



Tickford Park Primary School

Admissions Policy

Date: November 2017

Person Responsible for Policy (*Job Title*): Headteacher

Date of Approval: November 2017

Approved By: Full Governing Body

Cycle of Review (eg two years): Annually

Date Next Review is Required: Autumn 2018

Tickford Park Primary School Admissions Policy - September 2018

Introduction

Moving to a new school is a very important stage in the life of any child.

This policy has been prepared to help you understand the admission arrangements for your son/daughter if you wish them to attend Tickford Park Primary School from September 2018 onwards.

General Information

Tickford Park is a Foundation School and, as such, is its own admission authority. It is the Governing Body of the School which determines the admission criteria and operates the admission process. However, the Local Authority will be co-ordinating admissions across Milton Keynes and will write to parents confirming the school place allocated.

A child starting school for the first time starts in the September of the school year in which he/she becomes 5 years old. The school also admits a small number of children who attend linked infant schools and transfer at 7+ at the end of year 2.

In addition children are admitted during the year or at the start of the school year to other year groups, usually as a result of a house move or parents wishing their child to attend another school.

The school does not operate a selection process and any places available are for children of all abilities, irrespective of where they live. However, if there is an excessive demand for places, then places are allocated based on the school's admission criteria.

When applying for a school place you have the right to say which school you prefer but you do not have the right to choose a school place. There is therefore no automatic right to a place at Tickford Park even if you live in the defined area or your child has a sibling attending the school.

Applying for a School Place

For children starting school for the first time or transferring at the end of Year 2, it is recommended that applications are made online. To apply online for a school place visit the following website: www.milton-keynes.gov.uk/school-admissions.

If you do not apply to the Local Authority by the deadline, your child will not be considered until after all those who applied by the deadline. This may adversely affect the chance of your child being offered a place.

A paper form is available from the School or the Council's School Admissions Team, on request.

The application form asks for straightforward information about you and your child. The address you give must be your child's permanent address at the time you fill in your application. This should be where your child and you live. If there are reasons why a child does not live at his or her parent's address, the parents should state the reasons on the application form.

Published Admissions Number (PAN)

Tickford Park Primary School admits children aged between four and eleven years.

For September 2018 the school's PAN is 60 at 4+ and 16 at 7+.

Defined Area

A defined area is the area normally served by a school. Tickford Park's defined area covers: Newport Pagnell east of River Ouzel/Lovat, bounded on the west by Marsh End Road. The villages of Moulsoe and for pupils transferring at the end of Year 2, North Crawley, Sherington, Stoke Goldington and Gayhurst. (For those villages situated near the boundary of the borough of Milton Keynes children are regarded as living in the defined area provided parents pay council tax to Milton Keynes Council).

Admissions Criteria

The school's admissions criteria is shown below.

Starting school for the first time or transferring at 7+ at the end of Year 2:

Children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC) naming Tickford Park School will be given priority for admission within the normal admission round.

In the event of there being greater demand for admission than there are places available, places will be allocated in the following priority order:

1. Children who are 'looked after', including those who were previously 'looked after' who immediately after being looked after became subject to an adoption, or residence or special guardianship order within the last year.
2. Children who live in the defined area normally served by the school and who have a sibling who will be in attendance at the time of admission. Proof of residence may be required.
3. Children of staff at the school. Where a 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live in the defined area.
5. Children who live outside the defined area and have a sibling on roll at the time of admission.
6. Children who live outside the defined area of the school.

In the event of there being more applicants meeting any of the criteria above, 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 using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

It is important to bear in mind the criteria when completing the application form.

Sibling

For admission purposes, a sibling means brothers and sisters of whole or half blood, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

Multiple births

In cases where there is one remaining place available and the next child on the list is one of a twin, triplet or other multiple birth group, the following will apply:

- Both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school or takes any class above the threshold of 30 in line with infant class size legislation.
- For admission to classes other than Key Stage 1, both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number for the school.

Appeals Process

If it is not possible to offer a place you have a right to appeal against the decision. Where appeal panels are considering admission as a result of class size legislation, the panel can only uphold a case if it thinks that the governor's decision was unreasonable or their admission procedures have not been applied properly.

The procedure for appeals as a result of class size limits and other reasons is explained in more detail in a separate information booklet that will be provided if an application is unsuccessful.

If you require appeal information please contact the school.

Waiting list

In the event of oversubscription, the child's/children's name/s will be put on a waiting list which will be ordered according to the School's admission criteria. The waiting list will be held until 31st December. If it has not been possible to offer the child a place parents will need to make a new application using the in-year process.

Requesting admission during the year, for example those who have just moved into the area - In-year admissions

If you are seeking a place during the school year because you have moved into the area or would like your child to attend our school you should follow the In Year Admissions procedure which is explained on the following website: www.milton-keynes.gov.uk/school-admissions. Click on the in year link where you will find the primary information booklet and in-year primary admissions form. The completed form can be scanned and emailed to primaryadmissions@milton-keynes.gov.uk or post it to the address given. If you are requesting a change of school then you must pass the form to your child's current school for the head teacher to complete Page 4. If your request is due to a house move you will need to attach documentary evidence to confirm.

The Governing Body will confirm with the School Admission Team whether a place can be offered and they will write to you.

Where there are more applications than places in the year group the oversubscription criteria shown earlier will be used to prioritise which child/ren are eligible.
