MILLBROOK INFANT SCHOOL

ADMISSIONS POLICY
(concerning the admission arrangements relating to the academic year 2021/2022)

Reviewed September 2019

Next review date September 2020
**Purpose of the policy**
To ensure the fair application of oversubscription criteria and consistent management of applications for school places.

**General information**
Millbrook Infant School is a Foundation School and is therefore its own Admissions Authority and as such sets its own admissions criteria which are subject to annual review. Where no changes are proposed the Governing Body will consult on admissions arrangements every 7 years. The administrative function of allocations to MIS is carried out by Northamptonshire County Council.

All applications for school places are subject to the following;
- Northamptonshire’s Primary Co-ordinated Admissions Scheme
- Fair Access
- Appeals

**Oversubscription criteria**
Following the admission of children with an Educational Health and Care Plan which names the school as appropriate provision, the following criteria will be applied in the order set out below, to determine which children to admit:

**Priority 1**
A 'looked after' or 'previously looked after' child – where a child is, or has been, in public authority care

**Priority 2**
A child who has a sibling (which includes children who are siblings by virtue of a shared biological parent or step siblings or foster siblings or adopted siblings), who will be attending either Millbrook Infant School or Millbrook Junior School at the time of the applicant's admission to Millbrook Infant School

**Priority 3**
Proximity of the child’s permanent or main address, measured in a straight line from the main entrance of the school, with those living nearer being accorded the higher priority. In the case of separated families the distance measurement of the closest address, where the child lives for some part of each week, will be used to determine the distance measurement.

**Applications for school places in the normal admission round**
Applications for a place in Foundation Stage which are received by the deadline set by Northamptonshire County Council are considered to be within the normal admission round. These applications are for children who have reached their 4th birthday in the academic year (1st September to 31st August) immediately before their 1st September admission date.

All applications for school places must be made to the Local Authority for the area in which the applicant lives. It is likely that most applicants will live within Northamptonshire in which case
Northamptonshire County Council is the ‘home authority’. Applicants living in another county must apply to their ‘home authority’ who are obliged to pass on the application to NCC; NCC accept online or paper submissions. Millbrook Infant School’s planned admission number (PAN), for the academic year 2021/2022, is 90. When the number of applications exceeds this the Governing Body of MIS will commission NCC to rank the applications according to the schools’ published oversubscription criteria.

Parents/carers may complete an expression of interest form at any time prior to their child’s start date. This form is for the school’s administration purposes only and is not an application form. Please see appendix 1 for an example of the expression of interest form.

If a parent/carer has completed an expression of interest form we will write to them in the September prior to their child’s due date of admission, to notify them that they need to make an application to their local authority for a school place. This is a courtesy service and the school accepts no responsibility for notifying parents as it is a parents’/carers’ duty to complete the necessary application. We will also invite parents to book a place at one of our open day sessions which are usually held from October to January, and are available for parents to attend if they have a child starting school in the following September.

Northamptonshire County Council will notify parents/carers of their child’s allocated school place in line with NCC’s published admissions deadlines. For more information see http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/default.aspx

Once NCC have made their allocations and notified the school, the school will write to parents/carers to invite them to a pre-school parents evening. The purpose of the evening is to share information about the school routines and the curriculum, to meet the class teachers and to see the Reception/Foundation Stage setting.

All children offered a place at Millbrook Infant School are entitled to a full time place in school in the September following their 4th birthday. It is the practice of the school to invite parents to allow their child to attend part time for a maximum of three weeks at the start of the autumn term. This allows teachers and children an opportunity to get to know one another in smaller groups. Where parents wish, children may continue to attend part time until later in the school year but not beyond the point at which they reach compulsory school age*. A parent may choose to defer their child’s start date until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term (in this case the school year is split into three ‘seasonal’ terms with the summer term being the final term).

Where an older sibling has attended Millbrook Infant School parents/carers may request that their Foundation Stage child have the same teacher. We cannot guarantee that the request will be honoured but we will try to take it into consideration when allocating children to classes.

In year admissions (mid-year request for transfer)
Applications for school places outside of the normal admissions round must be made to NCC using the ‘in year school admission form’ found on NCC’s website http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/default.aspx
Parents/carers are asked to notify the school if they wish to make an in year application for a place; they must confirm that they wish to be on the school’s waiting list by completing an expression of
interest form. The information requested in the expression of interest form has no bearing on the admissions process and is not used to process applications. It is simply gathered for the purpose of keeping in touch with parents, at their request.

An expression of interest form will remain on the waiting list for one academic year after it is received in school or until a parent asks us to remove it - whichever event occurs sooner. If a place has not been offered in this time, parents/carers will need to notify the school, in writing or by telephone if they wish to remain on the waiting list.

Following the removal of NCC’s statutory duty to coordinate in year admissions from 2013, the Governing Body have voluntarily chosen to request that NCC continue to coordinate this process. No decision making powers are removed from MIS as a result of this as the school is still required to confirm the availability of places and apply any oversubscription criteria before NCC may admit a child. This decision speeds up the process of allocation and reduces the burden on parents of contacting each school individually.

Appeals
The Governing Body meets its statutory duty to appoint an appeals panel by delegating the process to NCC; the Headteacher will complete a Statement of Case on behalf of MIS for each appeal and a senior member of staff will represent MIS at appeal hearings. To appeal an admission decision please complete the relevant appeals form found at http://www3.northamptonshire.gov.uk/councilservices/children-families-education/schools-and-education/school-admissions/Pages/default.aspx

Signed........................................................................ Date ....................................
(Chair of Governors)

Signed........................................................................ Date ....................................
(Headteacher)

*Compulsory school age is set out in section 8 of the Education Act 1996 and the Education (Start of Compulsory School Age) Order 1998. A child reaches compulsory school age on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

Expression of interest - Millbrook Infant School
Dear parent/carer

Thank you for your interest in Millbrook Infant School. Before you complete this form please read the following information carefully.

**My child isn’t school age yet but I would like them to come to Millbrook Infant School from the September after their 4th birthday**

Next steps
- Apply for a school place on line at [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) or complete a paper application which you can get by calling 0300 126 1000 (applications usually open in the September of the year before your child is due to start school and close in the January – exact dates should be on the website)
- Complete the form on the back of this page and return it to the school
- If you do not live in Northamptonshire you should apply via the Local Authority for your area.

**My child is already in school but I would like to move them to Millbrook Infant School (mid-year transfer)**

Next steps
- Complete a mid-year transfer request which you can download from [www.northamptonshire.gov.uk/admissions](http://www.northamptonshire.gov.uk/admissions) OR you can get a copy by calling 0300 126 1000
- Complete the form on the back of this page and return it to the school
- If you haven’t been allocated a place at Millbrook after one full term of applying, you will need to get in touch to tell us if you would like to stay on the waiting list.

**Why do I need to complete this form if I have to make an application to the local authority?**
- We will use the information you provide to keep in touch with you
- We will let you know about open days and events
- For mid-year transfer requests we are asked to keep our own waiting list even though the local authority allocate the places

**How long will these details be kept on file?**
- For children who haven’t started school yet we will keep the information on our secure database until the September when they are due to start school. If your child isn’t given a place at Millbrook we will delete the data.
- For mid-year transfer requests we will keep the information for the remainder of the academic year in which we receive it or until you ask us to delete it, whichever occurs sooner; if we don’t hear from you at the end of this period we will assume that you no longer want to be on our waiting list and we will destroy the form.

The office staff are always happy to help if you have any queries so please ask.
The General Data Protection Regulation that regulates the handling of personal data, places obligations on how organisations handle and protect personal data. Our Privacy Notice (how we use pupil information) is available on our website and explains how we will hold and use your personal data. 

https://www.millbrook-inf.northants.sch.uk/northants/primary/millbrook/site/pages/importantinformation/policydocuments

THIS IS NOT AN APPLICATION FORM FOR A SCHOOL PLACE

<table>
<thead>
<tr>
<th>Child’s details</th>
<th></th>
<th>Parent/Guardian’s details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal surname of child:</td>
<td>Legal forename of child:</td>
<td>Ms/Miss/Mrs/Mr/Other/Prefer not to say</td>
</tr>
<tr>
<td>Preferred surname of child:</td>
<td>Preferred forename of child:</td>
<td>Name:</td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Gender: Male Female</td>
<td>Address:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post code:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home Telephone:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mobile:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does the child live at this address? Yes No</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Does this parent/guardian have parental responsibility? Yes No</td>
</tr>
</tbody>
</table>

Information collected in this form will only be used for the purposes described over the page.

Signed ___________________________ Date ___________________________