

# ADMISSIONS POLICY

This section should be completed following ratification of the Policy.

Audience	Trust Leaders, Senior Office Manager, Office Managers, Parents, Prospective Parents  West Northamptonshire Council, Milton Keynes Council
Ratified	September 2022
Other Related Policies	n/a
Policy Owner	Executive Team & Trust Board
Review Frequency	Every December

## Ownership

Preston Hedges Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, [catherine.gautrey@prestonhedges.org](mailto:catherine.gautrey@prestonhedges.org) to whom any change requests or queries should be directed.

# Admissions Policy

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## **1. Preston Hedges Trust**

The Preston Hedges Trust consists of:

- Buckton Fields Primary School
- Holne Chase Primary School
- Parklands Primary School
- Pineham Barns Primary School
- Preston Hedge's Primary School.

All our schools are founded on the Trust's key principles of Fun, Creativity and Achievement, whilst having their own unique curriculum, values, ethos and leadership.

## **2. Admissions Numbers**

Each school has an admission number of 60 for entry into Reception, bar Holne Chase Primary School, which has an admissions number of 30. Each school will admit this number each year if there are sufficient applications. Where fewer applications than the Published Admission Number for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

## **3. Application Process**

The process for applications for reception places at the school will follow the Northamptonshire or Milton Keynes Co-ordinated schemes.

Northamptonshire:

[School Admissions | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/school-admissions)

Milton Keynes:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

The closing date for applications for September 2023 will be 15<sup>th</sup> January 2023.

Offers will be made from April 2023

Applications for a Reception place should in all cases, be made to the child's home local authority.

Applicants whose children live in West Northamptonshire should visit: [Primary school places | West Northamptonshire Council \(westnorthants.gov.uk\)](https://www.westnorthants.gov.uk/primary-school-places) for information and to make an application.

Applicants whose children live in Milton Keynes should visit:

[Citizen Portal - Login \(milton-keynes.gov.uk\)](https://www.milton-keynes.gov.uk/citizen-portal)

#### **4. In-Year Applications**

If you are moving into the area or wish to change schools during the school year or at the start of the school year, other than Reception, you will need to make an application for an in-year place.

To apply for an in-year place at the school the application form can be obtained from each individual school website.

Completed forms should be returned to each school. We will offer in year places up to the overall capacity of the year group. If you move into the linked area, we cannot guarantee a place at a school if the number of children has reached the overall capacity. All in-year applications will be considered, depending on the availability of places and prioritised according to the oversubscription criteria.

#### **5. Oversubscription Criteria**

When a school is oversubscribed after the admission of children with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in priority order.

\*Brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

##### **\*\* Home Address (child's)**

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (15 January).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only or main residence which is;

- owned by the child's parent(s)/carer(s) or
- leased to or rented by the child's parent(s)/carer(s) under a lease or written rental agreement of not less than six months' duration.

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

## 5.1 Buckton Fields Primary School

1. Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions. Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they: Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with a sibling\* continuing at the school at the time of admissions of the child.
3. Pupils of qualified teaching staff where the member of staff has been employed by at the school for two or more years, at the time at which the application for admission to the school is made and/or when a member of staff is recruited to fill a vacant post at the school for which there was a demonstratable skill shortage.
4. Pupils who live closest to the school on a straight-line basis and live\*\* within the defined area.
5. Other pupils.

**Please note:** The defined area is the area within the Buckton Fields Housing development.

## 5.2 Holne Chase Primary School

1. Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions. Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they: Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Siblings of pupils who are attending the school at the time allocations are made and are expected to be on roll at the school at the time of the proposed admission and the place of residence is within the catchment area of the school.
3. The pupils place of residence is within the catchment area of the school and there is no sibling.
4. Siblings of pupils who are attending the school at the time allocations are made and are expected to be on roll at the school at the time of the proposed admission and the place of residence is outside of the catchment area of the school.
5. Pupils of qualified teaching staff where 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstratable skill shortage.
6. "Distance" from the school to the place of residence\*\*

### 5.3 Parklands Primary School

1. Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions. Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they: Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with a sibling\* continuing at the school at the time of admissions of the child.
3. Pupils of qualified teaching staff where 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstratable skill shortage.
4. Pupils who live\*\* closer to the preferred school than any other school.
5. Other pupils.

## 5.4 Pineham Barns Primary School

1. Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions. Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they: Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with a sibling\* continuing at the school at the time of admissions of the child.
3. Pupils of qualified teaching staff where 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstratable skill shortage.
4. Pupils who live\*\* closest to the preferred school within the defined area.
5. Other Pupils.

**Please note:** The defined area is from Junction 15A of the M1 to the A4500/A5076 roundabout in Upton. From the A4500/A5076 roundabout in Upton to Upton Valley Way North. Upton Valley Way North is used as a boundary to define the area until it merges with Nectar Way. Nectar Way is defined as the boundary until it merges with Cob Drive, which leads to Swan Valley Way. Swan Valley Way reconnects the defined area to Junction 15A of the M1 via the A43.



## 5.5 Preston Hedge's Primary School

1. Looked after children are children who, at the time of making an application to a school, are: In the care of a local authority, or being provided with accommodation by a local authority in exercise of its social services functions. Previously looked after children: Previously looked after children are children who were looked after, but ceased to be so because they: Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or became subject to a child arrangements order, or became subject to a special guardianship order. This includes children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Pupils with a sibling\* continuing at the school at the time of admissions of the child.
3. Pupils of qualified teaching staff where 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstratable skill shortage.
4. Pupils who live\*\* closest to the preferred school within the defined area.
5. Other pupils.

**Please note:** The urban area within which criterion iv operates is defined by the A45 to the West, the B526 Newport Pagnell Road to the North, Wooldale Road to the South and the extent of the Wootton Fields development to the East and South East. (including the properties leading off from Lady Hollow Drive) In addition, the extent of the development known as St Georges Fields.

## **6. Tie Break Criteria**

If the admission number is exceeded within criterion **(2-5) for Buckton Fields, Parklands, Pineham Barns and Preston Hedge's**, priority will be given to those who are closest to the school on a straight-line basis.

**Holne chase** will apply tie break criteria where places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance, measured in a straight line, with those living closest to the school receiving the higher priority. In the unlikely event of joint over-subscription, having exhausted distance, random allocation will be used as the ultimate tiebreaker.

For all schools a representative of the Trust will undertake measurements on the school's behalf for In-year applications.

Initial Year R applications are dealt with entirely by Milton Keynes Council or West Northamptonshire Council.

Distances are measured from the address point of your home to the address point of the school on a straight-line basis, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Where two or more children share a priority for a place in any criterion e.g. where two children live equidistant from the school, these places will be allocated using random allocation undertaken by an independent body.

However, if children of multiple births are tied for the final place those siblings will be admitted over PAN as permitted by infant class size rules.

## **7. Late Applications**

All applications received by the school after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request that their child is placed on the school's waiting list.

## **8. Deferred Entry for Infants & Admission of Children Outside Their Normal Age Group**

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age in line with the School Admissions Code.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March.

Parents may request that their child is admitted outside their normal age group. This includes the parents of a Summer born child requesting that their child is admitted to Reception rather than Year 1 in the September following their 5<sup>th</sup> birthday.

If a parent would like the Trust to consider a deferral, they should contact the Trust. The email for this is: [claire.clayson@prestonhedges.org](mailto:claire.clayson@prestonhedges.org)

When such a request is made, the Trust will decide based on the circumstances of each individual case and in the best interests of the child. This approach is in line with the School Admissions Code (DFE 2021). The Trust will take into account the views of the Principal and any supporting evidence provided by the parent in reaching their decision.

## **9. Application Process for Summer Born Children**

In accordance with the School Admissions Code, the process for requesting such an admission is as follows:

The parent or carer must make an application to the admissions authority, which in this case is the Preston Hedges Trust, for the child's delayed start outside of their normal year group.

The Admissions Authority, in accordance with the DFE School's Admission Code, is responsible for making the decision on which year group a child should be admitted to. They are required to decide based on the circumstances of each individual case and in the best interests of the child concerned. Therefore, parents wishing to make an application must include information regarding the following:

- The child's academic, social and emotional development;
- Where relevant, the child's medical history and the views of a medical professional;
- Whether the child has been previously educated outside of their normal age group;
- Information about whether the child may have naturally fallen into a lower age group if it were not for being born prematurely should also be included.

This information then needs to be sent to the Principal of the school that the application has been made to, well in advance of the closing date for Reception places (15 January). The Trust will then meet to discuss the request with due regards to the following:

- School Admissions Code
- Information presented from the family, as outlined above
- The views of the Principal.

## 10. Outcome of the Application

A member from the Trust involved in the process will then write to the parent or carer notifying them of the outcome, setting out clearly which year group the child should be admitted too, providing clear information about the reasons for this decision.

Where the **Trust agrees** to a parent's request for their child to be admitted out of their normal age group, the parents must make a new application as part of the main admissions round for Reception the following year. 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, or on the basis of determined admission arrangements, including the application of oversubscription criteria. They must not give the application 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.

If the **Trust does not agree** to the application being delayed, there is no right of appeal against that decision. The parents/carers will need to make an application to the relevant admission authority or local authority for a place in Reception by the closing date for Reception places or make an in-year application for a Year 1 place at the appropriate time.

## 11. Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the schools will (in accordance with the school admission and oversubscription criteria)

- a) allocate a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. This includes a Unit or quartering address as the child's home address, where a parent requests this.

## **12. Waiting Lists**

The school will operate a waiting list for each year group.

Where in any year the Trust receives more applications for places than there are places available, a waiting list will operate during the remainder of the academic year that the request was made.

This will be maintained by the Trust and any parent may ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant, they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

## **13. Appeals**

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Trust uses the services of the Local Authority Appeals Team to coordinate its appeal process.

Appellants should go to each individual school website for information about the appeals process and submit an online appeal form. For applications made in the normal admissions round appeals will be heard within 40 school days of the deadline for lodging appeals. For applications for in year admissions, appeals will be heard within 30 school days of the appeal being lodged.