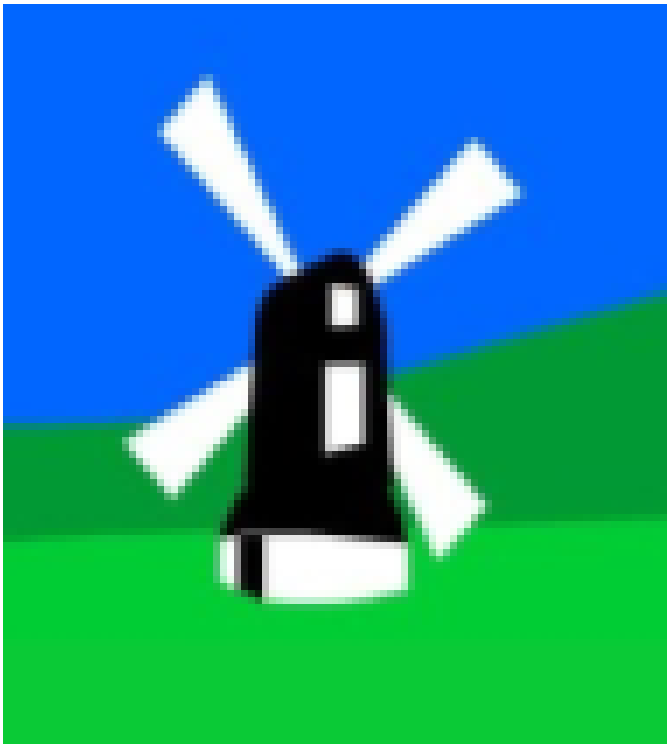
Brookmead School



Admissions Arrangements for September 2026

Date of determination: February 2026

Brookmead is a happy, thriving, and successful school that nurtures the learning, confidence and individuality of all our children. In line with our vision of bringing learning to life and life to learning, we inspire our children to learn through an exciting, rich and relevant curriculum that embraces outdoor learning, sport, music and technology and enables them to develop confidence, independence, and an enthusiasm for learning that will stay with them throughout their lives.

Brookmead School is a Foundation School and the Governing Board is the Admissions Authority. The Governing Board will endeavour to admit all children who wish to join the school. The governors have made every effort to ensure that these arrangements comply with the School Admissions Code 2021 and all relevant legislation, including those on infant class sizes and equal opportunities.

The school has two points of admission:

- An admission of 50 children to the Reception class
- An admission of 60 children to Year 3

Admission into Reception Class (Foundation Stage)

Brookmead School admits 50 children into Foundation Stage provision.
The school has agreed with the local authority that we can go over 50 to ensure that all who apply have a place. This does not impact the formal admission number.
Places will be allocated on the basis of applications received through the Buckinghamshire Co-ordinated Scheme for Primary Admission. This allows parents/carers to apply for entry to any Buckinghamshire primary school by means of the Buckinghamshire Primary School Admission Application Form, available in the Guide for Parents on Admissions and online via the Local Authority website: https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-primary-school-place/

Parents may express up to three preferences in ranked order. The closing date for return of applications is set by the Local Authority and must be returned to the Local Authority for initial consideration as detailed in the Local Authority scheme.

Children will be admitted into Foundation Stage at the beginning of the academic year in which they become five. Once a child is allocated a place, we will offer a full time place in September. Parents (Note 1) can choose whether to defer this offer, or to accept the offer on a part time basis as they wish.

Parents of children younger than five may request that their child is not admitted until later in the school year 2026/6 (no later than the term after the child's fifth birthday, when s/he reaches compulsory school age). The school will hold any deferred place for the child, although, in the majority of cases, we find that children benefit from starting at the beginning of the school year, rather than part way through it.

For children whose fifth birthday falls between 1 April 2026 and 31 August 2026 parents can defer entry until September 2026. Parents must make an application for their child's normal age group at the usual time (January 2026), but should submit a written request for admission out of the normal age group at the same time, giving supporting reasons for their request.

Parents will receive a response to their request before primary national offer day. If their request is agreed, their application for the normal age group may be withdrawn before a place is offered. They must then make a new application as part of the main admissions round in 2026. If their request is refused, the parent must decide whether to accept the offer of a place for the normal age group

(September 2026), or to refuse it and make an in-year application (in the second half of the Summer Term) for admission to Year 1 for the September following the child's fifth birthday (September 2026). It is very likely that the Year 1 group may not have available places as it will have children transferring from the 2024/2026 Reception year group. Until the child reaches compulsory school age, parents may also request that s/he attends part-time. In such cases, detailed arrangements should be discussed with the head teacher.

Admission at Year 3

Brookmead School has an Admission Number of 60, a further ten places, in Year 3 and a wider catchment that includes Marsworth. (see Note 6)

Oversubscription criteria

If more applications are received than there are places available at a school, then the places will be allocated within the scheme in accordance with the published admission rules for the school. Once children with Statements of Special Educational Need have been admitted to the school (as required by section 324 of the Education Act 1996) then places are allocated in accordance with the following admission rules in order.

1. Looked after children, children in public care, and previously looked after children and children who appear to have been in state care outside of England and cease to be in state as a result of being adopted. 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 (internationally adopted, previously looked after children - IAPLC) (see Note 2)

2 Children who have exceptional medical or social needs, which can only be met at Brookmead School, supported by written evidence from an appropriate professional person. (See Note 3)

3 Children of staff where either:
   a. 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
   b. The member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage. (See Note 4)

4 Children whose normal home address (See Note 5) is within the catchment area of the school. This is broadly the villages of Ivinghoe and Pitstone at Reception but is wider at Year 3 and includes Marsworth. A map showing both catchments can be found through the link in Note 6.

5 For the main point of entry: Siblings (See Note 7) of older children who are attending Brookmead school at the time allocations are made, and are expected to be on the school roll at the time of the proposed admission, or who have already been offered a place to start in the current academic year. For immediate in year admission, after the normal point of entry: Siblings of older children attending Brookmead school on the date of admission.

6 Children with a normal home address outside the catchment area and with a sibling on the roll of the school at the time of application or whose parent has accepted an offer of a place at the school and who is expected still to be in attendance at the time of entry to the school

7. Once the above criteria have been applied, then further places will be awarded according to the distance between the family's normal home address and the school entrance gate on the High Street, Ivinghoe: closest first. Straight line distances will be used for measuring home to school distances. (Note 8)

8 Where a school can take some, but not all, of the children who qualify under one of these rules, priority will be given to children by taking account of the next criterion (or criteria) in the numbered list to decide who has priority for places. The system takes into account the order and rather than the number of criteria where an applicant qualifies.

9. If it is still not possible to decide between two applicants who are equidistant then a random allocation (Note 9) will be made to allocate the final place. This method will serve to differentiate between children in the previous criteria should the need arise.

All other admissions

There are occasions when parents ask for admission to other year groups or to Year 3, once offers of places have been made. In these instances, the school has agreed that the child may be admitted provided that the addition of another child to the year group does not exceed the standard number for each year group. Selection is governed by the criteria above.

Information on the availability of places can be obtained from the Admissions Secretary at the School or from the Local Authority. If there is a vacancy and there is no child on the relevant waiting list with a higher priority, a place will be offered. It should be noted that the only way a place can be offered once the admission number is reached for any year group, except in exceptional circumstances, is by appealing to an independent appeal panel.

All admissions must be made in accordance with the dates and arrangements in the Local Authority's coordinated admission scheme, which are published in the Buckinghamshire composite prospectus. Any late applications will be considered after applications received by the deadline.

Admission of children outside their normal age group

Parents may seek a place for their child outside of their normal age group, for example, if the pupil demonstrates a particular level of attainment above their years or has experienced problems such as ill health which has impacted on their development.

Parents wishing to request admission out of the normal age group should write to the Headteacher stating their reasons for this request and provide supporting evidence (such as medical records or details of assessments). Parents will be invited to the school for a meeting with the Headteacher to discuss this in more detail before a decision is made.

Decisions will be made on the basis of the circumstances of each case and in the best interests of the child concerned. This includes taking account of the parent's views; information about the child's academic, social and emotional development; where relevant, their medical history and the views of a medical professional; whether they have previously been educated out of their normal age group; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Where children are transferring from another school, the Headteacher must also take into account the views of the head teacher of the school concerned.

When informing a parent of the decision on the year group the child should be admitted to, Brookmead School will set out clearly the reasons for that decision.

Where the School agrees to a parent's request for their child to be admitted out of their normal age group and, as a consequence of that decision, the child will be admitted to a relevant age group (i.e. the age group to which pupils are normally admitted to the school) the Local Authority and Admission Authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, and on the basis of their determined admission arrangements only, including the application of oversubscription criteria where applicable.

Applications cannot be given lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school but it is not in their preferred age group.

Waiting lists

Once a year group is full, children will be placed on a waiting list in priority order according to the list of criteria for over-subscription given earlier 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.

Twins and other multiple births

In cases where there is one remaining place and the next child on the waiting list is one of a twin, triplet or other multiple birth group then both twins (or all the siblings in the case of multiple births) will be admitted and whilst that child is in the class they will be an excepted pupil under the Schools Admissions (Infant Class Sizes) (England) Regulations 2012 which permit Key Stage 1 class sizes to exceed 30 following the admission of a twin for as long as necessary until a child leaves the class at which point the class size will remain at the lower figure. This exception will also apply to siblings born in the same academic year.

Fair Access

The school participates in Buckinghamshire LA's Fair Access Protocol. This covers, for example, children who have moved into our area after the normal admission round, or who need to move school. 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 Local Authority, 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 Admissions Secretary at the school.

For further information about school admissions please contact the school in the first instance:
Admissions,
Brookmead School,
High Street,
Ivinghoe,
Leighton Buzzard,
LU7 9EX
Telephone: 01296 668543 Fax: 01296 661004
Mail to: office@brookmead.bucks.sch.uk

Buckinghamshire Council
Walton Street
Aylesbury
HP20 1UA
Telephone: 01296 395000
https://www.buckinghamshire.gov.uk/schools-and-learning/schools-index/school-admissions/apply-for-a-primary-school-place/

Explanatory 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 2 (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 Brookmead 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, heath visitor, social worker, etc. who is aware of your child's 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 In 'School staff' we include:
i. teaching staff on a permanent or fixed term contract exceeding 11 months in duration, and
ii. all other staff on permanent or fixed term contracts exceeding 11 months in duration for posts of in excess of 15 hours per week.

'Demonstrable skill shortage' is a post which the school has had difficulty in filling. An example 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.

Note 5 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 which 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 and is 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.

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 home LA must be informed.

If parents are moving, we will ask for evidence of the move, when considering any application for a place under the co-ordinated scheme. 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 6 – The catchment area is a geographical area that can give priority for admission to children who live there. Whilst living in a catchment area can help your child's chances of being offered a place, there is no guarantee that this will always be possible. This link shows the location of the catchments at Reception and at Year 3. map of catchments

Note 7 A sibling is a brother or sister. For admission purposes we mean one of two or more individuals who have one or more parent in common, or any other child (including an adopted or fostered child) who lives at the same address and for whom the parent also has parental responsibility or, (in the case of a fostered child) delegated authority.

We will only consider a pupil in a primary school as a 'sibling' if he or she is attending, in the specified year groups, the school or a linked primary school at the time the allocations are made or, for in-year admissions the time of admission), or has been formally offered a place at the school in the operation of the Coordinated Primary Admissions Scheme. In all cases they are expected to still be at the school at the time of proposed admission. 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 8 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 pupils 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 Address Base 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.

Where Service families or families of other Crown Servants are posted to the area, we will allocate school places in advance of the move if an official government letter declaring the relocation date and intended address is provided.

Note 9 The random allocation procedure can be found on this link.