

Milby Primary School

Admissions policy

2023 – 2024



Introduction

At Milby Primary School, we welcome all pupils, and places at the school are offered in an open and fair way. This document sets out the policy and procedures in how admissions are dealt with for our school.

Parents and carers who wish their children to be admitted to Milby Primary School can apply in the following ways:

- Complete the common application form online
<https://www.warwickshire.gov.uk/school-admissions-appeals>
- By telephone – 01926 414143

At Milby Primary School we aim to serve the school community by providing a high-quality education.

Published admission number

The Governing Body reviews and publishes information concerning the school's admission policy; this policy sets up how school places are allocated and includes the school's Published Admission Number (PAN). The PAN for Milby Primary School is 60. This is the number of children who we can admit to the reception year group. If the number of applications is lower than the PAN, all applicants will be admitted. If there are more applications than places available then all applications will be given a priority by the local authority, from the oversubscription criteria and places will be offered in priority order.

The application process

All applications for Milby Primary School are handled and managed by Warwickshire County Council Admissions; the governing body have therefore adopted the timetable per the local authority admissions process.

Applications using a local authority common application form, for entry into the reception year for the academic year starting in September must be formally registered with the local authority between September and January. It is important to note that the January deadline will be a date within the month and not necessarily the end of the month. The timetable will show the actual deadline date.

Applications from families who are moving into the area will be considered as 'on time' if they are submitted to the local authority and accompanied by proof of address.

School places in the reception year are available for children from the September following their 4th birthday. Governors have the discretion to determine whether attendance should be full-time or part-time during the term before the children attain the age of 5. Governors at Milby Primary School have determined that attendance is full-time.

Late applications (those received after the application deadline) will not be considered until after all applications received on time have been processed. There will be no guarantee of a place for a child when there are no places available.

National offer day is the day on which the local authority informs parents and carers of the school that has been allocated for your child; this takes place in April and is communicated by email. You can find the actual date for this on the Warwickshire admissions page.

Parents and carers will need to confirm acceptance of the school place by the end of April. Should you wish to appeal the offer of a place, this must be done so to the local authority by the deadline as set out in the table on the Warwickshire admissions page.

There are very limited circumstances where an offer of a place can be lawfully withdrawn, this includes an offer of a place which has been based on fraudulent or misleading information. Where an offer is withdrawn, a new application can be made. If an offer of a place is refused, you have the right to make an appeal against the decision.

Waiting lists

Milby Primary School does not operate a waiting list system and all admissions are handled by the local authority. If the school is oversubscribed for any year group, the local authority will open a 'waiting list'; this will be maintained by the local authority for the remainder of the school year or until there are places available in the relevant year group. The school and the local authority communicate on a regular basis to ensure that waiting lists are kept as low as possible and in line with the PAN. A request can be made for a child to be added to the waiting list at any point in the school year; the request must be made directly to the local authority.

The position of the waiting list will be determined by applying the published over-subscription criteria and not by the date on which the request has been made. This will mean that a position on the list will change if a later application is received from someone with higher priority, in line with the local authority over-subscription criteria. You will only be able to remove a name from the waiting list if you make this request in writing, or if the offer of a place that becomes available is taken up or declined. The existence of a waiting list does not remove the right to appeal against any refusal of a school place from an unsuccessful applicant.

Over-subscription criteria

Children with an Education, Health and Care (EHCP) Plan that names a school will be admitted first. In this event, the number of places that remain for allocation will be refused.

Where more applications have been received than places available or where to admit would conflict with the school fulfilling class size legislation, the following priorities shall apply in order:

1. Children in the care of, or provided with accommodation by a local authority within England, and children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order (a copy of the interim/full care order, or a copy of the adoption certificate, or other applicable documents, may be requested at any time during the admissions process).
2. Children who are in receipt of the early years pupil premium, with no more than 14%* of the places available to be allocated under this category. The child must be in receipt of the pupil premium at the time the application is made (for an eligibility check please [click on this link](#)).

*this figure represents the national figure of children in receipt of free school meals, as stated in the DfE's statistical publication entitled 'Schools, pupils and their characteristics', issued in June 2018.

3. Children who are subject to a Child in Need (CIN) plan or a Child Protection (CP) plan at the time of making the application, or who have been at any point since 1 September 2015, with no more than 9% of the places available to be allocated under this category.
4. Children living in the priority area for the school, who will have a sibling attending the same school in years 1-6 at the time of admission in the September (a sibling is defined as: a full brother or sister; a half brother or sister; an adopted brother or sister; a child living at the same address who is being Looked After by a local authority; a step-brother or sister; or the child of a parent's partner, where the child for whom the school place is being sought is living in the same family unit and at the same address as that sibling).
5. Other children living in the priority area for the school.
6. Children living outside the priority area for the school, who will have a sibling attending the same school in years 1-6 at the time of admission in the September.
7. Other children living outside the priority area for the school.

Priority area

The map for the priority area for Milby Primary School can be found by [clicking this link](#) and encompasses the area within the St Nicolas Park estate.

Priority within each over-subscription criterion

Where applicants are allocated the same criterion, priority is given in order of distance between the child's home and the school applied for (the shortest distance will mean the highest priority).

Distance

Distance will be calculated by using a straight line measurement from the address point location coordinate of the applicant's home address (as set by Ordnance Survey) to the centre point ('centroid') of the school. The centroid is a predetermined point set by Warwickshire County Council and all distances are subject to changes which may occur with updates of mapping data.

Transport assistance will not be approved on the sole basis that the school offered is the catchment school and will only be provided in accordance with Warwickshire County Council's Home-to-school transport policy. This may mean that the nearest appropriate school – for transport purposes may be a school in a different priority area.

Home address

The definition of the home address is where a child normally resides during the school week and where they will sleep for at least 50% of the week.

If arrangements are such that a child resides at two addresses for equal amounts of time, then parents must decide which address to use for admissions purposes. Failure to agree on the address to use on the child's application for a school by the national closing date will result in Warwickshire County Council using a random number generator to determine which application to process.

Addresses involved in child-minding arrangements, whether with professional child-minders, friends or relatives, are excluded.

Where a school place is offered on the basis of an address which is subsequently found to be different from the address where the child ordinarily resides, that place may be withdrawn. Cases will be assessed on an individual basis and in discussion with any schools named on the application which are their own admission authority.

There is an expectation that the child will be resident at the address used to allocate a place on a long-term basis, and until at least the start of the autumn term (September) in relation to the coordinated admission process.

Short-term house moves purely to secure a school place may be considered fraudulent or intentionally misleading and, in such circumstances, the place may be withdrawn.

Where a child's address changes after National Offer Day, the local authority (acting on behalf of the school, in some cases) may request an explanation for the house move and documentary evidence that the child is resident at the new property. The Admissions Service

operates a thorough and robust address checking process, which may include both announced and unannounced home visits.

Multiple births

If possible, places will be offered at the same school to twins, triplets and children from other multiple births. For infant classes, a child whose twin or sibling from a multiple birth is admitted (other than as an expected pupil) will be a legal exception to infant class size limits.

In-year admissions

The School Admission Code no longer requires local authorities to coordinate in-year applications for school places. In-year applications are those relevant to when a parent wishes to move their child from one school to another outside of the normal admissions round, for example, because of a house move. Warwickshire County Council does, however, still coordinate in-year applications.

Warwickshire parents and carers should apply directly to the local authority for in-year applications. Non-Warwickshire parents and carers should apply to their own local authority to establish the in-year admissions process in relation to their own authority. If there are more applications than places available in the year group concerned, the local governing body will apply the over-subscription criteria to all the applications and inform the local authority if a place is available. The Admissions Service will notify parents and carers of the outcome.

In-year admissions also apply when parents and carers would like to move their child from year two in a primary school into year three of a different primary school. This is because year three is not the normal point of entry for primary schools.

Families must follow the in-year admissions process by completing a Change of School application form for their child. This can be done as an online application via the Parent Portal which you find by [clicking this link](#).

How the offer of a place is determined

Upon receipt of a completed Change of School application where Milby Primary School is named as the first preference, the Admission Service will notify the school. The school is required to inform the Admission Service within 2 school days* if we are able to offer a place. If we are able to do so, the parents will be notified in writing by the Admission Service and no further consideration will be given to any remaining preferences.

Where Milby Primary School is listed as the first preference and we are not able to offer a place, then the relevant over-subscription criteria will be used by the local authority to determine the child's place on the waiting list. Further preferences named on the application will then be considered in order, using the same process. It is the intention of the local authority to process a change of school application within 10 school days*

*Please be aware that, at busy periods (particularly the last four weeks of the academic year and the first two weeks of the new academic year), the local authority may take longer to process an application. In-year applications submitted at these times of the year are likely to take longer than 10 school days to process.

Applications for in-year admissions are unlikely to be dealt with during the school holidays as these require input from the school.

Applications from overseas residents

UK Military families/Crown Servants

For families of UK Service personnel with a confirmed posting to within the county, or crown servants returning from overseas to live in the county, admission authorities:

- Must allocate a place in advance of the family arriving in the area*, provided the applicant is accompanied by an official letter that declares a relocation date and a Unit postal address or quartering area address when considering the application against their over-subscription criteria. This must include accepting a Unit postal address or quartering area address for a service child.

*The child must then start at the school allocated within the academic year for which the offer relates, otherwise a new application will need to be submitted and processed for the child.

- Must ensure that arrangements in their area support the Government's commitment to removing disadvantage for service children. Arrangements must be appropriate and be described in the local authority's composite prospectus.
- Must not refuse a service child a place because the family does not currently live in the area, or cannot provide documentary evidence of residence at a particular property.

The application will follow the in-year admission process in all other respects as outlined in this policy.

Families moving to, or back to, the UK (non -military)

There is no legal requirement to process applications from other families coming from overseas who are not yet resident within the UK, except as set out in the applications from overseas residents – UK Military section above.

Applications from overseas families in all other cases will therefore only be processed in line with the coordinated scheme by the local authority, once the family, including the child for whom the application is being made, can show evidence that they will be residing in

Warwickshire imminently. Proof of residence may be requested at any time during the application process and the application will only be processed once sufficient documentation, that confirms a Warwickshire address, has been provided to Warwickshire Admissions.

There is also an expectation that the child and applicant will reside at the address used to allocate a place on a long-term basis.

Appeals procedure

Parents and carers will be informed by the local authority of their statutory right to appeal when they receive the outcome of an application. Parents and carers can appeal for any school preference where they have received a refusal. Parents cannot, however, appeal for a place at a school listed as a lower preference than the school place offered. This is because the place will not have been considered and the application for that school preference will have been automatically withdrawn.

Children educated outside of their chronological year group

As required by the School Admissions Code, Warwickshire County Council operates an application process for the transfer of pupils to the next key stage, as appropriate, and an in-year application process.

In some cases, children will not follow the chronological process for their age group. This may be due to a medical issue which has caused the child to miss a significant amount of time in school, or a special educational need, in which case the parent or carer may request that they be educated in the year group below. Other children may already be educated outside of their chronological year group and it may be appropriate for this arrangement to continue.

Families following the in-year admissions process, who wish to request that their child be educated out of year group at a new school, should read 'Guidance and Policy relating the education of children outside of their chronological year group'. You can access this document and find more information about this by [clicking this link](#) and then complete the delayed entry request form, which can be accessed from this same link.

The completed request form should be attached to, and submitted with, the change of school application.

Request forms will not be processed unless approval has been given from the schools concerned. However, an agreement for a child to be educated out of year group is not a guarantee of a school offer.

Fair Access (in-year fair access protocol)

Some applications may need to be considered under Warwickshire County Council's 'Fair Access Protocol' (FAP). This will apply to some children when it has not been possible to secure a school place for them through the normal in-year admissions process.

If your child's application is being considered under the FAP then parents and carers will be notified of this as soon as possible after submitting their application.

Further information on the FAP can be found in the 'Warwickshire County Council Fair Access Protocol for Mainstream Primary and Secondary Schools', as well as online [here](#).

Equal opportunities

Milby Primary School, where school places are available, will offer a place to all applicants irrespective of gender, religion, ethnicity or country of origin, disability or academic ability. Where applications exceed places available, offers will be made in line with the over-subscription criteria.

This policy is reviewed on an annual basis. The date of the next review is **September 2024**.