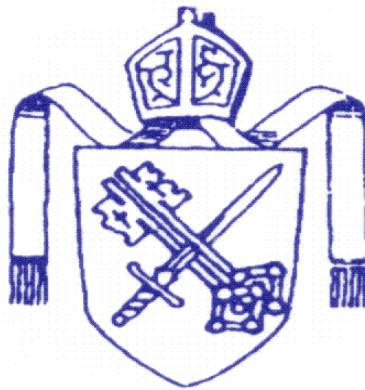


MILFORD-ON-SEA C.E. PRIMARY SCHOOL ACADEMY TRUST



'We CARE'

Courage, Aspire, Respect, Explore

ADMISSIONS POLICY

SEPT 2025 – JULY 2026

Reviewed and Approved by:
Date Approved:
Next Review Due:

Curriculum Committee
February 2024
September 2024

1.0 INTRODUCTION

The name of the school is Milford-on-Sea CE Primary School, Academy Trust (the School). This policy will apply to all admissions from 1st September 2025, including in-year admissions. It will be used during 2024 - 2025 for allocating places for September 2025 as part of the normal admissions round for Year R.

Milford-on-Sea CE Primary School is an Academy school, under the Diocese of Winchester. The Academy Trust is the admission authority for the school. The Academy Trust determines the admission arrangements, after statutory consultation.

The School's trust deed of 1851 states that The School was established to provide education for children living in the parish of Milford-on-Sea (which includes Milford, Everton, Keyhaven and Lymore). The parish and the Local Authority catchment area for The School are referred to as (The Area Served by The School). A map of this area can be found on the Local Authority's Admissions website.

This policy has been made in accordance with the School Standards Framework Act 1998. The Human Rights Act 1998, the Equality Act 2010 and the Public Sector Equality Duty.

This policy will be administered fairly and impartially. The decision to admit, or otherwise, is the responsibility of The Governing Body.

The information given below is correct for the school year shown above, but it could be altered for future years. Parents should check with The School that no changes have occurred. All applications are made by Parents/Carers for their child/children.

2.0 THE ADMISSIONS TIMETABLE

The Local Authority operates a timetabled co-ordinated admissions procedure for all Schools in line with Government legislation.

All main round admissions are co-ordinated by the Local Authority on behalf of the school. The closing date for admission application forms is midnight on Monday 13th January 2025.

Applications can be made online through the local authority, online at www.hants.gov.uk/admissions. Paper forms will be available from either the Admission Team or the school office, but only on request. The Local Authority will send notification to parents offering a primary or infant place on Monday 15th April 2025. In case of any doubt on these dates, please contact the Local Authority or The School.

Applications made after midnight on Monday 13th January 2025 will be considered "Late" applications and will be dealt with in line with paragraph 5.0 below, unless exceptional circumstances merit consideration alongside on-time applications. Exceptional circumstances shall be defined by the Governing Body, in their absolute discretion.

For the normal admission round, all on time preferences will be considered simultaneously and ranked in accordance with the admission criteria. If more than one school can offer a place, the parent's highest stated available preference will be allocated.

3.0 ADMISSIONS

The Published Admission Number (PAN) for Milford-on-Sea CE Primary School Academy is 45. Places will be offered up to the PAN. If the number of applications exceeds the PAN, the following criteria will be used to allocate places:

4.0 OVERSUBSCRIPTION CRITERIA

1. Looked after children or children who were previously looked after (see (a) in Definitions).
2. (For applicants in the normal admission round only) children or families who have a serious medical, physical or psychological condition which makes it essential that the child attends the preferred school rather than any other. (Appropriate medical or psychological evidence must be provided in support).
3. Children of staff (see (b) in Definitions) who (i) have been employed at the school for 2 or more years at the time at which the application for admission to the school is made, or (ii) have been recruited to fill a vacant post for which there is a demonstrable skill shortage.
4. Children living in the catchment area of the school (see (c) in Definitions) who at the time of application have a sibling (see (d) in Definitions) on the roll of the school who will still be on roll at the time of admissions
5. Other children living in the catchment area of the school.
6. Children living out of catchment area of the school who at the time of application have a sibling (see (d) in Definitions) on roll of the school who will still be on roll at the time of admissions.
7. Other children.

5.0 LATE APPLICATIONS

The closing date for applications is Midnight on Monday 13th January 2025. Applications received after that date will be late applications. If the school has places available after admitting all on-time applications, late applications will be considered in accordance with the priorities set out under paragraph 4.0 above. For the avoidance of doubt, Late applications will only be considered if there are spaces available after all on time applications have been reviewed and places confirmed, even if those Late applications would have been deemed to have met a higher criteria than an on time application.

6.0 WAITING LISTS

If a place cannot be offered at Milford-on-Sea CE Primary School, unsuccessful applicants will automatically be placed on the waiting list. If places become available, children on the waiting list will be offered them according to the priorities set out above and any previous offer of a school place will be withdrawn. The length of time on the waiting list cannot be taken into account. Unsuccessful late applications will be treated in the same way as unsuccessful on-time applications and placed on the waiting list according to the priorities set out above. Each

time a child is added to the waiting list, the waiting list will be re-ranked according to the Admissions Policy criteria above. The waiting list will be held until 31st July 2026. Any parent wishing to remain on the waiting list after this date will need to make a new in-year application to the school.

7.0 DEFINITIONS

(a) Looked after children are defined as those who are

- I. in the care of a local authority, or
- II. 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).

Previously looked after children are those who were looked after but immediately after being looked after became subject to an adoption order, child arrangements order, or special guardianship order. An adoption order is an order under section 46 of the Adoption and Children Act 2002 or section 12 of the Adoption Act 1976. Child arrangements orders are defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians). Previously looked after children also includes those who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted. A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

(b) 'Staff' includes all those on the payroll of the school. 'Children of staff' refers to situations where the staff member is the natural parent, the legal guardian or a resident stepparent.

(c) The catchment area for Milford-on-Sea CE Primary School is defined by the local authority; a map is available for inspection in the school office and can be viewed on the Hampshire County Council website. The child's permanent residence is where they live, normally including weekends and during school holidays as well as during the week, and should be used for the application. The permanent address of children who spend part of their week with one parent and part with the other, at different addresses, will be the address at which they spend most of their time.

(d) 'Sibling' refers to the children of parents who are married or cohabiting, where the parents and children are living permanently at the same address as one family. It may also be applied to situations where a full or half brother or sister are living at separate addresses. Categories 4 and 6 include children who at the time of application have a sibling for whom the offer of a place at the preferred school has been accepted, even if the sibling is not yet attending.

8.0 STARTING SCHOOL AND DEFERRED ENTRY TO YEAR R

Admission authorities **must** provide for the admission of all children in the September following their fourth birthday. The authority **must** make it clear in their arrangements that, where they offered a child a place at a school:

1. that child is entitled to a full-time place in the September following their fourth birthday;
2. the child's parents can defer the date their child is admitted to the school 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 of the school year for which it was made; and
3. Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Additionally, parents of a summer born child may choose not to send their child to school until the term following their fifth birthday and may request that they be admitted outside the normal age group. It is recommended that parents considering such a request contact the school as early as possible to ensure that an informed decision is made.

8.1 Notes on compulsory school age and summer born children:

A child is not required to start school until they have reached compulsory school age following their fifth birthday. For summer born children this is almost a full school year after the point at which they could first be admitted. A child reaches compulsory school age on the prescribed day following their fifth birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August. All children born from the beginning of April to the end of August reach compulsory school age in the September following their fifth birthday. It is likely that most requests for children to be admitted out of their normal year group will come from parents of children born in the later summer months or those born prematurely.

9.0 ADMISSION OF CHILDREN OUTSIDE THEIR NORMAL AGE GROUP

Parents of summer born children, a child who has experienced problems or missed part of a year can request deceleration to a year below their normal age range. Similarly, a request for acceleration to a year above may be considered. The Governing Body will make a decision based on the circumstances of each case. Parents do not have a right to appeal if they have been offered a place and it is not in the year group they would like.