

2026-2027 Admissions Arrangements



Policy Name:	Admissions Arrangements
Version:	1
Date published:	February 2025
Date to be reviewed by:	February 2026
Role of Reviewer:	Headteacher
Statutory (Y/N):	Y
Published on website: *	3A
Policy Level: **	3
Relevant to:	All Staff, Parents and Carers
Produced in consultation with:	n/a
Approved by:	Local School Board
Approval date:	February 2025

*Publication on website			
Denbigh Alliance website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
3	Not required	C	Not required

**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Denbigh Alliance Board of Trustees (or designated Trustee Committee). Statements in non- statutory polices approved by the CEO. Policy approved by Local
3	School/department	These policies/procedures are defined independently by schools as appropriate e.g. Anti-bullying	Approved by Local School Board.

This document sets out the admissions arrangements for Willen Primary School for the academic year 2026 to 2027 and aims to explain:

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

ADMISSIONS FOR PLACES IN RECEPTION TO START IN SEPTEMBER 2026

Children who were born between 1st September 2021 and 31st August 2022 are eligible to apply for places in our Reception class for September 2026 entry.

The school currently has a Published Admission Number (PAN) of 30. This is the number of pupils who will be admitted to our school to start in Reception in September 2026.

HOW TO APPLY

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

<https://www.milton-keynes.gov.uk/sites/default/files/2025-02/Co-ordinated%20Scheme%20for%20Primary%20School%20Admission%20September%202026-2027.pdf>

The Milton Keynes City Council document 'Applying for a primary / junior school place in Milton Keynes – A guide for parents and carers' explains the process in further detail, including key dates and deadlines which you should be aware of.

You have a right to express your preference for a particular school and to select a total of 4 different schools, in rank order. Although you can say which school you would prefer your child to attend, you do not have the right to choose a school place yourself.

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

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.

OVERSUBSCRIPTION CRITERIA

In the event that there are more applications than places available, applications will be ranked as follows:

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. Siblings of children 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 child's place of residence is within the catchment area of the school and there is no sibling
4. Siblings of children 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. Children of staff at the school 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. "Distance" from the school to the place of residence.

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 council's computerised measuring system 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

TIE BREAK

For children who live outside of the catchment area, where oversubscription results in the PAN being reached within one of the six priorities, then sub-prioritisation 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 distance between a preferred school and the applicant's normal home address is measured using a computerised geographical system, through the Local Authority. All measurements are calculated using the same system providing consistency for all applicants.

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

https://www.milton-keynes.gov.uk/sites/default/files/2024-09/Deferred%20Entry%20-%20website_0.pdf

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 or where they would have fallen into a lower age group if it were not for being born prematurely
- the Headteacher's views

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

Consideration for 'in year admission' applications applies to families who are moving into Milton Keynes or who have moved house within Milton Keynes and are looking for a school place closer to home. All 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>

Allocation of places for in-year admissions is based on the oversubscription criteria listed on page 3 of this document.

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.

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. Please contact the school directly for further information about the appeals process. 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.

CATCHMENT AREA

The catchment area is Willen, Willen Park and Bolbeck Park

