



Kents Hill Park School

**Primary Admission Arrangements
September 2020**

KENTS HILL PARK SCHOOL

PRIMARY ADMISSION ARRANGEMENTS SEPTEMBER 2020

1. Introduction

Kents Hill Park School is a brand new all-through school offering educational provision for children from Reception through to Year 11. It opened in September 2018 with Year 3 and Year 7 only. Admission to Kents Hill Park School Primary and Nursery at any time from Reception through to Year 6 allows children to access the full educational provision and no additional application is necessary when transferring from year 6 to Year 7 (the main point of transfer from primary to secondary school within Milton Keynes). Kents Hill Park School promotes the highest standards of achievement, welfare and personal development for all pupils, regardless of ability or background. It is achieved through an ethos of the highest expectation and challenge, supported by consistently outstanding teaching and behaviour. An enabling and ennobling curriculum and extra-curricular offer that provides for excellence in academia, and a wide range of pathways and options to develop and nurture individual talent and interest, is a unique feature of the school.

2. Procedures for admission into Reception and Year 3

The Local Governing Body of Kents Hill Park School is responsible for deciding the admission of pupils into the school within the Local Authority's co-ordinated admissions scheme. This procedure relates to children starting school for the first time in September 2020, or infant school children transferring onto the next phase of education at the end of year 2.

Procedures for applying to Kents Hill Park Primary School are explained in the LA publication 'A Guide for Parent and Carers'. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines. Parents/Carers are advised to apply online via the Council's website at www.milton-keynes.gov.uk/schooladmissions. Paper forms are only available upon request. The timeline for admission will be in line with that of the "Co-ordinated Primary School Admissions Milton Keynes LA Scheme" as set out in the LA publication 'A Guide for Parents and Carers'. No forms will be accepted at the school.

Any application for a place at Kents Hill Park Primary School received after the published date for return, (but before 1.9.20), will only be considered after all prior applications have been decided in line with the above. All applications for Reception and Year 3 in 2020 received after 1.9.20 will be processed under the School's In-Year admission policy.

If a parent prefers their child not to be admitted at 4+ but chooses instead to wait, then this can be accommodated as long as the child has started school by the beginning of the term following their fifth birthday. This is the start of compulsory school age. In such a case, an application should be submitted within the normal admissions round but the parent should state that they wish to take up their right to defer entry. Any place offered will be held open for that child but only up to the end of the academic year. This means that the latest date a summer born child can start is the beginning of the summer term before their birthday (see also paragraph 14 – *Admission of a child into a year group other than that normally associated with their age*).

Kents Hill Park Primary School is required to comply with the infant class size rules which requires that each Reception, Year 1 and Year 2 class must have no more than 30 children with a qualified teacher.

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3. Published Admissions Number (PAN)

The PAN for Reception in September 2020 is 30

The PAN for Year 3 in September 2020 is 30

4. Special Educational Needs

Children who have a statement of Special Educational Needs or Education, Health and Care Plan which names the School will be admitted and will count towards the PAN.

5. Oversubscription criteria

If the School is oversubscribed, after the admission of pupils with a Statement of Special Educational Need or an Education, Health and Care Plan where the School is named in the statement or plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. 'Looked After' children or children who were previously looked after, including children previously in care outside of England, but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order (see full definition in section 8 below).
2. Children who live in Kents Hill Park Primary School defined area and will have a sibling attending Kents Hill Park School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission (see map in section 8 below).
3. (a) Children of staff who have been employed at Kents Hill Park School* for two or more years at the time at which the application for admission to the school is made, and/or (b) Children of staff who are recruited to fill a vacant post at Kents Hill Park School* for which there is a demonstrable skill shortage. It is at the absolute discretion of the Chair of the School's Finance & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Children who live in Kents Hill Park Primary School defined area.
5. Children who live outside Kents Hill Park Primary School defined area and will have a sibling attending Kents Hill Park School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
6. All other children.

* Where reference is made to Kents Hill Park School, this refers to Kents Hill Park School including both primary and secondary school age children, i.e. from Year R to Year 11.

6. Oversubscription: Distance Tiebreaker

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's residence and Kents Hill Park Primary School will be used as a tiebreaker, with those living nearest given priority. Distance from the School is measured from the main entrance of Kents Hill Park Primary School 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

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be measured from Kents Hill Park Primary School's main entrance to the front door of the ground floor flat underneath the applicant's residence. Priority will be given to the lower flat door number if there is more than one applicant from a block of flats.

In the event that there are two residences at the same distance and it is not possible to distinguish between them, then random allocation will be used to determine priority. Where random allocation is used, it will be independently supervised by a person not connected with the School.

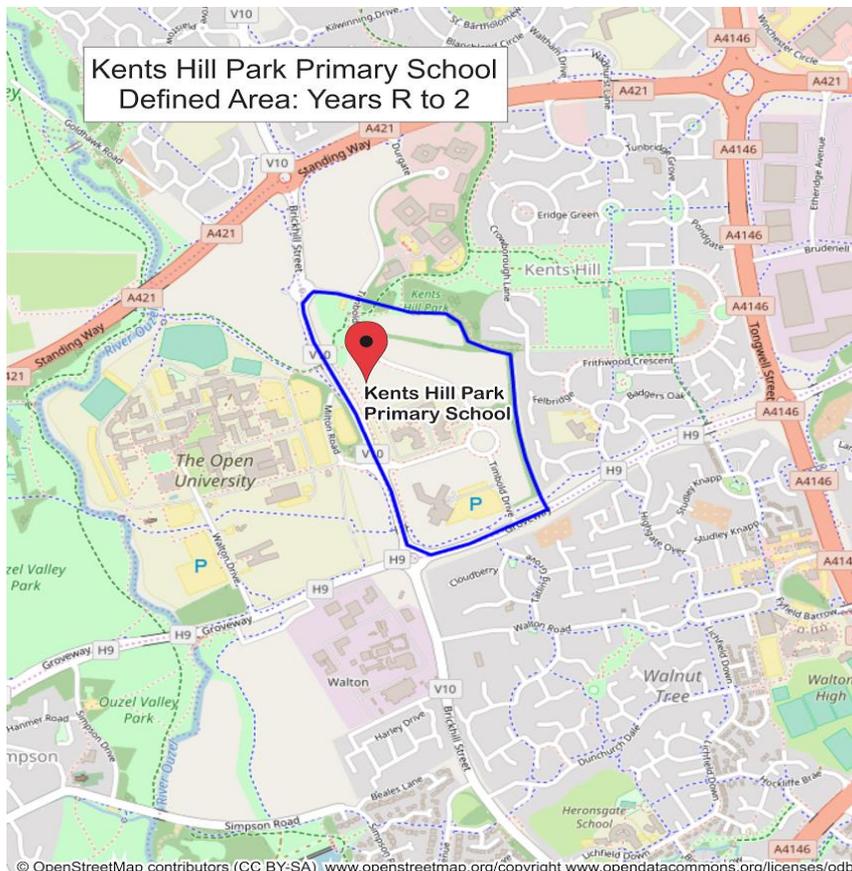
7. Waiting List

The School will maintain a waiting list for those children who are unsuccessful in applying to join Year R and Year 3 in September 2020. This will be ranked in accordance with the oversubscription criteria and length of time on the list will not be a factor in offering a place. The waiting list will be held for the remainder of the academic year.

Children whom the Local Authority approaches the School to admit and who are allocated a place at the School in accordance with the Fair Access Protocol, will take precedence over those already on the waiting list. Further, and for the avoidance of doubt, a child whose statement of Special Educational Needs or Education Health and Care plan names the School must be admitted, and will therefore take precedence over children on the waiting list.

8. Oversubscription Criteria: Definitions

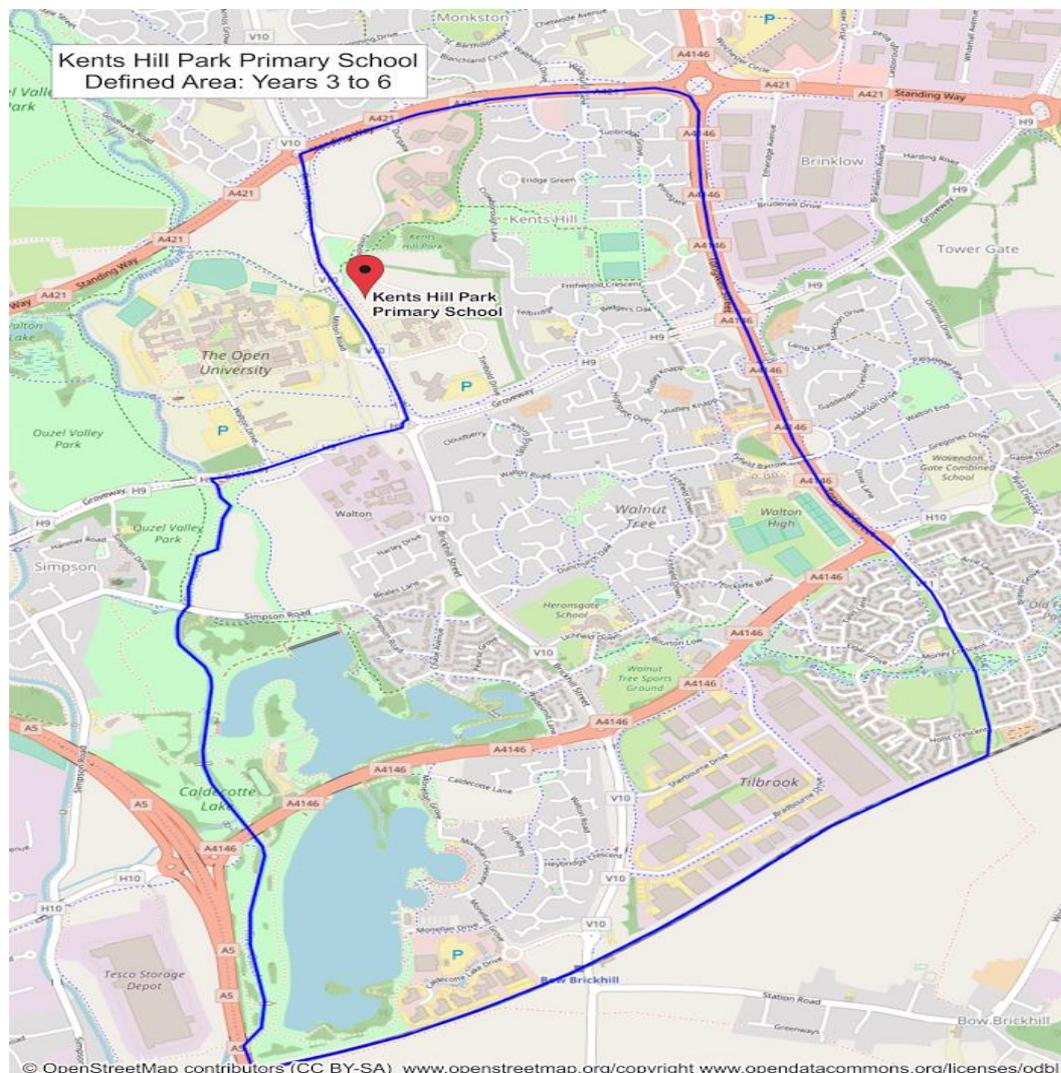
Defined area for Kents Hill Park Primary School Years R to Year 2 is Kents Hill Park



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Defined area for Kents Hill Park Primary School Year 3 to Year 6 is Browns Wood, Caldecotte, Walnut Tree, Walton, Walton Park, Kents Hill (shared with Heronsgate School) and Kents Hill Park.



“Kents Hill Park School”

Where reference is made to Kents Hill Park School, this refers to all year groups from Year R to Year 11.

“Kents Hill Park Primary School”

Where reference is made to Kents Hill Park Primary School, this refers to year groups from Year R to Year 6.

“Residence”

In all cases, proof of residency will be required. Acceptable proof of residence includes a current Council Tax bill, or signed rental agreement, and an official document that confirms the child lives at the normal home address.

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“Looked After Child”

A looked after child is a child who is (a) in the care of the 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 the School.

“Previously Looked After Children”

Previously looked after children, including children previously in care outside of England, 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). In the case of previously looked after children, a copy of the adoption order, child arrangements order or special guardianship order should be provided. This should be supported by a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made

“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.

“Multiple Births”

In cases where there is one remaining place available and the next child on the waiting list is one of twin, triplet or other multiple birth groups, the following will apply:

- Both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number of the School.

9. Checking information

Kents Hill Park Primary School reserves the right to make its own enquiries to verify information supplied by the applicant. If, subsequently, Kents Hill Park Primary School finds that a place has been offered in reliance on information that was materially incorrect or misleading, e.g. the parental address or the applicant’s date of birth, and the place would not have been offered if the information had been correct, the Local Governing Body may withdraw the offer if the pupil has not yet started at the School. Where an offer is withdrawn the Local Governing Body will consider the application afresh, and if an offer is not made, a right of appeal will be offered (see section 14 below).

10. In-Year admissions

This relates to all admissions to Kents Hill Park Primary School in Reception to Year 6 except for the initial September entry into Reception and Year 3, which is explained above.

For children who wish to attend Kents Hill Park Primary School at any time after September in which they entered Reception or Year 3, parents/carers will be asked to complete an application form available from the School. Verbal or telephone applications will not be accepted. Where no place is available, the applicant will be advised in writing and informed of their right to request an independent appeal.

Kents Hill Park School’s PAN for Year R is 30.

Kents Hill Park School’s PAN for Year 3 is 30.

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The indicative admission number for the following year groups is as follows:

Year 4	30
Year 5	30

Please note the School does not currently have provision for Year 1, Year 2 or Year 6.

The numbers stated for Years 4-5 are only indicative and may reduce if the number is no longer practicable.

11. In-Year admissions – how places are allocated

For a place to be available for an in year admission then the number for the relevant year group will have fallen below the admissions number. When this occurs, the place will be allocated strictly in accordance with the process and definitions of the oversubscription criteria, as set out for determining entry to the Reception Year and Year 3 in September 2020.

Places that become available will be allocated to those applicants who meet the relevant criteria for the year group and who are currently in the application process or who have requested to be placed on the waiting list (see section 12). For the purposes of in year admissions, the applicants in the application process are considered to be:

- those who have applied and whose applications have not yet been determined;
- those who have returned their forms for an independent appeal to the Clerk of the Independent Appeal Panel and are waiting for their appeal to be heard;

Applicants who have not pursued their applications by returning the relevant forms by the relevant stated deadline will not be considered to be part of the process.

12. Waiting Lists for In-Year admissions

The School will maintain a waiting list. Parent/Carers will be asked to confirm in writing if they wish their child's name to be put on the waiting list for the relevant year group. The waiting list will be ranked in accordance with the oversubscription criteria. This means that any child on the list may move up or down the list as other children are added or removed and length of time on the list will not be a factor in offering a place. Children whom the Local Authority directs the School to admit and who are allocated a place at the School in accordance with the Fair Access Protocol will take precedence over those already on the waiting list. Further, and for the avoidance of doubt, a child whose statement of Special Educational Needs or Education Health and Care plan names the School must be admitted, and will therefore take precedence over children on the waiting list.

13. Admission of a child into a year group other than that normally associated with their age

The School will only admit children outside their chronological year group in exceptional circumstances. Parents should contact the School if they wish to make such a request – and, for the avoidance of doubt should complete the LA common application form or the in-year admission form, as appropriate. Decisions will be made based on the individual circumstances of each case, and will take into account the parents' wishes; educational advice; information about the child's academic, social and emotional development, and whether they have been previously educated outside of their normal age group.

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14. Appeals

When an application is unsuccessful there is an automatic right of appeal to an Independent Appeals Panel. When the School refuses a place it will notify the applicant the reason why the application was refused; information about the right to appeal; the deadline for lodging an appeal and the contact details for making an appeal. Where parents wish to appeal they must give written reasons for their appeal. The decision of the Independent Appeals Panel is binding.

15. Further applications in the same academic year

The School reserves the right not to accept a further application in the same academic year unless it considers that there has been a significant and material change in circumstance of the parent, the child or the School.

Kents Hill Park School

Adopted by the Local Governing Body on 14th February 2019