



**Milton Keynes Education Trust**

# **Kents Hill School**

## **Midyear Admissions Policy 2018**

January 2017

Next Review: January 2018

## Midyear Admissions Policy

### TOMORROW'S SUCCESS BEGINS TODAY

**Kents Hill School** aims to **enhance** and **enrich** the lives of children and young people by **enabling** them to make the most of outstanding learning opportunities within and beyond the curriculum; instilling an appreciation that there are **no limits** to what they can achieve and developing the attributes needed to successfully shape and respond to the future.

A clear moral framework will promote honesty, integrity, tolerance and respect as well as an appreciation of individual and collective responsibility.

In this way we will bring out **the very best** in our children.

This policy relates to all admissions to Kents Hill School in Reception to Year 2, except for the initial September entry into Reception which is managed as part of the Coordinated Admissions Programme for the Local Authority and which is explained in the document "Admission to Primary Schools in Milton Keynes: Information for Parents".

Places are allocated in line with Kents Hill School's admissions criteria, taking into account the infant class size limit of 30 for pupils aged 5, 6 or 7 at Key Stage 1.

The planned admission number (PAN) for each year group is 60 pupils.

For parents who wish their child to attend Kents Hill School after the September in which they enter Reception, a prospectus and application form is available from the website or from the school office. Parents should complete the form and return it to the school office.

#### **Allocating places**

The school will consider and rank all applications in line with the published criteria shown below and advise the School Admissions Team of the determined rankings. The school will write to or email parents within 10 school days to confirm whether a place can be offered.

If a place is offered, parents have 10 school days in which to inform the school as to whether they wish to accept the place.

If a place cannot be offered the child's name will be added to the waiting list for that academic year. Parents will be informed of their right to an independent appeal.

Prospective applicants should note that it is generally not the school's policy to allocate a place for a child to a year above or below that of the child's chronological age.

## Admissions Criteria

Children with a Statement of Special Educational Needs (SEN) or an Education, Health and Care plan (EHC) naming Kents Hill School will be given priority for admission, in accordance with national regulations.

In the event of there being greater demand for admission than there are places available, places will be allocated in the following priority order:

1. Looked after or previously looked after children. A 'looked after child' is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school. Previously looked after children are 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).
2. Siblings of children attending schools within Milton Keynes Education Trust who also live in the school's defined area. Children who live in the defined area served by the school and have a sibling on roll at the time of admission. Parents may be required to provide proof of permanent residence in the defined area.

Milton Keynes Education Trust schools are:

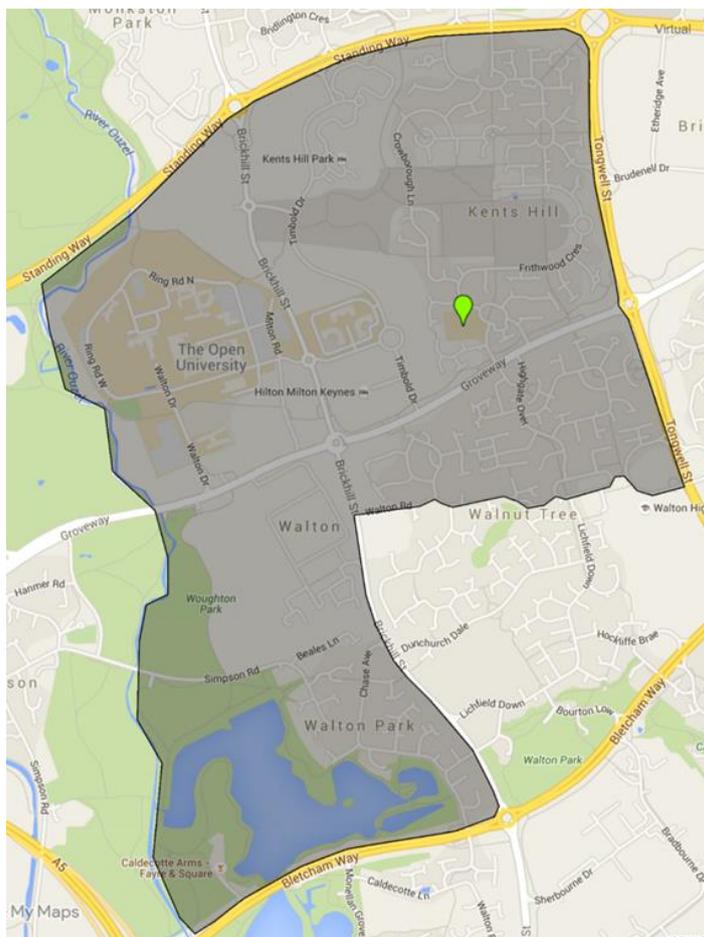
Kents Hill School,  
Heronsgate School,  
Walton High School,  
New Chapter Primary School.

3. Children of staff employed by Milton Keynes Education Trust. Children of staff may only be given priority where the member of staff has been employed at the school for two or more years at the time at which the application to the school is made, and/or a member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children who live in the defined area served by the school. Parents may be required to provide proof of permanent residence in the defined area.
5. Siblings of children attending schools within Milton Keynes Education Trust who live outside the defined area (see criterion 2)
6. Children who live outside the defined area.

In the event of over subscription following the application of the criteria above, places will be allocated according to the proximity of the child's home to the school. The shortest route between Kents Hill School and the normal home address is measured using a computerised geographical information system. Each house and school has a unique reference, as do all the redways and paths which are coded at any point of junction such as at an underpass or where it crosses with another path. This enables the program to calculate the distance from home to school. All measurements are calculated using the same system providing consistency for all applicants.

## Defined Area

Kents Hill School's defined area for admissions is the area of Milton Keynes east of the Ouzel to Tongwell Street (V11) and between Standing Way (H8) and the north part of Walnut Tree. This area covers Kents Hill, Kents Hill Park, Walton, Walton Manor, Walton Park and part of Walnut Tree to the north of and including Walton Road, Hindhead Knoll and Fyfield Barrow.



## Permanent Residence

Permanent residence relates to the address where a parent receives child benefit for the child or where the child is registered with a GP. For situations where parents have shared responsibility for a child who lives part of the week with one parent and partly with another, the place would be offered in accordance with the main residence of the child during the week.

## Sibling

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

To be included as a sibling within the admissions rules the other child (sibling) should still be expected to be in attendance when the applicant child joins the school. Siblings are always checked and it would be helpful if you indicated where the existing child has a different family name.

## **Multiple Births**

In cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth group, both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admission number for the school.

## **Fair Access Protocol**

Local Authorities are required to have Fair Access Protocols in order to make sure that unplaced, vulnerable children are offered a place at a suitable school as quickly as possible. The school will comply with the Milton Keynes Fair Access Protocol. This may mean admitting children above the PAN.

## **Waiting List**

If it is not possible to offer a place at Kents Hill School, the school will hold a waiting list in partnership with governors. The list is organised in line with the admissions criteria. A waiting list will be maintained until the end of the academic year after which it will be cleared. If you would like your child to be placed on the waiting list for the following academic year please contact the school.

If places become available they will be allocated from the waiting list.

The waiting list is maintained in the order of the published criteria. This means that names can move down the list if, e.g. someone moves into the area and is higher placed under the admissions criteria.

## **Appeals**

The parents of any child refused a place at the school have a right to appeal to an independent appeal panel. Parents must submit their appeal in writing to the school within 20 school days from the date of notification that the application was unsuccessful. The appeals timetable is located on the school website. The decision of the independent appeal panel is binding on all parties.

## **Verification of information**

Kents Hill School reserves the right to make its own enquiries to verify any information supplied on admissions application forms. If the school discovers that a place has been given to a child based on false, inaccurate or misleading information, it may withdraw the place.

Please contact the school office with any queries you have in relation this policy.

This policy is reviewed annually by the Governing Body.  
Last review date: January 2017