



# 2027-2028 Admissions Arrangements

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Trust website		School website	
1	Statutory publication	A	Statutory publication
2	Good practice	B	Good practice
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**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 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 Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO.  Policy approved by Local School Board.
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 2027**

Children who were born between 1<sup>st</sup> September 2022 and 31<sup>st</sup> August 2023 are eligible to apply for places in our Reception class for September 2027 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 2027.

### **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](mailto: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](mailto:primaryadmissions@milton-keynes.gov.uk)

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

## 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. These children will count towards the Published Admission Number.

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 of staff who have 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
3. Children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage. It is at the absolute discretion of the Headteacher to determine when there is a demonstrable skill shortage.
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 within the catchment area of the school. Proof of permanent residence may be required.
5. The child's place of residence is within the catchment area of the school and there is no sibling.
6. 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.
7. Children who live outside the catchment area but name Willen Primary as a preference.
8. Children who live outside the catchment area.

## SIBLINGS

Siblings are defined as children who permanently reside at the same address and for whom the parent or carer also has parental responsibility, whether or not they are blood related.

For the purposes of these criteria, it does not include blood-related brothers or sisters who live at separate addresses. Where children of multiple births are tied for the final place, such siblings will be admitted even if this means exceeding the PAN.

## DISTANCE TIE BREAK

In the event there are more applicants than places available and applicants meet the above criteria equally, distance between the applicant's residence and the School will be used as a tiebreaker with those living nearest to the School given priority.

Distance from the School is measured from the main entrance to the front door of the applicant's permanent residence in a straight line using appropriate computer software that can provide suitably accurate measurements. In the case of multi-occupancy residence e.g. a block of flats, this would be measured to the main entrance to the building from the street.

Where the software produces the same distance measurement, stairways, corridors and walkways will be measured to the front door of the specific flat or apartment in which the applicant is permanently resident.

In the event of there being two or more applicants at a flat or multi occupancy dwelling vying for the last available place the tie breaker of a lottery will be used which will be independently supervised as is required by the Admissions Code.

### **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](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.

