



## Milton Hall Primary School & Nursery

### Admission Policy

<b>Adopted by Staff:</b>	
<b>Date:</b>	September 2021
<b>Adopted by Governors:</b>	
<b>Date:</b>	September 2021
<b>Review date and frequency:</b>	September 2022, to be reviewed annually

#### Proposed Admission Arrangements - 2021/22

Milton Hall Primary School and Nursery welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted; places will be allocated using the admission criteria as below. This will not apply to children with statement of special educational needs (SEN) or Education, Health and Care (EHC) plans as the plan/statement names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes following:

**Published Admission Number (PAN): 90 pupils for each year group for 2021**

#### Proposed Admission/oversubscription Criteria:

1. Looked after children and previously looked after children
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area and who have a sibling attending the school
6. Pupils who live outside the catchment area

#### Notes and definitions

Parents must make a separate application for transfer from nursery to primary school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

## **Pupils in public care and children that were previously in public care**

Any reference to looked after children refers to children who are in the care of local authorities as defined by Section 22 of the Children Act 1989. In relation to school admissions legislation a 'looked after child' is a child in public care at the time of application to the school'. Any reference to previously looked after children means children who were adopted, subject to a child arrangement order or special guardianship orders) immediately following having been looked after.

Looked after and previously looked after children are given the highest priority for each relevant age group and in all ranking.

## **Pupils with Education, Health and Care Plans**

All children whose statement of special educational needs and disabilities (SEND) or Education, Health and Care Plan (EHCP) names the school must be admitted. Children with a statement or a plan will follow a different process for admission. Further information can be found on

[https://www.southend.gov.uk/info/200225/children\\_with\\_disabilities/290/special\\_educational\\_needs](https://www.southend.gov.uk/info/200225/children_with_disabilities/290/special_educational_needs)

<http://www.southendinfopoint.org/kb5/southendonsea/fsd/localoffer.page>

## **Catchment areas:**

A look up postcode list is available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) and a map is provided in Appendix A.

## **Siblings**

Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2014, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

## **Waiting lists**

Children's names will automatically be on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception). In line with legislation each added child will require the list to be ranked again in line with the published oversubscription criteria.

Parents will also have the opportunity to appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals and also submit an appeal online on the council's web site [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions) or email [admissions@southend.gov.uk](mailto:admissions@southend.gov.uk) to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

## **Distance**

In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing board). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

### **Distance where parents have separated**

The distance is measured the same for all applications. The primary admission booklet provides further details, in summary:

Only one application can be received. The school or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

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### **Appeals**

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### **Over and Under age applications (including children admitted outside normal age group)**

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. This must be discussed with the Headteacher in the first instance and a case should then be submitted to the school in writing.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2014, 2.17 (a & b).

Such requests for Schools in Southend-on-Sea are directly to the school and the school advises the LA of their decision. Requests for Year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October. Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

This will include documenting the following:-

- of the parent's views;
- information about the child's academic, social and emotional development;
- where relevant, their medical history and the views of a medical professional;
- whether they have previously been educated out of their normal age group;
- and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.
- They must also take into account the views of the head teacher of the school concerned.
- When informing a parent of their decision on the year group the child should be admitted to, the admission authority must set out clearly the reasons for their decision. (2.17a School Admissions Code 2014).

A parent cannot appeal against refusal to the 'out of normal age group' application.

Further details provided in the Admission Scheme 2019/20 and Guidelines on defer entry to school for summer born children on the Council Web site.

The composite prospectus for all schools in the Borough, the scheme (process), admission procedures and all other policies and procedures are available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the Borough of Southend-on-Sea.

# Catchment Area for Milton Hall Primary and Nursery School

Drill down map and postcode look up table available on [www.southend.gov.uk/admissions](http://www.southend.gov.uk/admissions)

