow, and Little Horwood. **A map showing the school's Catchment Area is provided on Page 6.** The school takes children from Year 3 to Year 6 inclusive.

Decisions on which children are to be offered a place will be made by the Admissions Committee of the school within the terms of Buckinghamshire's co-ordinated admissions scheme for entry to Year 3 in 2025-2026-24-2025. **The admission number is 30.** Pupils will be admitted provided there are places available.

Further Information

For further Admissions information please contact the Headteacher (David May) at the school.

Address The Headteacher (David May)
Swanbourne C of E (Voluntary Aided) School
Winslow Road
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Telephone 01296 720295

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Notes

Note 1 "Parent" is defined in law (The Education Act 1996) as either:

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

If you are in any doubt, please contact the school for advice.

Note 2 By a "looked-after child" we mean one in the care of a local authority or being provided with accommodation by a local authority in the exercise of its social services function. Previously looked after children are children who have been adopted, subject to child arrangement orders or special guardianship orders. Adopted children are those for whom an adoption order is made under the Adoption Act 1976 (Section 12) or the Adoption and Children Act 2002 (Section 46). A 'child arrangements order' is one settling the arrangements to be made as to the person with whom the child is to live (Children Act 1989, Section 8, as amended by the Children and Families Act 2014, Section 14). A 'special guardianship order' is one appointing one or more individuals to be a child's special guardian/s (Children Act 1989, Section 14A).

Applications under this criterion must be accompanied by evidence to show that the child is looked after or was previously looked after (e.g. a copy of the adoption, child arrangements or special guardianship order). Evidence that a child from outside England was previously in state care will be required to come within this criterion. A child is regarded as having been in state care outside England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

Note 3 When applying under criterion 5 (exceptional medical or social needs), you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring Swanbourne C of E School. This supporting evidence must clearly demonstrate why the school is the most suitable and must illustrate the difficulties that would be caused if your child had to attend another school. The person supplying the evidence should be a doctor, health visitor, social worker, etc. who is aware of your child's or your own case. The school reserves the right to ask for further evidence or clarification where necessary and may seek the advice of appropriate educational professionals where necessary.

Note 4 By normal home address, we mean the child's home address. This must be where the parent or legal carer of the child lives with the child unless it is proved that the child is resident elsewhere with someone else 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 having regard to a joint declaration from the parents stating the exact pattern of residence. If the residence is not split equally, then the relevant address used will be that 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 the judgment about which address to use for the purpose of determining whether or not to offer a place. We will take into account, for example, 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 any previous school of the contact details and home address supplied to it by the parents
- where the child is registered with his/her GP
- any other evidence the parents may supply to verify the position.

We may ask for evidence of the normal home address in the form of a recent bill. This could be, for example, the most recent Council Tax bill, utility bill no more than three months old, a current TV licence, buildings and contents insurance, mortgage statement or rent book which shows the address concerned. Parents who are unable to provide this evidence should contact the school to discuss what evidence might be acceptable. If it becomes clear or if there is any doubt that the parents and child are not living at the address given on the application form, the school may seek further evidence. The school works closely with the LA to ensure that places are not obtained at the school on the basis of false addresses, and, in cases of doubt, will take steps to verify the information provided. If a place at the school is offered, and it later becomes clear that the offer was made on fraudulent or misleading information (e.g. a false claim to living in the catchment area), and the school has denied a place to a child with a stronger claim, the school will withdraw the offer of a place. The offer can also be withdrawn even after the child has started at the school.

We regard a child's home address to be where he or she sleeps for the majority of the school week (Monday to Friday). We may ask to see official documentation, such as a child benefit book or medical card if there are reasons why a child does **not** live at his or her parent's address. For example, if he or she is resident with a grandparent, this needs to be made clear on the application form. If such arrangements are not declared or a relative's address is used on the application, we may consider that a false declaration has been made, and withdraw the offer of a place. Childcare arrangements are not sufficient reason for listing another address.

If parents move house after the application has been made, but before any offer of a place has been made, the school must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place.

We would not accept an address where the one given is that of a second home with the main home being elsewhere. If there are two or more homes, we will check which is the main home, and may refuse to base an allocation of a place on an address which might be considered only temporary. Nor would we accept an address where the child was resident other than with a parent or carer unless this was part of a fostering or formal care arrangement. We would not normally accept an address where only part of a family had moved, unless connected with a divorce or permanent separation arrangement, in which case we would require proof.

There are special arrangements for families of service personnel with a confirmed posting or crown servants returning from overseas. If the application is accompanied by an official letter that declares the relocation date, and if there is a place available, it will be offered even though there is not an intended address or the family is not yet living in the area.

Note 5 By sibling we mean a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent's/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

It is helpful if parents make it clear on the application form where the sibling has a different family name. Where there is more than one sibling at the school, only the youngest should be listed on the application form.

Note 6 Other children. 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 entrance gate offering the closest first.

Proximity of the child's home, as measured by the straight-line distance between the home and the school with those living nearer being accorded the higher priority, will serve to differentiate between children in criteria 1 to 6 should the need arise. In the event that two distance measurements are identical, the school will use random allocation to decide which child should be offered the place. The process will be conducted in the presence of a person independent of the school.

Catchment Area for Swanbourne CE School

August 2009

Primary School

Catchment Area for Swanbourne CE School

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BUCKINGHAMSHIRE COUNCIL

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	Primary School	August 2009
	Catchment Area for Swanbourne CE School	

