



Great Marlow School

Excellence • Compassion • Integrity

Admissions Policy

Recommended by the Leadership Team:

November 2024

Approved by the Admissions Committee

December 2024

Planned to be Adopted by Board of Trustees:

December 2024

Review Due:

Autumn Term 2025

Indicate as appropriate:

☒

There **has been** a change to the previous policy

or

☐

There **has not been** a change to the previous policy.

Key staff involved:

Role	Name(s)
Head of Centre	MR K FORD
Head of School (Curriculum)	MR G PENDLEBURY
Assistant Headteacher (SENCo)	MRS V TODD
Assistant Headteacher (Exams Line Manager)	MRS L FLETCHER
Examinations Officer	MRS A SMITH
IT Manager	MR F AHMED

ADMISSIONS POLICY: SEPTEMBER 2025

INTRODUCTION

Great Marlow School is an Academy and the Academy Trust of the School is the admission authority.

The number of students on roll in September 2024 was 1442 including 251 following post 16 courses.

Trustees have carried out a review of the admissions arrangements in line with the School Admissions Code, and having regard to the local authority (LA) consultation and timeline for co-ordinated admission arrangements. The admission arrangements comply with the Fair Access protocol as detailed in the Admissions Code.

PART 1 – ADMISSIONS TO YEARS 7 TO 11

Admission at Age 11

Students will be admitted at the age of 11 years. The number of intended admissions for Year 7 commencing September 2025 will be 230.

Admissions Criteria

If the school is oversubscribed, after the admission of students with a Statement of Special Educational Needs or Education, Health and Care Plan, where the school is named in the statement or plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. Looked After Children (LAC/ PLAC/ IAPLAC)

For admissions purposes a 'looked after child' is a child who is in the care of a local authority, or is being provided with accommodation by a local authority in the exercise of their social services functions as defined in Section 22 (1) of the Children Act 1989. This covers accommodated children and those who are in care under a care or 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 category includes children who were previously looked after and subsequently become the subject of adoption, residence or special guardianship.

Equal priority in criteria 1 is given to Internationally adopted previously looked after children – IAPLAC children.

Definitions:

A Residence Order adheres to Section 8 of The Children's Act and details the arrangements of where, and with whom, a child is to live.

A 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's Act 1989

2) Children of staff at the school

Priority may be given to children of staff in either or both of the following circumstances:

a) where the member of staff is employed by the school at the time at which the application for admission to the school is made

b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage

3. Children whose normal home address is within the catchment area of the school

The catchment area is bounded on three sides: by the Oxfordshire border, the River Thames and the A404 (with the exception of the Little Marlow area to the east of the A404, which as from September 2021 following consultation, will be included in the catchment area) . The northern boundary runs from the Oxfordshire border, (north of Stokenchurch,) between Waterend and Stokenchurch. It continues north of the M40 but south of Studley Green and Piddington. Lane End is included in the south. To the east the boundary is the A404 at Monkton Farm.

A map of the area is available from the Local Authority within the Guide for Parents pack.

The catchment area website can be accessed via

www.buckscc.gov.uk/education/schools/admissions-and-moving-school/catchment-areas

4. Siblings of children in Years 7 – 10 who are on the roll of the school at the time the allocations are made and are expected to be on the school roll at the time of proposed admission

For immediate casual (in year) admission after the normal point of entry

- Siblings of children in Years 7 – 11 at the time of admission

Sibling is defined, in these admission arrangements, as children who live as brother or sister in the same house, including natural brother or sisters, adopted siblings, stepbrothers or sisters and foster brother and sisters.

5. Children who have attended a catchment area primary school prior to admission. The catchment primary schools are: Holy Trinity, Danesfield, Spinfield, Foxes Piece, Burford, St Peter's, Cadmore End, Frieth, Lane End and Stokenchurch

6. Children who have exceptional medical or social needs supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person

If you wish GMS to consider your child under this rule you must include supporting evidence from an independent professional person who is aware of the situation and supports your reasons for preferring GMS as the school for your child. The supporting evidence must clearly demonstrate why GMS is the only school that can meet your child's needs in a way that no other school can. It must also illustrate the difficulties that would be caused if your child had to attend an alternative school. The person who supplies the evidence might be a doctor, an education welfare officer or other professional aware of your case. The Trustees will decide which children will be considered under this rule before any allocations are made. No applications can be considered under this rule unless written independent evidence is received

7. Those living outside the catchment area of the school

In the event of over-subscription, once the admissions criteria have been applied, then all further places are awarded according to the straight line distance between the family's normal home

address and the school's main entrance gate on Bobmore Lane using the Local Authority's measurements as set out by Ordnance Survey, offering the closest first.

Distances are calculated to three decimal places. Should the distance between two children's homes and the school be the same to this measurement of distance, both will be admitted even if this goes above the published number for the school.

DETERMINING 'NORMAL HOME ADDRESS'

This is a child's permanent address at the time of completing the application form and is also the address at which parents are living. The exception to this would be if there is proof that the child lives elsewhere with someone who has legal care and control of the child.

Parents who anticipate moving to an address within the catchment area will be asked to provide clear written proof that they will be fully resident by the beginning of the term in which their child will be admitted. They will specifically be asked to provide evidence of either:

- Confirmation that the house purchase is legally binding (eg that contracts have already been exchanged and firm date for moving has been established)
- Having taken out a lease agreement of at least 12 months' duration on a property in which they and their family will be fully resident and which is appropriate to their family's needs.

In determining residence trustees will not normally expect:

- families to retain a second residence elsewhere, which is their main residence
- only part of the family to move, unless it is part of divorce or permanent separation arrangements in which case trustees will reserve the right to make enquiries and see additional information to verify the situation
- children to move to a residence other than with their parent/carer unless as part of fostering or care arrangements

Shared or joint residence, to avoid doubt, is where a child lives with parents or carers (with or without parental responsibility) whether for part of a week, or month in the registered address of the child benefit recipient.

DEFINITION OF PARENT

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

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

A person who is the child's parent or carer should make the application. If two parents with parental responsibility live at different addresses, the parent the child lives with for most of the week should make the application with the full knowledge and consent of the non-resident partner.

MULTIPLE BIRTHS

In the event of only one place being available within the admission number, but the next child on the list being one of a multiple birth all of the siblings will be admitted even if this goes above the admission number of the school.

SCHOOL TRANSPORT

Parents and carers are responsible for making sure that their children get to and from school at the appropriate times each day. Buckinghamshire County Council currently provides school transport for students living in the transport area and more than three miles from the school. This includes Lane End, Frieth, Stokenchurch, Cadmore End and Hambleden. Where Great Marlow is not the nearest school parents may be required to pay for school transport. Further information is available from Passenger Transport Department, County Hall, Aylesbury. Bucks. HP20 1UZ. Tel No: 01296 383956.

HOW TO APPLY FOR A PLACE IN YEAR 7 – FOR SEPTEMBER 2025

Copies of the School Prospectus are available at the start of the Autumn Term and are also available on the school website – www.gms.bucks.sch.uk

The school holds an Open Evening in late September/early October for parents, carers and prospective students. Visits during the school day are also arranged for a number of dates in early October and details of these will be published at the beginning of the Autumn Term.

Under the co-ordinated arrangements applicants are required to complete the LA application form contained in Buckinghamshire County Councils 'Guide for Parents'. If you have not already received a copy please contact the Admissions Team at Buckinghamshire County Council (contact details below).

The closing date for receipt of on line applications by the LA for admission into Year 7 in September 2025 is **31st October 2024.**

If your child currently attends a Buckinghamshire County Council school, you should return your completed forms to your child's current school. If your child is attending a school that is not a Buckinghamshire County Council school, your forms should be returned to your own Local Authority.

The Admissions & Transport Team

Tel No: 01296 383250

County Hall

Fax No: 01296 383016

Aylesbury

Email: admissions@buckscc.gov.uk

Bucks HP20 1UZ

www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/

Admission to Appropriate Year Group

Applications for in-year admissions should be made to the Local Authority.

Appeals

If the school is unable to offer a place parents and carers have the right of appeal to an Independent Appeals Panel within 14 days of the notification of refusal of a place. Details of the appeals procedure will be sent at the time of notification of the school's inability to offer a place.

Waiting Lists

Children who have not been allocated a place at the school may have their name placed on the waiting list. The waiting list will be ranked in accordance with the school's over-subscription criteria as detailed above. Late applications will be added to this waiting list dependent on the criteria they fulfil.

EQUAL OPPORTUNITIES, DISABILITY DISCRIMINATION, RACE RELATIONS

In dealing with applications for admissions trustees will have full regard to the Sex Discrimination Act 1975; Race Relations Act 1976 and 2000; Human Rights Act 1998; Disability Discrimination Acts 1995 and 2005; and Equality Act 2010.

NAMED CONTACT

All enquiries about admission should be made to Mr G Pendlebury at the school – Tel No: 01628 483752.

If a place is offered at the school and it is later discovered that the offer was made on the basis of fraudulent or misleading information (eg: a false claim to be living in the catchment area), and this denied a place to a child with a stronger claim, the offer of the place will be withdrawn.

GREAT MARLOW SCHOOL CONTACT DETAILS

Bobmore Lane
Marlow
Buckinghamshire
SL7 1JE

Telephone: 01628 483752

Email: info@gms.bucks.sch.uk

<http://www.gms.bucks.sch.uk/>

Executive Headteacher

Mr Kevin Ford

Chair of Trustees

Jean-Henri Beukes