

# Co-ordinated scheme for Primary School Admissions

## September 2020

**The council has the responsibility to co-ordinate the admissions process for all children starting school for the first time.**

**This document outlines the scheme to be co-ordinated by the council to support the admission of children starting school for the first time in September 2020 to community, foundation, voluntary controlled, voluntary aided schools and academies.**

**The following table lists all the infant and primary, foundation and voluntary aided schools and academies in Milton Keynes which are their own admissions authority, for whom the council has the responsibility to co-ordinate the admissions process:**

<b>School</b>	<b>Address</b>
Bishop Parker Catholic School	Barton Road, Bletchley, Milton Keynes, MK2 3BT
Bow Brickhill CE Primary School	Bow Brickhill, Milton Keynes, MK17 9JT
Brooksward School	Tower Drive, Neath Hill, Milton Keynes, MK14 6JZ
Charles Warren Academy	Old Groveway, Simpson, Milton Keynes, MK6 3AZ
Chestnuts Primary School	Buckingham Road, Bletchley, Milton Keynes, MK3 5EN
Christ the Sower Ecumenical Primary School	Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ
Fairfields Primary School	Apollo Avenue, Fairfields, Milton Keynes, MK11 4BA
Germander Park School	1 Germander Place, Conniburrow, Milton Keynes, MK14 7DU
Glastonbury Thorn School	Pigott Drive, Shenley Church End, Milton Keynes MK5 6BX
Green Park School	Green Park Drive, Newport Pagnell, Milton Keynes, MK16 0NH
Heronshaw School	Lichfield Down, Walnut Tree, Milton Keynes, MK7 7PG
Jubilee Wood Primary School	1 Fishermead Boulevard, Fishermead, Milton Keynes, MK6 2LB
Kents Hill School	Birdlip Lane, Kents Hill, Milton Keynes, MK7 6HD
Kents Hill Park School	Timbold Drive, Kents Hill Park, Milton Keynes

Knowles Primary School	Queensway, Bletchley, Milton Keynes, MK2 2HB
Middleton Primary School	Noon Layer Drive, Middleton, Milton Keynes, MK10 9EN
Monkston Primary School	Wadhurst Lane, Monkston, Milton Keynes, MK10 9LA
New Bradwell School	Bounty Street, New Bradwell, Milton Keynes, MK13 0BQ
New Chapter Primary School	Chapter, Coffee Hall, Milton Keynes, MK6 5EA
Oakgrove School	Atlas Way, Oakgrove, Milton Keynes
Olney Infant Academy	Spinney Hill Road, Olney, Bucks, MK46 5AD
Oxley Park Academy (dual campus)	Oxley Park Campus - Redgrave Drive, Oxley Park, Milton Keynes, MK4 4TA  Shenley Wood Campus – Merlewood Drive, Shenley Wood, Milton Keynes, MK5 6GG
Portfields Primary School	Westbury Lane, Newport Pagnell, Milton Keynes, MK16 8PS
Rickley Park Primary School	Rickley Lane, Bletchley, Milton Keynes, MK3 6EW
St Bernadette's Catholic Primary School	Tewkesbury Lane, Monkston Park, Milton Keynes, MK10 9PH
St Mary and St Giles C of E Primary School (South Site)	Galley Hill, Stony Stratford, Milton Keynes, MK11 1PA
St Mary Magdalene Catholic Primary School	Ardwell Lane, Greenleys, Milton Keynes, MK12 6AY
St Monica's Catholic Primary School	Currier Drive, Neath Hill, Milton Keynes, MK14 6HB
St Thomas Aquinas Catholic Primary School	St Mary's Avenue, Bletchley, Milton Keynes, MK3 5DT
Shepherdswell Academy	Billingswell Place, Springfield, Milton Keynes, MK6 3NP
The Premier Academy	Saffron Street, Bletchley, Milton Keynes, MK2 3AH
Tickford Park Primary School	Avon Close, Newport Pagnell, Milton Keynes, MK16 9DH
Water Hall Primary School	Fern Grove, Bletchley, Milton Keynes, MK2 3QF
Whitehouse Primary School	Vaynol Close, Whitehouse, Milton Keynes, MK8 1AG
Wyvern School	Aylesbury Street, Wolverton, Milton Keynes MK12 5HU

## Timeline for infant/primary admission for September 2020



## Elements of the Scheme

### Information for Parents

As required by law, the council will publish its composite prospectus by 12 September 2019. The prospectus will contain information for the parents of children starting school for the first time in September 2020, including information about:

- Infant and primary schools
- How to express preferences
- How allocations will be made
- Schools' admissions criteria
- Where a supplementary form is required by the school
- Deadlines for applications
- How late applications will be handled
- Transfers for pupils with special educational needs
- Home to school transport policy
- Where to access further information

Parents will be able to express preferences for schools in Milton Keynes as well as any preferred schools outside the council boundaries.

### The Common Application Form

In the normal admissions round, parents will be expected to apply online using the Common Application Form and viewing the composite prospectus. Parents will be provided with a paper copy of the application form on request. The form has a common format.

Parents will be required to:

- Express up to four preferences
- Rank order their preferences
- Give details of siblings who will remain at the school in September 2020
- Give details of the child (address, date of birth, any relevant medical information)
- Indicate if the child has an education, health care plan
- Indicate if the child is in care
- Give any reasons for their preferences
- Name the current early years provision that the child attends
- Give their details (name, address, relationship to the child, contact details)
- Provide proof of their and their child's address.

If additional information is required by governing bodies of foundation or voluntary aided schools or academies in order to apply their admissions criteria, this will be detailed in the specific section about that school in the composite prospectus and on the online and paper copy of the Common Application Form. Contact details for each school are included so parents can obtain any supplementary information forms required from the schools directly.

Parents will be required to apply online by the national closing date, 15 January 2020, or return the paper application form to the council or their child's preferred infant/primary school by 15 January 2020. Supplementary forms must be returned to the individual primary school.

Paper forms can be handed in at any Milton Keynes infant/primary schools. The school will be required to date stamp the form and take a copy for their records. The form must then be forwarded immediately to the Education Access Team.

It is important that parents ensure all the information provided is complete and correct, as the information provided will be what is used to process the application. Any false or misleading information provided may invalidate the application. Whilst there is no duty on the council to validate addresses and any other information provided, we reserve the right to check applications. Any decisions regarding withdrawing applications will be taken by the relevant admissions authority. The application may then be withdrawn, requiring a new 'late' application to be made, or may lead to legal action.

### **Applications for Milton Keynes infant and primary schools**

Milton Keynes Council will ensure that all parents' preferences are logged on the CAPITA ONE admissions system. The Education Access Team will send all applications to schools in an encrypted electronic data file. Any supplementary information received will also be forwarded.

The application list will be sent to these schools by 17 February 2020.

### **Applications for infant and primary schools in other council areas and applications for Milton Keynes schools from families living in other council areas**

Similar to the process described above, applications for schools in other councils will be logged on the CAPITA ONE system. The Education Access Team will send an electronic data file to the other councils. Any supplementary information received will be forwarded to the relevant council.

Milton Keynes Council will also receive applications from neighbouring councils. These will be recorded and passed to schools in the electronic data entry file.

### **Protocol for children with an education, health care plan**

The Special Educational Needs Team will work with parents of children with an education, health care plan to agree, following transfer review, which school is to be allocated for September 2020.

The Special Educational Needs Team will inform parents of the school allocated for their child by 17 February 2020.

Any allocations for children with an education, health care plan will count against the planned admission number for September 2020.

## **How a single offer will be determined**

The equal preference scheme is the scheme operated by Milton Keynes Council whereby all preferences listed by the parents/carers on the application are considered under the oversubscription criteria for each school without reference to parental rankings. Where a pupil can be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the application.

Foundation and voluntary aided schools and academies (as admissions authority) should consider all applications they receive, apply their over-subscription criteria and determine a ranked list.

Ranked lists should be returned via electronic data transfer to Milton Keynes Council by 28 February 2020.

If it is possible to offer a place for a child at more than one of the parents' preferred schools, a place will be offered at the highest ranked school on the application form. This releases places which can be allocated through the reiteration process and ensures that as many applicants as possible are offered a place at one of their preferred schools.

If none of the parents' preferences can be met, a place will be allocated at the nearest school with a place available.

A single place will be identified for each child who has made an application by the end of this process.

## **Notification of offers to all schools or other councils**

Other LAs will be informed by 27 March 2020 of the offers of a school place that Milton Keynes Council will be making to their applicants. All schools will be informed of the final offers, which may include offers made to pupils living in other councils, by 16 April 2020.

## **Offers of a school place to parents by Milton Keynes Council**

The council will contact all parents who live in Milton Keynes giving a single offer of a school place and informing them of their entitlement to appeal, should they not be satisfied with the offer. For those children who have been allocated their first preference school, the Education Access Team will email details of the allocation of places on 16 April 2020. For those children who have been allocated a second, third or fourth preference, or allocated a school by the LA, a letter will be sent by second class post on 16 April 2020 providing details of the allocation of places. This is the national notification date.

All parents who applied online will receive an email notification on 16 April 2020.

## **Waiting lists**

If a place is declined at a school of preference then the child's name will automatically be placed on the waiting list for this school. The waiting list will be held and places will be offered (in the event that a place becomes available) in order of the over-subscription criteria and not in order of the date of application. For those schools that use the council's in-year application service, the council will hold and maintain the waiting list until 31 December 2020. Schools that do not use this service will be responsible for holding and maintaining their waiting lists from 1 September 2020.

**Late applications received from 16 January 2020 to 31 August 2020** Every effort will be made to encourage parents to complete application forms by the closing date of 15 January 2020. If an application form is not received by 15 January 2020 it will not be possible to consider it until all the other applications have been processed. This means that the majority of school places will have already been allocated. Consideration will be given to parents' preferences, however, if all preferred schools are full, parents will be advised of their right of appeal and a place will be offered at the nearest school with places available.

## **Applications received from 1 September 2020**

Applications received from 1 September 2020 onwards will be considered as in-year applications.

## **Admissions appeals**

The council as the admissions authority for community and voluntary controlled schools will arrange admission appeals for those schools. Parents should contact the Education Access Team in the event that they wish to appeal against a decision not to offer a place for their child.

Appeal arrangements for foundation and voluntary aided schools and academies are detailed on the schools and council's website.

As the co-ordinator of the process the council hold application information that may be required to support an appeal. If a school which is its own admissions authority requires this information for an appeal case a request should be made in writing to [primaryadmissions@Milton-keynes.gov.uk](mailto:primaryadmissions@Milton-keynes.gov.uk), outlining the information required. Such requests will take up to 5 working days to be dealt with.