



**Millbrook Primary School**  
Worsley Road, Swindon, SN5 8NU  
Tel: 01793 872800 Fax: 01793 882589  
secretary@millbrook.swindon.sch.uk  
<http://www.millbrook.swindon.sch.uk>

## **Admission Arrangements 2017-18**

Millbrook Primary School is an Academy, which means the Governors of the School are responsible for the admissions policy and arrangements. The school converted from Community to Academy status on 1<sup>st</sup> November 2013. The school agrees to comply with the requirements of the School Admissions and Appeals Codes and to Swindon Borough Council's co-ordinated scheme and Fair Access Protocols.

At Millbrook Primary School we value learning and see it as a lifelong process. We seek to create an open and creative school where all are valued, supported and challenged. Everyone receives regular praise and encouragement to be the best they can possibly be. Our learning community is based on honesty, integrity, motivation and responsibility borne out of mutual respect.

We respond to challenges in creative and flexible ways which demonstrate our morals and values, and inspire a positive culture. We believe our children flourish because they have positive relationships, a variety of experiences and enjoy their learning. We continually aim for individual and collective excellence by providing a high quality education for all in a caring and safe environment. 'Achieving Excellence, Fulfilling Potential' is at the heart of everything we do. Our core aim is for every child to be happy, caring and successful throughout their lives. Future generations will need to deal with an increasingly challenging and fast paced environment. At Millbrook Primary School we want every individual to thrive whilst preparing to meet these challenges.

Whilst we are an individual academy in our own right, Millbrook works as part of the Link Academies Collaborative Trust (LACT) alongside Peatmoor, Shaw Ridge and Westlea Primary Schools. This enables us to both challenge and support each other to improve the education of all our pupils and provide best value for money.

Pupils will normally be admitted at age 4 in the September of the school year in which they reach their fifth birthday. Parents have the right to defer their child's start date at school until the term after their child's 5<sup>th</sup> birthday. Parents can request that their child takes up a part-time place until the child reaches statutory school age.

A child must legally be in full-time education in the term following their 5<sup>th</sup> birthday.

### **Admissions Procedure**

Any application for admission to Millbrook Primary School for Reception for September 2017 must be made through their home Local Authority and in accordance with the home Local Authority's co-ordinated scheme. All instructions and deadlines in the scheme should be adhered to by applicants. Late applications are dealt with in accordance to the scheme procedures.

Full details of the scheme can be found on their website at <http://www.swindon.gov.uk>. In brief the scheme is outlined below:

- Parents/carers are able to make an online application or apply using a hard copy application form. All applications must be submitted to Swindon Borough Council Admissions Team. If an online application is made there is no need to also make a hard copy application. Parents can express a preference for up to 3 schools.
- The closing date for all applications for the September 2017 intake is 15<sup>th</sup> January 2017. All applications must be submitted by this date.
- Offers will be made to parents by Swindon Borough Council on 18<sup>th</sup> April 2017.
- Parents/carers must accept or refuse the offer of a school place by 2<sup>nd</sup> May 2017.

During the 2017/18 academic year, applications for in-year transfers must be made to Swindon Borough Council in the first instance.

### **Published Admission Number**

The published admission number for Reception in September 2017 will be **45**.

In addition, Millbrook Primary School has a special resource provision for up to 9 children who have complex learning and other difficulties. Children require a statement of special educational needs to be admitted to the SRP. This document does not apply to those wishing to be admitted into the unit.

### **Oversubscription criteria**

When applications for admissions exceed the number of places available in any year group, the following oversubscription criteria will be applied in the order set out below, to decide which students to admit:

*A child who has a statement of special educational needs or an Education, Health and Care Plan (EHCP) is required to be admitted to the school named on the child's statement or plan.*

1. A 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 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.
2. Any child who has a sibling attending Millbrook Primary School at the same time as he or she is due to be admitted;
3. Any other child by distance from the school, with priority admission given to children who live nearest to the school.

### **Decider**

In all cases where the school is oversubscribed, the distance between the applicant's home and Millbrook Primary School is taken as a straight line between the Local Land and Property Gazetteer (LLPG) address point of the applicant's home address and of the school, with those living closest to school receiving higher priority. If the direct distance measurement does not separate applicants, places will be offered by random allocation.

In the case of multiple births the Governing body may decide to admit all children.

## **Definition and details**

### **Children with statements of special educational needs or an Education, Health and Care Plan (EHCP)**

Pupils with a statement of special educational needs or an Education, Health and Care Plan (EHCP), at the time of allocation, are required to be admitted to the school named on the child's statement or plan. Once a statement reaches the formal proposed stage the administration of the admission of the young person becomes the responsibility of the Special Educational Needs Assessment Team (SENAT) at which point this policy ceases to apply.

### **Looked After Child**

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.

This also applies to a 'Looked After Child' or a child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. If children have ever been Looked After or Adopted or subject to a residency or special guardianship order evidence would need to be provided and the LA reserve the right to ask the parent to provide this.

A 'previously looked after child' is a child who:

- (a) ceased to be looked after because they were adopted (under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see section 46 adoption orders).
- (b) became subject to a child arrangements order (defined in s.8 of the Children Act 1989, as amended by s.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 - an order appointing one or more individuals to be a child's special guardian (or special guardians)).

*Note: The Adoption and Children Act 2002 came into force on 31<sup>st</sup> December 2005 and therefore (a) above only applies to children who were adopted after this date.*

### **Sibling**

Sibling refers to brother or sister, half brother or sister, adopted brother or sister, step brother or sister, or the child of the parent/carer's partner where the child for whom the school place is sought is living in the same family unit at the same address as that sibling.

### **Catchment Area**

The school does not have a defined catchment area. Priority within each oversubscription criteria is determined according to distance from the school.

### **Applications outside the normal age of admissions**

Parents of gifted or talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside of their normal age group. Millbrook Primary School will make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if they are offered a place in another year group of the school.

Evidence will be required in these circumstances from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals. Millbrook Primary School will carefully consider applications for children outside the normal age group, but for all year groups the decision will be made between the parents and the school based on the individual circumstances of each case.

In the instance that the child has not started school (or is not statutory school age), or it is before the child needs to apply for a school place, there is discretion to decide whether the child would need to be put back an academic year on the circumstances outlined above. Evidence may be required in these circumstances from a Senior Medical Consultant and/or Educational Psychologist. This discretion would only be used in exceptional circumstances where it would have to be proved that it was in the child's interest to be put back an academic year. This may have already been picked up by the Special Educational Needs Assessment Team (SENAT) through the Early Years Panel.

### **Summer born children**

A parent of a child born between 1st April and 31st August defined as "summer born" may request for the child to be admitted to a year group later than that of their natural cohort. The admission authority will take into consideration the individual circumstances of the case to determine whether the request can be granted. This may include but not be limited to include whether they were born prematurely, whether delayed social, emotional or physical development is adversely affecting their readiness for school, the possible impact of attending a year group which is not their natural cohort.

Evidence will be required to be able to assess the individual case from a Senior Medical Consultant, Educational Psychologist and/or other relevant professionals.

Where the request is granted, a place will not be allocated prior to the normal admissions round for the year of entry and the parent will be required to reapply during the admissions round in order to ensure that they are fairly considered against the admission criteria for the schools they wish to apply for.

Where a parent of a summer born child wishes to admit their child into a year group lower than that of their natural cohort, they should contact the Local Authority and schools concerned as soon as possible.

### **Home address**

The home address given on the application form must be the address where the child resides for most of the week with his or her parent or carer. More than one address as the child's home address will not be accepted. The terms of a residency order may clarify the home address. Where necessary to determine which address to recognise and in the absence of a residency order, Millbrook Primary School will consider the home address to be with the parent with primary day to day care and control of the child.

In reaching this decision, evidence may be requested to show the address to which any Child Benefit is paid and from which the child is registered with a medical GP. If the Child Benefit letter is not available, a copy of the most recent bank statement where the Child Benefit is credited may be taken as residency, or the address stated on the NHS Medical Card of the child. Any other evidence provided by parents will also be considered by the LA/Millbrook Primary School in reaching a decision on the home address for admissions purposes. This may be necessary for instance where parents do not agree on the child's home address. Parents are urged to reach agreement but where they do not, the LA will determine the home address.

### **Late applications**

The closing date for applications for the September 2017 intake is 15th January 2017. Applications can be submitted after this date but they will be considered as late for the purposes of the coordinated scheme. This

means they will be considered after all the on time applications. The LA and will endeavour to deal with late applications before the offer date, but it may not be possible to do this in every circumstance.

### Multiple births

The school will endeavour to place siblings born at the same time (e.g. twins, triplets etc.) at the same school. If necessary the school will admit over its PAN to accommodate such children. In the case of Infant Class Sizes (Reception, Year 1 and Year 2) class sizes must not contain more than 30 pupils with a single school teacher, however, additional children may only be admitted in limited exceptional circumstances, and in accordance with the School Admissions Code, twins and children from multiple births are classed as 'excepted pupils' to this legislation. Therefore, if one child of a multiple birth is offered the last available space at the school (according to the PAN), then offers will be made to all the children of that particular multiple birth. Those children would remain an exception to infant class size for the entire time they are in an infant class or until the class numbers fall back to the current infant class size limit.

### Parent/carer

This is defined as a person with parental responsibility (PR) or legal residency of the child. This could include a person who is not a parent but who has a Court Order giving parental responsibility to them.

### Waiting lists

If your child is refused a place at Millbrook Primary School, he or she will be automatically placed on the school's waiting list for the academic year for which the refusal relates. Names can only be removed from the list if a parent has requested, or if a place has been offered. Placing a child's named on a waiting list does not affect the parent/carer's right of appeal against an unsuccessful application.

Waiting lists are held according to the oversubscription criteria and no preference is given to the amount of time spent on the list. Your child could move up or down the list as a result as places are offered or other children join the list. Millbrook Primary School will keep a waiting list for each year group for one academic year. Should a parent wish to stay on a waiting list for further years a new in-year application must be made.

### Appeals procedure

Any child who is refused a place at the school has the right to appeal against this decision to an independent panel within 20 days of the date of the refusal letter. Parents will need to complete an appeal form which is available from the school or Swindon Borough Council and this should be submitted to the Clerk of the independent appeals panel. Please contact the school or Swindon Borough Council for further information.

### Fair Access Protocol

Millbrook Primary School recognises the Local Authority's Fair Access Protocols and will adhere to these in line with the School Admission Code

### Admissions from September 2013 - 2015

| Year | PAN | Ontime<br>1 <sup>st</sup> Pref | All<br>ontime<br>Pref<br>received | Total | Total Places Allocated |     |     |       |      | Furthest<br>Point<br>Offered | Appeals<br>received | Appeals<br>heard | Appeals<br>successful |
|------|-----|--------------------------------|-----------------------------------|-------|------------------------|-----|-----|-------|------|------------------------------|---------------------|------------------|-----------------------|
|      |     |                                |                                   |       | SEN                    | LAC | Sib | Catch | Dist |                              |                     |                  |                       |
| 2015 | 45  | 60                             | 77                                | 45    | 0                      | 1   | 25  | 19    | 0    | 0.314 mi                     | 2                   | 2                | 0                     |
| 2014 | 45  | 54                             | 96                                | 45    | 1                      | 1   | 27  | 16    | 0    | 0.261 mi                     | 0                   | 0                | 0                     |
| 2013 | 45  | 54                             | 84                                | 45    | 0                      | 1   | 22  | 22    | 0    | 0.3 mi                       | 4                   | 4                | 0                     |