



# Oakgrove School

**Admission Arrangements  
for Primary  
in September 2020**

**Please Note that Governors have approved an  
increase in the Published Admissions Number  
(PAN) to 75 – Agreed 17<sup>th</sup> October 2019**

# OAKGROVE SCHOOL

## ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020

### 1. Introduction

Oakgrove School is an all-through school offering educational provision for children from Foundation to Year 13. Admission to Oakgrove Primary School 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). Children attending any other primary school **must** follow the application procedures for transferring to Year 7, as set out in the Oakgrove School policy '*Admission Arrangements for Year 7 in September 2020*'.

The ethos of Oakgrove School (the School) is best summed up by the School's motto of "Excellence, Innovation, Respect". It is a school that has a real sense of the traditional values of respect and courtesy. It is a school where uniform, setting by ability, specialist subject teaching, good behaviour and regular homework are at the centre of its work. It is a school that is at the cutting edge of teaching and learning developments. We expect all parents/carers applying for a place here to respect this ethos and its importance to the school community.

The Governing Body of Oakgrove School is responsible for the admission of children into the school. All applications for places are made on the Milton Keynes Local Authority Common Application Form. Parents should note that for Milton Keynes schools, including academies, there is no automatic right to a place at the defined-area school. If you make an application for a school which is not your local school, and subsequently are not allocated a place, there is no guarantee that primary education will be available for your child at the defined area school/academy.

### 2. Procedures for admission into Reception for children starting school

Although Oakgrove School is the admissions authority, the Local Authority (LA), as required by the Department for Education (DfE), co-ordinates the admission arrangements for all schools/academies in Milton Keynes and will communicate all decisions to parents/carers.

Procedures for applying to Oakgrove Primary School are explained in the LA publication 'Admission to Primary Schools in Milton Keynes'. 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](http://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 'Admission to Primary Schools in Milton Keynes'. No forms will be accepted at the school. **Any application for a place at Oakgrove 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 in 2020 received after 1.9.20 will be processed under the School's In-Year admission procedure (please see section 10 below).**

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

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020**

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 11 – *Admission of a child into a year group other than that normally associated with their age*).

Oakgrove 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.

**3. Published Admissions Number (PAN)**

The PAN for Reception in September 2020 is 50

**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 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, but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order).
2. Children who live in Oakgrove Primary School's defined area number 1 (see definition in Section 8 below) and will have a sibling attending Oakgrove 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.
3. (a) Children of staff who have been employed at Oakgrove 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 Oakgrove 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 Oakgrove Primary School's defined area number 1 (see definition in Section 8 below).
5. Children who live in Oakgrove Primary School's defined area number 2 (see definition in Section 8 below) and will have a sibling attending Oakgrove 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. Children who live in Oakgrove Primary School's defined area number 2 (see definition in Section 8 below).
7. Children who live in Oakgrove School's secondary school defined area (see definition in Section 8 below), not already specified under Oakgrove Primary School's defined areas number 1 and 2, and will have a sibling attending Oakgrove 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.

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020**

8. Children who live in Oakgrove School's secondary school defined area not already specified in defined areas 1 and 2 (see definition in Section 8 below).
9. Children who live outside Oakgrove School's secondary school defined area and will have a sibling attending Oakgrove 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.
10. All other children.

\* Where reference is made to Oakgrove School, this refers to Oakgrove School including both primary and secondary school age children, i.e. from Year R to Year 13.

**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 principal residence and Oakgrove 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 Oakgrove 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 be measured from Oakgrove 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 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.

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020**

**8. Oversubscription Criteria: Definitions**

*“Oakgrove Primary School defined area Number 1”*

Defined area Number 1 for Oakgrove Primary School is Oakgrove.



*“Oakgrove Primary School defined area Number 2”*

Defined area Number 2 for Oakgrove Primary School is Middleton, Milton Keynes Village, Monkston and Monkston Park.

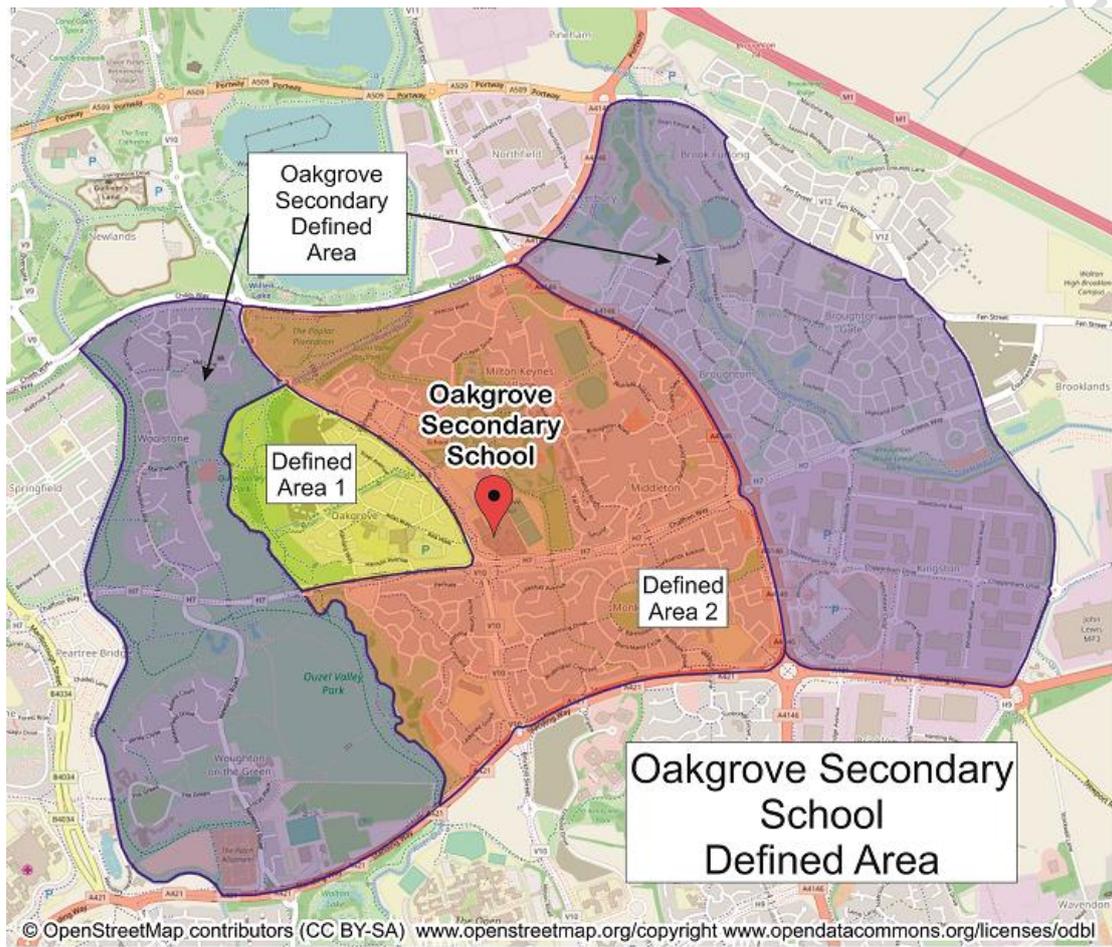


## OAKGROVE SCHOOL ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020

(Middleton is shared with Middleton Primary School. Monkston and Monkston Park are shared with Monkston Primary School and Middleton Primary School).

“Oakgrove Secondary School defined area”

The defined area for Oakgrove Secondary School is Middleton, Monkston, Monkston Park, Milton Keynes Village, Woolstone, Broughton, Broughton Gate, Kingston, Atterbury, Oakgrove and Woughton on the Green. (Please note residents living in Oakgrove, Middleton, Milton Keynes Village, Monkston and Monkston Park are given a higher priority for admission within defined area number 1 and defined area number 2.)



“Oakgrove School”

Where reference is made to Oakgrove School, this refers to all year groups from Year R to Year 13.

“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.

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020**

*“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 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**

Oakgrove Primary School reserves the right to make its own enquiries to verify information supplied by the applicant. If, subsequently, Oakgrove 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 Governing Body may withdraw the offer if the student has not yet started at the School. Where an offer is withdrawn the Governing Body Admissions Committee 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 Oakgrove Primary School in Reception to Year 6 except for the initial September entry into Reception which is explained above.

For children who wish to attend Oakgrove Primary School at any time after September in which they entered Reception, 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.

Oakgrove Primary School's PAN for Year R is 50.

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

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020**

Year 1	50
Year 2	50
Year 3	25
Year 4	25
Year 5	25
Year 6	25

The numbers stated for Years 1-6 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 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 (see below for further details). 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.

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR PRIMARY IN SEPTEMBER 2020**

**14. Appeals**

When an application is unsuccessful, there is an automatic right of appeal to an Independent Appeals Panel. Details of the appeals process will be provided to those applicants who are unsuccessful. 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.

Oakgrove School

Adopted by the Local Governing Body on Tuesday, 9<sup>th</sup> October 2018

Uncontrolled unless viewed on the T drive