TRUST ADMISSIONS POLICY 2028-2029

Audience	Trust Leaders, Senior Office Manager, Office Managers, Prospective Parents, Parents, Milton Keynes Council & West Northamptonshire Council
Determined	tbc
Other Related Policies	Flexi-School Policy
Policy Owner	Trust Board
Review Frequency	Annually

Ownership
Preston Hedges Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, clerk@prestonhedges.org to whom any change requests or queries should be directed.

Trust Admissions Policy

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1. Preston Hedges Trust

The Preston Hedges Trust consists of:

- Buckton Fields Primary School
- Holne Chase Primary School
- Parklands Primary School
- Pineham Barns Primary School
- Preston Hedge's Primary School.
- Broughton Fields Primary School

All our schools are founded on the Trust's key principles of Fun, Creativity and Achievement, whilst having their own unique curriculum, values, ethos and leadership.

2. Published Admissions Number

Each school has a Published Admission Number of 60 for entry into Reception, with the exception of Holne Chase Primary School, which has a Published Admission Number of 30.

Where fewer applications than the Published Admission Number for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

3. Application Process

The process for applications for reception places at the school will follow the Milton Keynes or West Northamptonshire Co-ordinated schemes.

Milton Keynes: https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions

West Northamptonshire: School admission arrangements | West Northamptonshire Council

The closing date for applications for September 2028 will be **January 15th 2028**
Offers will be made on National Offer day (16th April or the next working day).
Applications for a Reception place should in all cases, be made to the child's home local authority.

Applicants whose children live in Milton Keynes should visit:
Citizen Portal – Login (milton-keynes.gov.uk)

Applicants whose children live in West Northamptonshire should visit:
https://www.westnorthants.gov.uk/school-admissions-and-appeals/school-application
for information and to make an application.

4. In-Year Applications

If you are moving into the area or wish to change schools during the school year or at the start of the school year, other than Reception, you will need to make an application for an in-year place. The schools within the Trust manage their own in year admissions.

To apply for an in-year place at the school the application form can be obtained from each individual school's website.

Completed forms should be returned to each school. We will offer in year places up to the overall capacity of the year group. If you move into the linked area, we cannot guarantee a place at a school if the number of children has reached the overall capacity. All in-year applications will be considered, depending on the availability of places, and prioritised according to the oversubscription criteria.

5. Oversubscription Criteria

When a school is oversubscribed after the admission of children with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in priority order. The following definitions apply across all schools within the Trust.

* Brother or sister (sibling)

Defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters (including in situations where the parents are not married or are in a civil partnership).

** Home Address (child's)

The child's home address is defined as the address at which the child normally resides with their parent/carer on the closing date for applications (15 January).

When parents live separately and the child spends time with each parent, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive).

If the child spends equal amounts of time at two addresses, the parents must agree which address they wish to be the child's main address.

Documentary evidence of ownership or a rental agreement may be required together with proof of actual permanent residence at the property concerned.

***** Looked after child**

A 'looked after child' is a child who, at the time of making an application to a school, is:

a) In the care of a local authority, or
b) being provided with accommodation by a local authority in exercise of its social services functions (see the definition in Section 22(1) of the Children Act 1989)

****** Previously looked after child**

Previously looked after children are children who were looked after, but ceased to be so because they:

a) were adopted under the Adoption Act 1976 (see Section 12 adoption orders) or the Adoption and Children Act 2002 (see Section 46 adoption orders), or
b) became subject to a child arrangements order (as defined in Section 8 of the Children Act 1989 and as amended by Section 12 of the Children and Families Act 2014), or
c) became subject to a special guardianship order (see Section 14A of the Children Act 1989 which defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

This includes 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. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

*******Children of staff**

Children of staff refers to the children of all teaching and non-teaching, full -time and part-time permanent members of staff who are employed directly by the school or Trust to work at the school, and who have been employed at the school for two or more years at the time the application for admission is made.

The child must be living at the same address as the staff member. This includes adopted, foster, and step-children, as well as any child living as part of the same family unit (including in situations where the parents are not married or are in a civil partnership).

5.1 Buckton Fields Primary School

1. Looked After Children and all previously looked after children.
2. Children with a sibling continuing at the school at the time of admission of the child.
3. 2. Children of staff
4. Children who live within the defined area. *
5. Children in attendance at the Nursery provision attached to the school on the closing date for applications and continuing until places are offered. **
6. Other children.

***Please note**: The defined area is the area within the Buckton Fields Housing development. Additionally, those houses, both odd and even numbers, within Valley Way, to the West of the Welford Road (A5199) and to the South of Northampton Road.

NB ***There is no guarantee of transfer from the nursery to reception class at Buckton Fields; a separate application must be made for any transfer from nursery to the primary school. Priority as a sibling is not given if the brother or sister attends the nursery unit.*

5.2 Holne Chase Primary School

1. Looked After Children and all previously looked after children.
2. Siblings of pupils 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 pupils' home address is within the catchment area* of the school and there is no sibling.
4. Siblings of pupils 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
6. Other children

***Catchment area**:

The area of Bletchley bounded by the branch railway line to the South, Newton Road (odd numbers) and Shenley Road (even numbers 2 18) to the West, then along Church Green Road (even numbers) and Buckingham Road to the junction with the main railway line plus Bletchley Park which is shared with Rickley Park Primary School. This area includes Alford Place, Colossus Way, Enigma Place, Faulkner Drive, Hinsley Walk, Turing End, Turing Gate and Ultra Avenue.

5.3 Parklands Primary School

1. Looked After Children and all previously looked after children.
2. Children with a sibling continuing at the school at the time of admission of the child.
3. Children of staff
4. Children whose home address** is closer to the preferred school than any other state-funded school with an equivalent year group.
5. Other children.

5.4 Pineham Barns Primary School

1. Looked After Children and all previously looked after children.
2. Children with a sibling* continuing at the school at the time of admission of the child
3. Children of staff
4. Children who live within the defined area *
5. Other Children.

Please note: * The defined area is from Junction 15A of the M1 to the A4500/A5076 roundabout in Upton. From the A4500/A5076 roundabout in Upton to Upton Valley Way North. Upton Valley Way North is used as a boundary to define the area until it merges with Nectar Way and includes those properties to the east of Upton Way North. Nectar Way is defined as the boundary until it merges with Cob Drive, which leads to Swan Valley Way. Swan Valley Way reconnects the defined area to Junction 15A of the M1 via the A43.

5.5 Preston Hedges Primary School

1. Looked After Children and all previously looked after children.
2. Children with a sibling continuing at the school at the time of admission of the child.
3. Children of staff
4. Children who live within the defined area *
5. Other children.

Please note: *The defined area is the A45 to the West, the B526 Newport Pagnell Road to the North, Wooldale Road to the South and the extent of the Wootton Fields development to the East and Southeast including those properties leading from Lady Hollow Drive. Additionally, the defined area will include the properties within the extent of the St Georges Fields

development, Pagnell Court and those houses to the West and East of Landimore Road within the development defined as Landimore Park bounded by Gowerton Road to the North and the B526 to the South. Additionally, those properties from numbers 1 (including 1b) to 63 Newport Pagnell Road and including those properties within Pagnell Close.

5.6 Broughton Fields Primary School

1. Looked After Children and all previously looked after children 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 eligible for service premium
3. 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.
4. The child's place of residence is within the catchment area* of the school and there is no sibling
5. Siblings of children who are attending the school at the time allocations are made and are expected to be on roll at the time of the proposed admission and the place of residence is outside of the catchment area.
6. Children of staff *****
7. Distance from the school to the place of residence

***Catchment area**

The catchment area is Broughton west of Milton Road and South of Broughton Brook (Milton Road even house numbers to the south of Broughton Brook and all odd numbers), Atterbury and Broughton Village. The school is part of the Oakgrove liaison group (cluster group).

6. Tie Break

If the admission number is exceeded within criterion **(2-5) for Buckton Fields, Parklands, Pineham Barns and Preston Hedges,** priority will be given to those whose home address is closest to the school on a straight-line basis.

Holne Chase and Broughton Fields will apply the tie break where 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, with those living closest to the school receiving the higher priority. In the unlikely event of joint over-subscription, having exhausted distance, random allocation will be used as the ultimate tiebreaker.

For all schools a representative of the Trust will undertake measurements on the school's behalf for in-year applications.

The measurements for initial Year R applications are undertaken entirely by Milton Keynes Council (Holne Chase and Broughton Fields) or West Northamptonshire Council.

In **Northamptonshire schools**, distances are measured from the address point of your home to the address point of the school on a straight-line basis, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazeteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

Where two or more children share a priority for a place in any criterion e.g. where two children live equidistant from the school, these places will be allocated using computerised random allocation undertaken by an independent body.

All Trust schools

However, if children of multiple births are tied for the final place those siblings will be admitted over PAN as permitted by infant class size rules.

7. Late Applications

All applications received by the Local Authority after the deadline (15 January) will be considered to be late applications.

Late applications will be considered after National Offer Day in rounds of reallocations.

8. Deferred Entry for Infants & admission of Children Outside Their Normal Age Group

A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents/carers may defer their child's entry to the allocated school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year for which the offer was made when the place will cease to be available for the child.

Where parents/carers wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Parents may request that their child is admitted outside their normal age group. This includes the parents of a Summer born child requesting that their child is admitted to Reception rather than Year 1 in the September following their 5th birthday.

If a parent would like the Trust to consider admitting their child out of normal age group, they should contact the Trust. The email for this is: claire.clayson@prestonhedges.org

When such a request is made, the Trust will decide based on the circumstances of each individual case and in the best interests of the child. This approach is in line with the School Admissions Code (DFE 2021). The Trust will consider the views of the Principal and any supporting evidence provided by the parent in reaching their decision.

9. Application Process for Summer Born Children Applying for Reception Out of the Normal Age Group

In accordance with the School Admissions Code, the process for requesting such an admission is as follows:

The parent or carer must make a request to the admissions authority, which in this case is the Preston Hedges Trust, for the child's delayed start outside of their normal year group.

The Admissions Authority, in accordance with the DFE School's Admission Code, is responsible for making the decision to which year group a child should be admitted.

They are required to decide based on the circumstances of each individual case and in the best interests of the child concerned. Therefore, parents wishing to make a request can include information regarding the following:

- 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 been previously educated outside of their normal age group;
- Information about whether the child may have naturally fallen into a lower age group if it were not for being born prematurely should also be included.

The Trust will then consider the request with due regards to the following:

- School Admissions Code.
- Information presented from the family, as outlined above.

- The views of the Principal.

10. General Requests For A Place Out Of The Normal Age Group

Parents/carers wishing to seek a place for their child out of their normal age group for any other year group than reception, or for reception after the start of the new school year in September, must put their request in writing to claire.clayson@prestonhedges.org giving some information about their child and explaining why they would like to apply for a place out of the normal age group. Parents/carers should also indicate in their request whether the child has been educated out of their normal age group at their current/previous school.

The Trust will consider the request and make a decision on the appropriate year group for the child on the basis of the circumstances of each case and in the best interests of the child concerned. They will then inform parents in writing of their decision about the year group the child should be admitted to prior to an application being processed.

11. Outcomes of Request

A member from the Trust involved in the process will then write to the parent or carer notifying them of the outcome, setting out clearly to which year group the child should be admitted, providing clear information about the reasons for this decision.

Where the **Trust agrees** to a parent's request for their child to be admitted out of their normal age group, the parents must make a new application as part of the main admissions round for Reception the following year.

The local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group.

Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

If the **Trust does not agree** to the application being delayed, there is no right of appeal against that decision. The parents/carers will need to make an application to the relevant admission authority or local authority for a place in Reception by the closing date for Reception places or make an in-year application for a Year 1 place at the appropriate time.

12. Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the schools will (in accordance with the School Admissions Code and oversubscription criteria):

a) allocate a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date.
b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. This includes a Unit or quartering address as the child's home address, where a parent requests this.

13. Waiting Lists

The school will operate a waiting list for each year group.

Where in any year the Trust receives more applications for places than there are places available, a waiting list will operate during the remainder of the academic year that the request was made.

This will be maintained by the Trust, and any parent may ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Each added child will require the list to be ranked again in line with the school's published oversubscription criteria. Therefore, priority will not be given to children on the basis that they have been on the waiting list the longest.

A new application will be required for a new academic year.

14. Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. The Trust uses the services of the Local Authority Appeals Team to coordinate its appeal process.

Appellants should go to each individual school website for information about the appeals process. An online appeal form should then be submitted through WNC appeals website. For applications made in the normal admissions round appeals will be heard within 40 school days of the deadline for lodging appeals. For applications for in year admissions, appeals will be heard within 30 school days of the appeal being lodged.