



Admission Arrangements Policy for 2027/2028

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1 Visions and Values

Princes Risborough School is dedicated to being the local school of choice, operating under our central motto: *Aspire & Achieve*. Our mission is to ensure every student is *Positive, Responsible, and Successful* during their time with us and in the future. We provide an environment where all students are supported to become knowledgeable, confident, and independently skilful learners who are prepared to exceed their own expectations. By focusing on academic success and strong personal development, we prepare our students to become adaptable, engaged citizens of the future who contribute positively to their local and global communities. This commitment to excellence in leadership, teaching, and student support ensures a valuable and successful experience for all.

2 Introduction

Insignis Academy Trust (IAT) is the admissions authority for Princes Risborough School. IAT works with Buckinghamshire Council Local Authority as part of its coordinated admissions scheme.

This policy covers admissions to the school from 1 September 2027 to 31 August 2028.

3 Admission Number

The school has an admission number of 180 for entry in Year 7.

The school will accordingly admit this number of students if there are sufficient applications. Where fewer applicants than the published admission number(s) for the relevant year group are received, the school will offer places at the school to all those who have applied.

4 Years 7-11 Application Process

The Local Authority (LA), Buckinghamshire Council, will process applications on behalf of Princes Risborough School.

The LA will ask you to declare/include the school in your ranked list when you submit your preferences prior to the closing date for Year 7 applications each year. The LA will share these preferences in full with the school.

Applications for this school should be made to Buckinghamshire Council at the following address: <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-secondary-school-place/>

4.1 Year 7 Admissions

If your child is moving from Primary to Secondary schooling, there is more advice for you here:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-moving-up-to-secondary-school/>

Offers will be made in March each year.

4.2 Late Applications and in-year admissions

Applications for Year 7 after the annual October deadline, or any other applications made for other year groups during the school year, will be considered after those received prior to the deadline. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

4.3 Non Buckinghamshire residents

The LA will process applications outside the normal process for coordinating school offers. If you plan to move to Buckinghamshire and will not have completed your move by the annual October deadline for Year 7 admissions, you must make your application to your current home Local Authority. You can choose to put any Buckinghamshire school, including Princes Risborough School on your application in advance of moving, and your home LA will tell us about your preferences. They will advise you of our decision.

You must apply using your home LA's application process, as set out on your home LA's website.

For more information, please visit <https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-admissions-guides-policies-and-statistics/guide-to-moving-up-to-secondary-school/moving-home/>

5 Oversubscription criteria

When the school is oversubscribed, after the admission of students with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked After Children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted².
2. For the main point of entry: siblings of students attending the school in Years 7-10 at the time the allocations are made, and are expected to be on the school roll at the time of the proposed admission.

For immediate in year admission after the normal point of entry: siblings of students who are in Years 7-11 at the time of admission to the school.

3. Children of staff members - children of Insignis Academy Trust staff who have been employed at the school for two or more years at the time of the application for admission to the school has been made, and/or the member of staff is recruited to

¹ 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).

² A child is regarded as having been in 'state care outside of 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. Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

fill a vacant post for which there is a demonstrable skill shortage

4. Children living within the catchment area of the school as demonstrated in the map at the end of this policy. Please check child's home address on the Find My Child a School Place website (<https://schools.buckinghamshire.gov.uk/school-admissions>) to determine whether their house is within the school's catchment boundary³.
5. Other children

5.1 Tie-break

If in categories 2-5 a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This will be measured according to the Buckinghamshire Council Geographical Information System (see notes).

Random allocation undertaken by the Local Authority will be used as a tie-break in categories 2-5 above to decide who has the highest priority for admission if the distance between a child's home and the school is equidistant in any two or more cases.

In cases where there is one remaining place available and the next child is one of a twin, triple or other multiple birth group, both or all siblings will be admitted even if their admission goes above the admission number of the school.

6 Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission outside of the normal year group is being requested.

When such a request is made, the school will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the Head of School and any supporting evidence provided by the family.

7 Waiting lists

Buckinghamshire Council Admissions service operates a waiting list on behalf of the school for students in Year 7. Where the school receives more applications than there are places available, a waiting list will operate until the end of the academic year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

³ As determined by the Ordnance Survey AddressBase.

8 Sixth form admissions

The school has an admission number of 20 for external entry into Year 12.

Students currently studying at Princes Risborough School are entitled to a place in the Sixth Form on the courses available, subject to achieving the grade entry criteria for the sixth form and also the required KS4 grades for the specific subjects and course(s) to be studied. Entry criteria are listed in the Sixth Form Options Booklet. Courses offered may change year on year.

8.1 Advanced Level Course Minimum Entry Requirements

General admissions policy: All students are normally required to have passed at least five GCSEs or equivalent at 9 – 4 grade or equivalent including English and Mathematics unless there are exceptional circumstances. No students may be admitted who are without a minimum grade 4 pass in **both** GCSE English and GCSE Mathematics unless there are exceptional circumstances in which that student has transferred from a school in a country where English academic qualifications are not normally offered.

Students must be able to start their studies, unless there are significant extenuating circumstances, no later than two weeks after the commencement of the autumn term at the start of Year 12. Students would not normally be allowed to join the Sixth Form after the second week in September.

Individual Advanced Level subjects may insist on an additional minimum entry requirement. These additional entry requirements will be detailed in the Sixth Form Options Booklet and, once again, will be subject to extenuating circumstances but normally a student would not be admitted onto specific courses if those course specific entry requirements had not been met. Failure to meet individual subject entry requirements will not preclude acceptance into the Sixth Form for other courses if the general entry requirements are met. In such cases, students will be advised of the courses they have sufficient requirements to study immediately following GCSE results. The individual entry requirements published in the Sixth Form Options Booklet for the appropriate year of entry will be considered to apply as individual entry requirements may change from year to year. Please note students will be required to pass Year 12 in order to automatically progress to the Year 13 curriculum in each subject. School Leaders will review the curriculum offer. Further details are available on our website.

8.2 Applications

All Princes Risborough School Year 11 students will be encouraged to complete an application form for the Sixth Form as part of our Independent Advice and Careers Guidance. Students who meet the minimum entry requirements have the right to a Princes Risborough School Sixth Form place. We will consider other Princes Risborough School students who do not meet the entry criteria but who demonstrate exceptional circumstances.

Application will be through the Sixth Form Application Form, which will be available from the Autumn term of Year 11. External applicants will receive this form via the school website or via the Sixth Form Options Booklet. All students from Princes Risborough School who meet the entry requirements will be entitled to a place.

Overseas students must have the equivalent level of qualifications as UK based students for the specific courses they wish to study and may be requested to complete subject

specific assessments in order to assess their suitability.

No student may be selected on the basis of interview alone although all applicants will be invited to take part in an informal discussion about course suitability and Sixth Form Induction.

8.3 Oversubscription criteria

When the Sixth Form is oversubscribed – meaning there are more applicants who need the minimum entry requirements than places – oversubscription criteria are applied to allocate places.

1. Looked After Children⁴ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order, including those who appear to the admissions authority to have been in state care outside of England and ceased to be in state care as a result of being adopted⁵.
2. Siblings of students attending the school at the time the application is received, who are expected to be on the school roll at the time of the proposed admission.
3. Children of staff members - children of Insignis Academy Trust staff who have been employed at the school for two or more years at the time of the application for admission to the school has been made, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage
4. Children who are on roll in Year 11, at the time of the October Census of the year preceding entry, in any school which is part of the Insignis Academy Trust.
5. Children living within the catchment area of the school as demonstrated in the map at the end of this policy.
6. Other children.

If in categories 2-5 a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the child's home to the front gates of the school in a straight line. This will be measured according to the Buckinghamshire Council Geographical Information System.

9 Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

9.1 Years 7-11

Applicants should contact Buckinghamshire Council for information on how to appeal.

⁴ 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).

⁵ A child is regarded as having been in 'state care outside of 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. Section 23ZZA(8) of the Children Act 1989 (inserted by Section 4 of the Children and Social Work Act 2017).

Information on how to appeal and the timeline for the appeals process is available at this web address:

<https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/school-appeals/>

9.2 Sixth Form

Any unsuccessful applicants for the Sixth Form places will be provided with information about their right to appeal, including the deadline and contact details.

10 Notes

10.1 Child of a member of staff – demonstrable skill shortage

To apply under this rule, you (the parent) need to have been recruited to fill a vacant post for which there is a demonstrable skill shortage.

This is a post which the school has had difficulty in filling. This 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.

'School staff' includes teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.

10.2 Normal home address

This is your child's home address; it is where you and your child live together, unless you can show that they live elsewhere with someone with legal care and control of your child. For admission purposes, this must be a residential property that is your child's only or main residence.

It must also be a property that 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. It must be 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.

It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements.

A child's Normal Home Address is where they spend most of the week, unless it is accommodation at a boarding school.

In deciding which is your Normal Home Address we would not usually accept an address if:

- You or your family has a second home elsewhere as a main residence. We expect that you have sold, or leased, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence.
- Only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case we will

ask for evidence.

- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.
- The address is that of a holiday home. A family living at a known holiday home address will be asked to provide leasing evidence and if there is a limitation on the tenancy then it will not be accepted.

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family live where you say you live. We may ask our legal team to investigate or ask that you provide legal confirmation of your address. We may check the evidence you have provided with other agencies, including your child's current school.

If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, the offer of that place will be withdrawn by the admission authority for the school.

Please make sure you tell us if you move to a new house after you have made your application.

10.3 Shared Parental Responsibility or joint residence

To avoid doubt, where a child lives with parents/carers with shared responsibility, for part of a week, or month, the address where the child lives for admission purposes will be the address at which we are satisfied the child spends most of the school week.

We will take into account the address at which the child spends the greater proportion of the school week from Sunday evening to Thursday evening.

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

- any legal documentation confirming residence
- the pattern of residence
- the period over which the current arrangement has been in place
- confirmation from the previous/current primary 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 a GP
- any other evidence the parents may supply to confirm the situation.

We may ask for further evidence.

The person completing the application must ensure that they have parental responsibility for the child in question. They must also ensure that the application has the agreement of all people with parental responsibility.

10.4 Home to school distance

We use straight line distance for admission purposes. This is the distance from your child's Normal Home Address, as set out by Ordnance Survey, to the nearest open school gate available for students to use. We use a computerised system to measure straight line distance.

The point we measure to at your child's address is determined by the Ordnance Survey AddressBase 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.

This is different to the shortest walking route which is used for transport purposes – more information is in the [School Transport Policy and Guidance](#).

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.

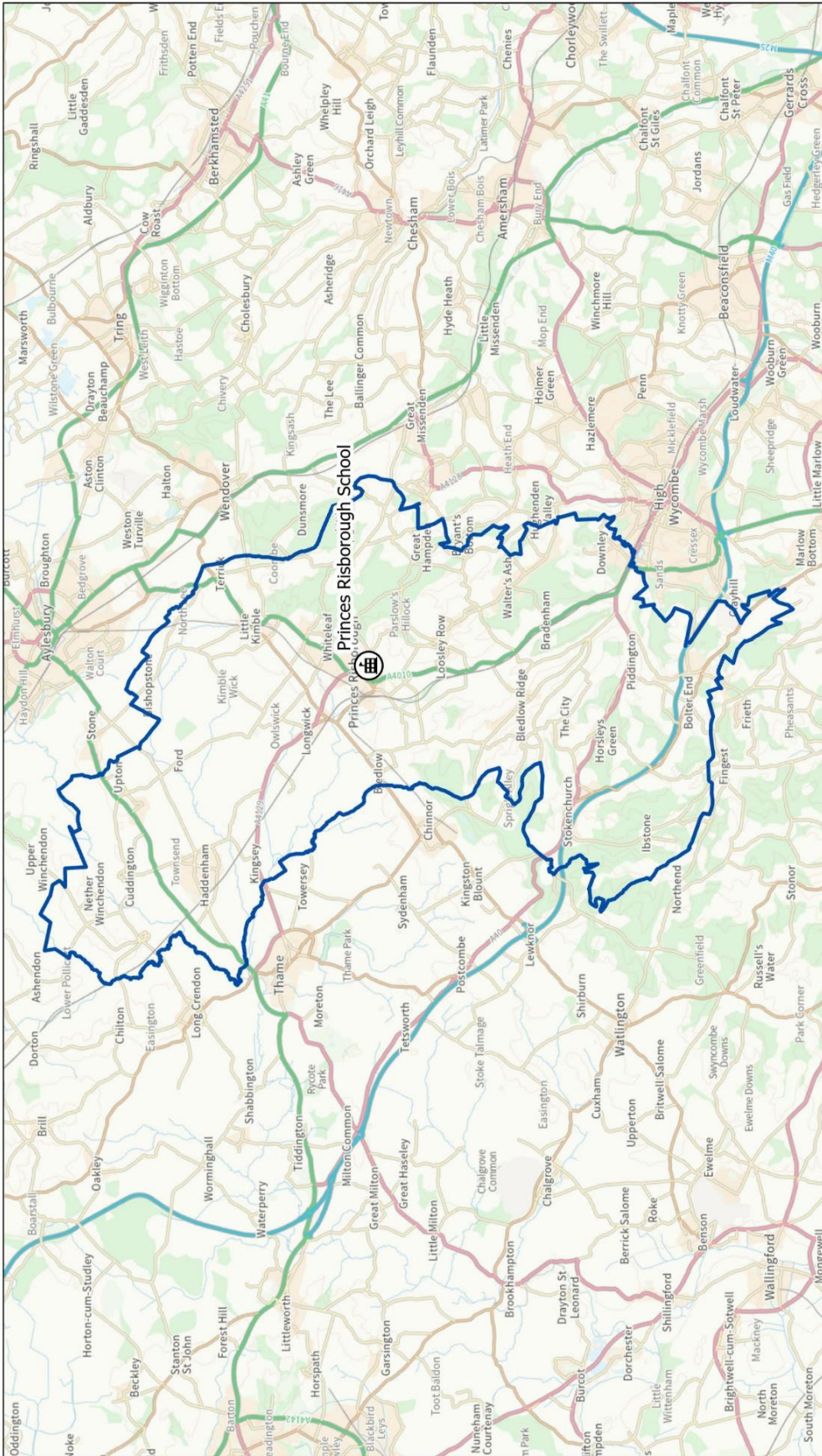
10.5 Parent

The natural parent providing they have parental responsibility for the child, or any person who, although not the natural parent, has parental responsibility for the child or young person or has care of the child or young person.

10.6 Sibling

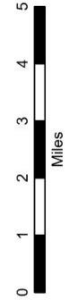
'Sibling' means a natural brother or sister, a half brother or sister, a legally adopted brother or sister or half-brother or sister, a stepbrother or sister or other child living in the same household as part of the same family who, in any of these cases, will be living at the same address at the date of their application for a place.

Appendix: Catchment Area



Catchment Area For Princes Risborough School

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