



2024-2025 Admissions Arrangements

This document sets out the admissions arrangements for Watling Primary School for the academic year 2024 to 2025.

The Published Admission Number (PAN) for initial entry to our school in Reception to start in September 2024 is 5. This applies to children who were born between 1st September 2019 and 31st August 2020.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

This document aims to:

- explain how to apply for a place at the school
- set out the school's arrangements for allocating places to the pupils who apply
- explain how to appeal against a decision not to offer your child a place

HOW TO APPLY

For applications in the normal admissions round you should use the application portal on the Milton Keynes City Council website.

This allows you to express your preference for 4 different schools, in rank order.

Offers for school places are received directly from the Local Authority.

Please note, pupils already attending our Nursery will not transfer automatically into the main school. A separate application must be made for a place in Reception.

If you experience any issues with the application process, please contact the admissions team at Milton Keynes Council directly:

Phone: 01908 253338

Email: primaryadmissions@milton-keynes.gov.uk

LATE APPLICATIONS

If you apply for a school place after the closing date, your preferences will be considered after all the preferences received on time have been allocated, reducing the possibility that you may get a place at one of your schools of choice.

Late applications cannot be made via the Milton Keynes City Council school admissions portal but must be made in writing by completing a late application form. Forms should be returned to primaryadmissions@milton-keynes.gov.uk

Further information can be accessed on the Milton Keynes City Council school admissions website.

DEFERRED ENTRY TO SCHOOL AND REQUESTS FOR ADMISSIONS OUTSIDE OF THE CHRONOLOGICAL AGE GROUP

The majority of children usually start school in the September following their fourth birthday, although sometimes parents choose to defer entry until later in the school year. The law states that all children have to be in full time education by the start of the term following their fifth birthday. This is the point when children reach statutory school age.

The majority of children are usually educated in their chronological year group, although sometimes parents wish to consider admission outside of their child's chronological year group.

If you are considering either of these options, please refer to the information on the Milton Keynes City Council school admissions website.

Decisions on requests for admission outside the normal age group will be made based on the circumstances of each case and the best interests of the child concerned.

In accordance with the School Admissions Code, this will include taking account of:

- parents' views
- information about 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 previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the Headteacher's views

ALLOCATION OF PLACES

Admission number

The school currently has an agreed admission number (PAN) of 5 pupils for entry in Reception, Year 1 and Year 2.

Once the school reaches full capacity, the agreed admission number will be 90 pupils for entry in Reception and Year 1 through to Year 6.

Oversubscription criteria

All children with an Education, Health and Care Plan (EHCP) who name the school will be admitted before any other places are allocated.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order, until all places are filled.

1. Children who are looked after (LAC) and all previously looked after children (PLAC) including those 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 (IAPLAC).
2. Children living within the priority 1 catchment area of the school with a sibling at the school who is expected to be on roll at the time of admission. Children living on the boundary line are considered to be living in catchment.
3. Children living within the priority 1 catchment area of the school. Children living on the boundary line are considered to be living in catchment.
4. Children living within the priority 2 catchment area of the school with a sibling at the school who is expected to be on roll at the time of admission.
5. Children living within the priority 2 catchment area of the school.
6. Children of staff employed by The Denbigh Alliance MAT.
7. Any other children.

Where children of multiple births are tied for the final place, such siblings will be admitted even if this means exceeding the PAN.

Tie break

For children who live outside of the catchment area, where oversubscription results in the PAN being reached within one of the five priorities, then sub-prioritisation within priority will take place using 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 oversubscription, having exhausted distance, random allocation will be used as the ultimate tiebreaker.

For applicants living in flats, the distance will be measured from the school's main entrance to the front door of the ground floor flat underneath the applicant's main residence. Where two or more pupils live at the same distance, the tie breaker will be random allocation. The random allocation process will involve drawing random sealed and numbered envelopes containing the name of one child per envelope. An electronic randomiser will be used to select a number which will then be matched to the corresponding envelope containing the name of a child.

Fair Access Protocol

We participate in Milton Keynes City Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

IN-YEAR ADMISSIONS

Parents can apply for a place for their child at any time outside the normal admissions round. As is the case in the normal admissions round, all children whose Education Health and Care Plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be made through the Milton Keynes City Council school admissions website:

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

APPEALS

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. All appeals must be made through Milton Keynes City Council. If you are going to appeal, we advise you **NOT** to decline the place you have been offered in case the appeal is not successful.

If a place has not been offered at any of your preference schools, a place will be offered at the nearest school to your home address that had places available at the end of the process.

DEFINITIONS

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
- are being provided with accommodation by a local authority in exercise of its social services functions

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 have been in state care outside of England and have ceased to be in state care due to being adopted.