



Dear Parent/Carer,

Thank you for your interest in Kents Hill Park School. The attached form should be completed and returned to the school by post c/o the school address, or via email to admissions@kentshillpark.school Please note that in order for your application to be considered, all relevant sections of the form must be completed and the appropriate documentation enclosed. If your child has a statement of special educational needs/ education, health and care plan, please do not complete this form. You should contact the Local Authority for further advice regarding the admissions process.

The school requires confirmation of your child's date of birth, and also requires proof that you and your child are living at the address stated on the application form. You are therefore asked to attach the following documentation to your completed application form:

- A current council tax statement or recent utility bill to confirm your address;
- A recent official document which confirms your child's date of birth and also that he/she lives with you at the address stated.

If you would like the documents copied by the school, please telephone to make an appointment.

The school reserves the right to make its own enquiries to verify any information supplied by you. If subsequently the school finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the Governing Body may withdraw the offer.

When a place does become available in an existing year group, it is allocated strictly in accordance with the school's admissions criteria (see attached) and applications are not considered based on the date they are received.

If the school is unable to offer a place to your child, you will be informed in writing and informed of your right to request an independent appeal.

All enquiries regarding admission to Kents Hill Park should be addressed to:

Admissions Office (Kents Hill Park School)
Kents Primary School
Timbold Drive
Kents Hill Park
Milton Keynes
MK7 7BZ

Email: admissions@kentshillpark.school

Telephone: 01908 533726

If your child is not in a local school at this time, you should contact School Admissions at Milton Keynes Council on 01908 253338 for further advice.



ADMISSION CRITERIA FOR KENTS HILL PARK SCHOOL 2018-2019

Children who have a statement of special educational needs or Education, Health and Care Plan (EHCP) which names the School will be admitted and will count towards the planned admission number.

If the School is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. Looked after children and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order
2. Priority will next be given to children living within the catchment area. Proof of residency will be required.
3. Other children

If in categories 2-3 above a tie-break is necessary to determine which child is admitted, the child living closest to the school will be given priority for admission. Distance is measured from the main primary school entrance for admissions to Years R to 6 and the main secondary school entrance for admissions into year 7 and other secondary year groups to the front door of the applicant's residence in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from the relevant main entrance to the front door of the ground floor flat underneath the applicant's residence. In other cases, where it is necessary to determine the order of priority between two or more applicants at the same distance, independently supervised random allocation will be used.

Random allocation will not be applied to multiple birth siblings (twins and triplets etc.) from the same family tied for the final place. We will admit them all, as permitted by the infant class size rules and exceed our PAN.

Waiting lists

The school will operate a waiting list for each year group. Where the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

The full 2018 in-year admissions policy can be viewed on the school's website.

**APPLICATION FOR IN-YEAR ADMISSION TO KENTS HILL PARK SCHOOL
YEAR7 (2018-19) ONLY**

This form should be completed if you are seeking admission to Kents Hill Park School in 2018-19 in Year 7 after the normal point of admission. Please complete the details in block capitals using black pen. Please read the accompanying letter before completing the form.

| | | | |
|---|-----------------------|-----------------------------------|---------------------------------|
| Child's Legal Surname: | | Child's Legal Forename(s): | |
| Male/Female: | Date of Birth: | Year Group Applying For: | Date Admission Required: |
| Child's normal home address: | | | |
| Postcode: | | | |
| Is there a sibling currently in attendance at Kents Hill Park School Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If 'Yes', please provide sibling's name, date of birth and year group: | | | |
| Name, address and telephone number of child's current school: | | | |
| (If now left this school, please give last date of attendance://) | | | |
| Name of Parent/Carer(s) living at home address (<i>this must be the person(s) with parental responsibility for the child</i>): | | | |
| Title(s): Mr / Mrs / Miss / Ms | | | |
| Relationship to child: | | Email address: | |
| Home telephone number: | | Mobile telephone number: | |
| If another adult has parental responsibility but does not live at the same address as the child, please include details here: | | | |
| Name: | | | |
| Address: | | | |
| Telephone Number: | | | |
| Is your child looked after, or has been previously looked after, by a local authority? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If 'Yes', please provide details, including the name of the local authority and a contact name and telephone number: | | | |
| Does your child have a statement of special educational needs or Education Health & Care Plan (EHCP)? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If 'Yes', please contact the Local Authority on 01908 253414 for further advice. Please do not return this form to the school. Thank you. | | | |
| Is your child currently undergoing assessment for an EHCP? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| If Yes, please state which Local Authority is involved: | | | |

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| | | |
|---|--|--------------|
| School section (To be completed by Headteacher/Principal of current school) | | |
| If you are applying for a school place and have not moved address, the Headteacher/Principal of the child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp. | | |
| Child's name: | DOB: | |
| Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way? | | |
| | | |
| Does the child have any special needs? | | |
| School Action | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| School Action Plus | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Under Assessment | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Statemented/EHCP | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Does the child have any exclusions? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Are there any attendance issues? Please give % attendance and number of unauthorised absences in the last twelve months? | % | |
| Other information which may be relevant to the application (Behavioural issues, if applicable, previous schools attended in the last two years, if known) | | |
| | | |
| Name: _____ | | |
| Position: _____ | | |
| Signed: _____ | | |
| Date _____ | | |
| <table border="1" style="width: 100%; height: 100%;"> <tr> <td style="text-align: center; vertical-align: top;">School Stamp</td> </tr> </table> | | School Stamp |
| School Stamp | | |

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This form should be completed if you are seeking admission to Kents Hill Park School in 2018-19 in Year 7 after the normal point of admission. Please complete the details in block capitals using black pen. Please read the accompanying letter before completing the form.

Please explain the reason for your application – you may complete this on a separate sheet if you wish.

The school reserves the right to make its own enquiries to verify any information supplied by you. If, subsequently, we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the school may withdraw the offer, even if the child has already started at the school. If that happens, you have a right of appeal to an Independent Appeal Panel.

Declaration:

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date. I understand that if I give any false or misleading information on this form and/or supporting papers, or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.
- I hereby authorise Kents Hill Park School to contact my child's previous school if required.

Signed:

Date:

Name (please print):

Before returning this form, please ensure you have:

- completed all relevant sections of the form, including the reason for your application;
- enclosed all relevant supporting documentation, including passport/visa details if applicable.

Once completed, please return the form, together with any supporting documentation, to:

Admissions Office, Kents Hill Park School (Primary), Timbold Drive, Kents Hill Park, MK7 6BZ or alternatively email to:
admissions@kentshillpark.school

For office use only:

- date form received:

- all sections completed:

- evidence enclosed:

- date reply sent: