



Overstone Combined School

Admission Policy for September 2026

Determination of Admission Arrangements for September 2026

Overstone Combined School

Overstone Combined School is a Foundation school whose Governing Body is responsible for determining the Pupil Admission Number (PAN) and for deciding on admissions to the school.

Children will be admitted into the Reception class at the beginning of the academic year in which they become five.

The Governors went to consultation in October 2024 to reduce the Pupil Admission Number (PAN) from 42 to 30 in Reception and KS1 and then 32 in KS2. The Governors received 7 responses all in favour of the reduction of the PAN and the proposal was agreed and ratified by Governors.

As a result of the consultation and outcome, the following arrangements will be in place from 1st September 2026:

- The admission number into the Reception class will be 30 children.
- The admission number for Year 1 and Year 2 will be 30 children.
- The admission number for Year 3, Year 4, Year 5 and Year 6 will be 32 children.

Net capacity: 218

Proposed Standard Number into Reception: 30

Once children with Education Health Care Plans have been admitted to the school then places are allocated in accordance with the following oversubscription rules:

- a. Children in care.
- b. Children living within the area normally served by the school (Wing, Soulbury, Burcott, Mentmore, Ledburn, Crafton, Lower Ascott and Hollingdon). Please note that this refers to the child's permanent address at the time of application. We regard the home address to be where the child spends the majority of the school week Monday to Friday including nights. Evidence of permanent address is required and may take the form of a utilities bill or other official document confirming name and address.
- c. Younger siblings of a child attending the school on the date of admission. Please note that this includes a brother or sister of the whole or half blood and any other child (including an adopted child) permanently residing at the address and for whom the parent also has parental responsibility.
- d. Children who have exceptional medical or social grounds (supported by written evidence from a doctor, social worker, education welfare officer or other appropriate person)
- e. Once the above criteria have been applied then any further places will be awarded according to the distance between the family's normal home address and the school's entrance gate; closest first. The shortest designated route is a public route with a proper made up surface, such as tarmac or concrete. If it is a road it does not have to have a pavement.

All applications will be dealt with in line with the LA co-ordinated process.

In the case of twins/triplets and other multiple births, if there were only 1 place left and the next child on the list is one of twins/triplets the school policy would admit both (or all in the case of triplets/larger

numbers) which would result in going above our admission number. The Local Authority also has the right to exceed the school's admission number in exceptional circumstances.

With regard to casual admissions, where places are available after the normal point of entry then places will be offered. Where year groups are full a waiting list will be held in admission rules order and parents will be offered a right to appeal. If applying for a September place, applications must be received before May half-term.

Where the child is not of compulsory school age (the term after the child's fifth birthday) parents (as defined in the LA guide for parents) may request that entry is deferred to later in the school year 2026/27 providing admission numbers are not exceeded at the preferred time of entry.

If you are a parent/carer and you have applied for a school place at Overstone Combined School for your child and the admission authority has refused your application, you have the right to make an admission appeal to an Independent Appeal Panel. Please write via email (admin@overstone-wing.org) to: The Chair of Governors, stating that you wish to make an appeal. After initial contact with the Chair of Governors, Overstone's appeals are administered in collaboration with the legal team at Buckinghamshire Council. Further details about appeals are at:

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

A waiting list will be maintained for those children not offered a place. The order of priority being the same as the criteria for over-subscription.

Late preferences are considered after preferences expressed by the deadline which will follow Buckinghamshire LA arrangements.

Overstone Combined School adheres to the Local Authorities Fair Access protocol in our Admission rules.

For further information please contact the Headteacher at the school. Contact details are as follows:-

Address: The Headteacher
 Overstone Combined School
 Church Street
 Wing
 Leighton Buzzard
 Beds
 LU7 0NY

Telephone: 01296 688799

Email: admin@overstone-wing.org

