

Admissions

Please see the attached copy of the Waltham Forest Admission Arrangements 2018/19 consultation and the amended Buxton School admissions arrangements for 2018/19 which has undergone the consultation process.

[Click here for Admissions Policy September 2018 to August 2019](#)

[Click here for Admissions Policy September 2019 to August 2020](#)



Buxton School is a Foundation School supported by the 'Buxton Learning Trust'. As a foundation school we do follow the statutory guidance on admissions as set by the local authority. Applications for a school place need to be made online submitted to Waltham Forest Admissions. Nursery application should be made directly to the school.

At Buxton School we educate pupils from 3 Years old right through to 16, providing an 'All-Through Learning' experience. This provides continuity through different stages of learning and puts your child at the heart of the 'learning community' where their needs are provided for without interruption to their education.

Prospective parent visits

Visits to the school by appointment are warmly welcomed. If you would like to make an appointment please contact the school office.

Email: office@buxtonschool.org.uk

Nursery Admissions

Our Nursery offers morning, Afternoon and some full time Spaces. Children attend one Of these sessions. The timings For the nursery are as follows:

Morning: 8.55am-12.00 noon

Afternoon: 12.30pm – 3.30pm



Full time: 8.55am – 3.30pm (30 hours for eligible working parents)

The new 30 hours entitlement is available as a top-up to the current 15 hours provision. To be eligible for the additional 15 hours of funding, each parent of the child must be employed a minimum equivalent of 16 hours per week, earning at least the minimum wage. Each parent must earn less than £100,000 per year. Single parent families are also eligible provided the sole parent works an equivalent of 16 hours per week at national minimum wage.

How can I confirm my eligibility

To find out if you are eligible, visit childcarechoices.gov.uk.

If you are successful, you will be issued with a code which you must give to the school office. Families will need to re-confirm their eligibility every three months to continue with the funding. If eligibility is not reconfirmed, parents will lose the additional free hours for their child. There will be a grace period that will apply if a family falls out of eligibility.

To apply for a nursery place for your child, please download and complete the form below and return it to the school office. Alternatively you can

collect a form from the school office at any time during school hours. Children can start nursery the term after their third birthday. Once a nursery place becomes available we will contact you to arrange an interview.

[Click here for Application form for Nursery](#)

Reception Admissions



Buxton School will admit 120 pupils into Reception Year for September 2019.

Applying for a Reception Place for September 2019

If your child was born between 1st September 2014 and 31st August 2015 they are due to start in Reception class at primary school from September 2019.

You must apply for a reception place for your child even if they attend Nursery or have an older brother or sister at Your preferred school.

If your child attends Nursery attached to the school this does not give them any priority for a place in reception.

To make an application please apply online to www.eadmissions.org.uk

For more information visit the Waltham Forest primary school admission page.

<http://www.walthamforest.gov.uk/content/applying-primary-school-place> where you can download a copy of the Starting Primary School 2019 brochure which has full details of how to apply for a place.

THE CLOSING DATE FOR APPLICATIONS IS 15th JANUARY 2019

you can still apply for a place through Waltham Forest but your application will be processed after all the on time applications.

Children are admitted into Reception classes in September. We currently have 120 places available in Reception. Children Attending Buxton Nursery **will not** be guaranteed a place in Reception. Parents/Carers are required to complete an online application form on Waltham Forest Website.

Admission of children below compulsory school age and deferred entry into school.

- A child is entitled to a full-time place in the September following their fourth birthday.
- Parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which the child reaches compulsory school age and not beyond the beginning of the final term of the school year for which it is made.
- Where parents wish, children may attend part-time
- until later in the school year if agreed with the school, but not beyond the point at which they reach compulsory school age.

Parents may seek a place for their child outside their normal age group, for example, if the child has experiences problems such as ill health.

In addition, parents of a summer born child may choose not to send that child to school until September following their 5th birthday and may request that they are admitted out of their normal age group – to reception rather than year 1.

All requests should be made **in writing to the School** admission authority Governing Body via the Head Teacher explaining why this would be in the best interests of the child.

Year 7 Admissions

We will admit 180 pupils into Year 7 in September 2019.



If your child is currently in Year 6 they are due to start secondary school in September 2019. You must apply for a secondary school place for your child even if they have an older brother or sister at your preferred school. If your child attends Buxton School they have the right to transfer to Year 7 should they wish to do so. Please complete the Transfer form given to your child at the beginning of year 6. Any questions, please contact the school Admissions Officer.

Once you have returned the transfer form to the school you will **not** need to apply for a secondary school place, unless you are applying for another school.

Pupils applying from other schools will need to complete an online application for the Borough that they live in at: www.eadmissions.gov.uk. All allocations are made through the Local Authority.

In Year Admissions



Any applications for a school place made outside of the normal entry for Year 7 and Reception must be made Directly to the local authority. All admissions to our school during the year and in different year groups are handled by Waltham Forest pupil admissions service, who hold the school waiting list and can be contacted on 0208 496 3000. Information about starting school and the admissions process can be found on the Waltham Forest website: admissions@walthamforest.gov.uk

School Admissions (appointment service) are based at:
The Magistrates
1 Farnham Avenue
E17 4NX

They are open, **by appointment only**, at The Magistrates every Monday from 9.30am to 16.30pm and Wednesday from 1.30pm to 4.30pm.

Opening times are subject to change due to the demand and peaks on the timeline.

To make an appointment, please phone 0208 496 3000 or email:
admissions@walthamforest.gov.uk

We follow the Waltham Forest Admissions Policy with a variation on the oversubscription criteria. The local authority allocates places to the school. Primary children in Year 6 at Buxton School may if they wish automatically transfer to year 7 to ensure continuity, progress and achievement.

Children with Special Educational Needs

Children who have a statement or Educational Health Care Plan (EHC) are placed in schools through the arrangements set out in the SEN Code of Practice and not through any admission criteria. Governing bodies are required by section 324 of the Education Act 1996 and the Children and Families Act 2014 to admit a child with a statement or EHC plan that names that particular school. Parents of children with statements or EHC Plans should contact their child's casework Officer for further information. Children who have a statement or EHC Plan naming a school will be allocated

A place even if that school is full.

Where the number of applications for admission is greater than the number of places available, the following criteria will be applied in this order:

Buxton School's oversubscription criterions from 2018/19 are:

Priority 1 – Looked After Children

Priority 2 – Children attending Buxton School Primary Phase

Priority 3 – Medical or social reasons and Children 'at Risk'

Priority 4 – Siblings

Priority 5 – School Staff Children

Priority 6 – Distance

The definitions of these are:

Looked After Children

A looked after child is a child who is or was:

- In public care i.e. in the care of the Local Authority; or
- Being provided with accommodation by a Local Authority in accordance with Section 22(1) of the Children Act 1989.

For admissions purposes, a 'looked after' child is a child currently in care or a child who was in care but became subject to an adoption order or special guardianship order,
Immediately after leaving care.

Children attending the Buxton School Primary Phase

Children attending Year 6 in the primary phase of the school at the October application deadline will have the right to automatically transfer into year 7 (secondary phase) should they wish to do so.

Medical or Social reasons or Children 'At Risk'

Medical or social reasons can only be taken into account where information is provided by the closing date, for year 7 or Reception places. Failure to provide such information at that stage may affect whether or not the child is allocated a place at the preferred school under this criterion.

Applications will only be considered under this category if they are supported by a written statement from a doctor, social worker, psychologist or other relevant independent professional. The information must confirm the exceptional medical or social reason, and demonstrate how the specified school is the only school that can meet the defined needs of the child.

In all cases the medical or social need must be permanent or long term. For medical conditions affecting the mobility of the child or parent, consideration will only be given to the school nearest to the home address.

Examples of possible exceptional medical or social reasons:

- Any acute or chronic condition that would make it difficult for a child to attend any school other than the school closest to the school named.
- Any acute or chronic medical condition that requires regular, long term attendance at a particular medical establishment which is closest to the school named.
- A child and their family who are considered 'at risk' due to circumstances beyond the family's control such as fleeing domestic violence (housed in a refuge in Waltham Forest). Consideration may then be given for the named child to be given a school away from the area of their previous home address for safeguarding purposes.
- An existing restraining order that may put a family 'at risk' if the school were to be outside the remit of distance agreed by the courts.

In the first instance, a check will be made to ensure the evidence submitted demonstrates that the exceptional medical or social reason confirms that the school is the only school that can meet the defined needs of the child. In most circumstances, submitted requests do not meet these criteria.

For requests which include sufficient information to enable a thorough assessment, these are viewed by an appropriate panel including senior officers and professionals (e.g GP, Social worker, education professional).

A child is 'at risk' if they are currently on or subject to or under consideration for a Child Protection Plan.

Siblings

Sibling mean:

- A full brother or sister
- A half-brother or sister
- A stepbrother or stepsister
- Foster brother or sister
- The child of a parent or carer's partner living at the same address.

In all cases the sibling must be living at the same address and must still be attending at the time of admission of the child for whom the application is being made.

For Primary applications, children with a brother or sister on roll in Reception to Year 6 at the time of the proposed admission up to a distance of 0.5 miles from the school if the family has moved since the last sibling was offered a place.

In all cases the sibling must be living at the same address and must still attend the school at the time of admission of the child for whom the application is being made. If you do not provide the name and date of birth of your child's sibling we will not be able to take it into account and it will affect your child's chances of being offered a place.

School Staff Children

Children of members of staff who have been employed at the school for two or more years at the time at which the application for admission is made, or who are recruited to fill a vacant post for which there is a demonstrable skill shortage.

Distance

Distance is measured from the child's permanent address to the main school gate.

- Distance is measured using a straight line (as defined by the Local Land and Property Gazetteer)
- All distances will be measured in miles using a computerised mapping system called Route finder GIS
- If more than one applicant lives in multi-occupancy building (for example, flats) priority will be given to the applicant whose door number is the lowest numerically and/or alphabetically.
- Where two or more applicants (who are not from multiple births) are found to live exactly the same distance from the school, a lottery tie-break draw will take place with the assistance of a third impartial party.
- If parents are separated and have equal custody then they must select one parents address to be used for the application. Parents will need to arrange between themselves who will be making the application.

Appeals

Any applicant refused a place at Buxton School due to over subscription has a right to appeal.

The appeal must be made directly to Buxton School using the form in the link below by 29th March 2019 (secondary) and 16th May 2019 (primary).

[Click here for Appeals Guide for Parents and Carers](#)

[Click here for Admissions appeal form 2019](#)

The timetable and process for appeals to Year 7 in September 2019

- 1st March 2019 – National Offer day
- 15th March 2019 – you must accept or decline your offer
- 29th March 2019 - Deadline when appeals should be submitted to Buxton School
- May 2019 onwards Secondary appeals heard
- 17th May 2019 Target date for which any appeals lodged by the due date will be heard

The timetable for Reception appeals;

- 16th May 2019 - Date by which primary appeals should be lodged
- June 2019 onwards Primary appeals heard
- 16th July 2019 target date for which any appeals lodged by the due date should be heard.

Waiting Lists

The school will operate a waiting list for each year group. Children will be ranked in the same order as the published oversubscription criteria and will not be given priority based on the date either their application was received or their name added to the list.

The school is committed to the In-Year Fair Access Protocols held by the local authority. Should a vulnerable child needing these protocols require a place at the school, they will take precedent over any child on the waiting list.

Waiting lists will finish on the 31st December. If you then want to re-join the waiting list you will need to re-apply by completing an in year application form.

[**Click here for Buxton School Parent Handbook**](#)

[**Click here for Buxton School Year 7 Parent Handbook**](#)

[**Click here for Important Notice free school meals reminder**](#)