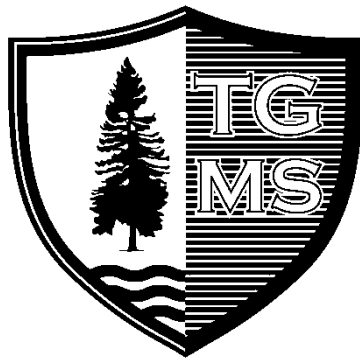




BUCKINGHAMSHIRE COUNCIL

Admissions Policy Tylers Green Middle School



This policy was adopted on: Autumn 2025

The policy is to be reviewed by: Autumn 2026

Tylers Green Middle School is a co-educational school for pupils 7-11 years of age (Key Stage 2).

Co-Ordinated Admission Arrangements

Applications for admission in Year 3 will be dealt with under the Buckinghamshire Co-Ordinated Admissions Scheme. Completed applications should be returned to County Hall by the published date, and the letter offering the place will be sent by the Local Authority.

The Admission Number

Buckinghamshire Council is the Local Authority (LA) and, after advice and consultation with the school, sets the number of children who can be admitted to the school at the age of 7. This number depends on the available accommodation and resources, both in the school and elsewhere in the area.

In special circumstances, and only with the agreement of the LA, the School Governors may allow admission to any year group, above the Admission Number.

Definitions

- Normal home address: *The child's home address is where they spend the majority of their school nights. Where a child lives at more than one address, the school will apply the Local Authority's definition to determine the normal home address.*
- Linked primary schools: *Tylers Green First School.*
- Sibling: *A brother or sister living at the same normal home address, including adopted siblings, step-siblings, foster siblings, and children of the parent/carer's partner. The sibling must still attend the school (or a linked school where specified) at the time of admission.*
- Catchment area: *The defined geographical area served by the school as set out in the Buckinghamshire Council catchment maps.*

Allocation of Places

A maximum of 64 places will be offered in Year 3. If Tylers Green Middle School has more places available than applications, then all children will be allocated a place. If there are more applications than places available, places will be allocated in accordance with the following criteria. These are, in order of priority:

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

1. Looked after children and previously looked after children.
2. Children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
3. 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. Written evidence should normally be from a relevant professional such as a medical consultant, social worker, or other specialist. Evidence must demonstrate clearly why TGMS is the only school that can meet the child's needs.
4. Children of staff where either:
 - i. 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
 - ii. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children attending a primary school linked to the school named in the list of 'linked primary' schools at the time allocations are made.
6. Children living within the catchment area of the school. Parents can check whether their address is within the school's catchment area via the Buckinghamshire Council website.
7. 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'. 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.
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 and the school's nearest open entrance gate offering the closest first. We use a straight-line distance.

9. 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.

10. 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 at:

<https://www.buckscc.gov.uk/media/1740/random-allocation-procedure.pdf>

Where the final available place is offered to one child of a multiple birth (e.g. twins, triplets), TGMS will admit the sibling(s) too, even if this takes the year group above the published admission number.

Parents are encouraged to meet the Headteacher and to see the school before making their final choice.

In-Year Admissions

Applications for in-year admission should be made via Buckinghamshire Council's admissions team. Where year groups are full, the oversubscription criteria will be applied to determine waiting list positions. TGMS also participates in the Buckinghamshire Fair Access Protocol, which ensures that vulnerable children who are without a school place are allocated one quickly and fairly.

Right of Appeal

Parents who are refused a place for their child have the right to appeal to an independent admission appeal panel, in line with the School Standards and Framework Act 1998. Appeals are arranged by Buckinghamshire Council, and details of the process can be found on the Council's website. The decision of the independent appeal panel is binding on the school and the Local Authority.

The school is committed to ensuring that this policy is applied fairly and consistently, and without discrimination in accordance with the Equality Act 2010.