



October 2020

Dear Parent/ Carer,

**APPLICATION FOR OAKGROVE SCHOOL NURSERY**

Thank you for your interest in Oakgrove School Nursery. This application form is for children born between 1<sup>st</sup> September 2017 and 31<sup>st</sup> August 2018. To apply for a place at Oakgrove School Nursery starting in September 2021 the attached form should be completed and returned to the school by email to [admissions@oakgrove.school](mailto:admissions@oakgrove.school). Please note that the form is an editable PDF and should be saved to your device, completed and then saved before attaching to an email and sending to the above email address with all supporting documentation.

Oakgrove School Nursery currently offers provision for children aged 3 and 4. The Nursery will be offering the following options

- 15 hours universal provision – Monday to Friday – AM or PM sessions
- 30 hour provision – Monday to Friday staying for lunch\* (8.30am – 2.30pm)
- 30 hour provision – Monday to Friday staying for lunch\* (8.30am – 3.30pm buying an extra hour at the end of the day 2.30pm to 3.30pm)

\*Pupils will need to bring in a packed lunch

Please be aware that a place in the nursery **does not** give automatic admission to the primary school.

Please note that in order for your application to be considered, all relevant sections of the form must be completed and the appropriate documentation enclosed. Oakgrove School Nursery requires confirmation of your child's date of birth, and also requires proof that you and your child are living at the address stated on the application form. You are therefore asked to attach a photocopy / scan of the following documentation to your completed application form.

- A current council tax statement or recent utility bill to confirm your address
- A recent official document which confirms your child's date of birth (passport / birth certificate) and also that he/she lives at the address stated (examples of this can be letter from hospital / GP / benefit statement)

The deadline for submitting the application form is 12 noon on Friday, 19<sup>th</sup> March 2021. Allocations for nursery will be made with applicants receiving notification by email / post by Friday, 26<sup>th</sup> March 2021. If the Nursery is unable to offer a place to your child, you will be informed in writing. There is no right of appeal. However, the Nursery will hold a continued interest list and you may request that your details are included.

Please contact the admissions team by email: [admissions@oakgrove.school](mailto:admissions@oakgrove.school) or by phone: 01908 533710 if you have any further questions.

Kind regards

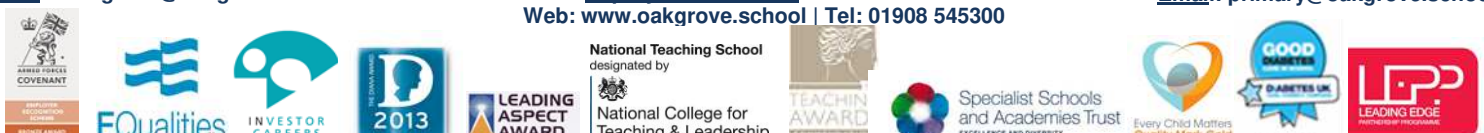
*Admissions Office*

Oakgrove School  
[admissions@oakgrove.school](mailto:admissions@oakgrove.school)

**Secondary Address:**  
 Venturer Gate, Middleton  
 Milton Keynes, MK10 9JQ  
**Email:** [oakgrove@oakgrove.school](mailto:oakgrove@oakgrove.school)

**Headteacher (All-through):** Ian Tett BSc; C.Geog; PQSI; NPQH  
**Senior Deputy Headteacher:** Nicola Irwin-Morris BSc; PQSI; NPQH  
**Headteacher (Primary and Nursery):** Mark Sim BA; PGCE; MBA  
**Deputy Headteacher:** Ian Boon BEd  
**Web:** [www.oakgrove.school](http://www.oakgrove.school) | **Tel:** 01908 545300

**Primary Address:**  
 Atlas Way, Oakgrove  
 Milton Keynes, MK10 9SG  
**Email:** [primary@oakgrove.school](mailto:primary@oakgrove.school)





## ADMISSION CRITERIA FOR OAKGROVE SCHOOL (Primary) 2021-2022

Children who have a statement of special educational needs or Education, Health and Care Plan (EHCP) which names the School will be admitted and will count towards the planned admission number.

### “Defined Area”

The defined area for the School is:

**Defined area Number 1:** Oakgrove.

**Defined area Number 2:** Middleton, Milton Keynes Village, Monkston and Monkston Park.

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

If the School is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. ‘Looked After’ children or children who were previously looked after, but immediately after being looked after, became subject to an adoption, residence or child arrangement order, or special guardianship order.
2. Children who live in Oakgrove Primary School’s defined area number 1 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. Proof of residency will be required.
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, Audit & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Children who live in Oakgrove Primary School’s defined area number 1. Proof of residency will be required.
5. Children who live in Oakgrove Primary School’s defined area number 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. Proof of residency will be required.
6. Children who live in Oakgrove Primary School’s defined area number 2. Proof of residency will be required.
7. Children who live in Oakgrove School’s secondary school defined area\*\*, 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. Proof of residency will be required.

**Secondary Address:**  
 Venturer Gate, Middleton  
 Milton Keynes, MK10 9JQ  
**Email:** oakgrove@oakgrove.school

**Headteacher (All-through):** Ian Tett BSc; C.Geog; PQSI; NPQH  
**Senior Deputy Headteacher:** Nicola Irwin-Morris BSc; PQSI; NPQH  
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 Milton Keynes, MK10 9SG  
**Email:** primary@oakgrove.school



8. Children who live in Oakgrove School's secondary school defined area not already specified in defined area 1 and 2. Proof of residency will be required.
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. Proof of residency will be required.
10. All other children.

\* This refers to all year groups from Year R through to Year 13.

\*\* Oakgrove School's secondary defined area, not already specified under Oakgrove Primary School's defined area, is Woolstone, Broughton, Broughton Gate, Kingston, Atterbury and Woughton on the Green.

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.

Oakgrove School holds a waiting list. This is operated in accordance with the admissions 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. The waiting list closes at the end of each academic year and it is the responsibility of the parent/carer to make a further applications for the new academic year. Being on the waiting list does not guarantee a place at the school. 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.

The full 2021 – 2022 in-year admissions policy can be viewed on the school's website.

*Oakgrove Primary School*

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Milton Keynes, MK10 9JQ  
**Email:** oakgrove@oakgrove.school

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**Primary Address:**  
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Milton Keynes, MK10 9SG  
**Email:** primary@oakgrove.school





**APPLICATION FOR ADMISSION TO OAKGROVE SCHOOL NURSERY SEPTEMBER 2021**  
**Completed application forms to be returned to Oakgrove School Admissions Office**

*This form should be completed if you are seeking admission to Oakgrove School Nursery for September 2021. Please complete the details in block capitals using black pen or complete online. Please read the accompanying letter before completing the form. This form is an editable PDF, please save to your device, complete and save, then email with supporting documentation to admissions@oakgrove.school*

<b>Child's Legal Surname:</b>		<b>Child's Legal Forename(s):</b>	
<b>Male/Female:</b> please select gender	<b>Date of Birth:</b>	<b>Date admission required:</b>	
<b>Child's normal home address including postcode:</b>			
<b>Is there a sibling currently in attendance at Oakgrove School?    Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/>			
If 'Yes', please provide sibling's name, date of birth and year group:			
<b>Name(s) of Parent/Carer(s) living at home address:</b> <i>(this must be the person(s) with parental responsibility for the child):</i> Title(s): Mr / Mrs / Miss / Ms			
<b>Relationship to child:</b>		<b>Email address:</b>	
<b>Home telephone number:</b>		<b>Mobile telephone number:</b>	
<b>If another adult has parental responsibility but does not live at the same address as the child, please include details here: Name:</b>			
<b>Address:</b>			
<b>Telephone Number:</b>			
<b>Is your child looked after, or has been previously looked after, by a local authority?    Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/>			
If 'Yes', please provide details, including the name of the local authority and a contact name and telephone number:			
<b>Does your child have a statement of special educational needs or Education Health &amp; Care (EHCP) Plan?</b> No			
<b>Is your child currently undergoing assessment for an EHCP?</b>		<b>Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/>	
<b>If Yes, please state which Local Authority is involved:</b>			



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**Nursery options:**

**Please tick which offer you would like to apply for**

<b>15 hours (AM sessions only)</b>	<input type="checkbox"/>	<b>15 hours (PM sessions only)</b>	<input type="checkbox"/>
<b>30 hours* (8.30am-2.30pm)</b>	<input type="checkbox"/>	<b>30 hours* (8.30am-3.30pm)</b>	<input type="checkbox"/>
		<b>purchasing extra hour (2.30pm - 3.30pm)</b>	

\* children will need to bring a packed lunch

If applying for either of the 30 hours options, you may be eligible to receive 30 hours of funded childcare from the Government. You will need to provide a code to prove eligibility. You will be required to reconfirm your eligibility every 3 months.

If you don't qualify for funded childcare you can opt to pay for the extra 15 hours

**Declaration:**

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date.
- I understand that if I give any false or misleading information on this form and/or supporting papers, or withhold relevant information, this may lead to the withdrawal of an offer of a nursery place for my child.

**Signed:**  **Date:**

**Name (please print):**

Please ensure that you have completed all the relevant sections, then if using mobile/laptop/ tablet please remember to save the form. Once you have saved, attach form and supporting documentation to an email and return form to [admissions@oakgrove.school](mailto:admissions@oakgrove.school)

alternatively post to: Admissions office, Oakgrove School, Atlas Way, Oakgrove, Milton Keynes, MK10 9SG

<b>For office use only:</b>	<input type="text"/>	<input type="text"/>
- date form received:	<input type="text"/>	
- all sections completed:	<input type="text"/>	
- date reply sent	<input type="text"/>	