



# Oakgrove School

**Admission Arrangements  
For Year 7 in September 2024**

**OAKGROVE SCHOOL**  
**ADMISSION ARRANGEMENTS FOR YEAR 7 IN SEPTEMBER 2024**

**1. Introduction**

Parents/Carers should note that for Milton Keynes' Secondary Schools there is no automatic right to a place at the local school. It is essential that application forms are completed and returned by the deadline date. 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 secondary education will be available for your child at the local school.

Oakgrove School is an all-through school offering educational provision for children from Reception through to Year 13. Admission to Oakgrove Primary at any time from Reception through to Year 6 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 section 2 below.

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.

**2. Procedures for admission at 11+**

Although the School will decide its own admission policy, the local authority co-ordinates all admissions in its area and will communicate all admission decisions to parents/carers.

Procedures for applying to the Oakgrove Secondary School are explained in "Admission to Secondary Schools in Milton Keynes – A guide for parents and carers" booklet. Parents/Carers should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines which apply to the School's admission arrangements, unless stated otherwise within this document.

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. **No forms will be accepted at the School.**

The deadline for admissions will be that published in the "Co-ordinated Secondary School Admissions Milton Keynes LA Scheme" as published in the parents' booklet. **Any application for a place at Oakgrove Secondary School received after the published date for return, (but before 1.9.24), will only be considered after all prior applications have been looked at in line with the above. All applications for Year 7 in 2024 received after 1.9.24 will be processed under the School's "In Year Admissions Policy for Years 7-11".**

Parents may request that a child is admitted into a year group other than that for their age group. This will usually only be relevant where the child has been previously educated in a year group above or below the usual year group for their age. Parents do not have the right to insist that a child is admitted into a particular year group. The School is responsible for making the decision on which year the child is to be admitted into. The decision will be made on the basis of the circumstances of the case and what

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is in the best interests of the child concerned. Parents wishing to request an admission out of the normal year group should write to the Chair of the Local Governing Body **but should still submit an application as part of the main admissions round.**

Every case is considered individually and it is important that parents are aware of the School's position in their case before having to decide whether or not to apply for a place for September 2024. Parents should note that if they do decide to defer entry to September 2025 it would be necessary to make an application for a place in that year as part of the normal process. Places are not held open from one school year to another.

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

The PAN for September 2024 for Year 7 is 300. Children who are already in Year 6 at Oakgrove School at the time the allocation is made will automatically be allocated a place in Year 7 and will count towards the PAN of 300.

**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 For Students Aged 11+**

If the number of applications exceeds the number of places remaining, priority will be given to children in the following order:

1. 'A 'Looked After Child' or a 'Previously Looked After Child' as defined below.
2. Children who live in the Oakgrove Secondary School defined area at the time of application and have a sibling attending Oakgrove School<sup>1</sup> 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 the 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 for which there is a demonstrable skill shortage. It is at the absolute discretion of the School's Chair of the Governing Body Finance, & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Other children who live in the defined area at the time of application.
5. Children who live outside the defined area attending Year 6 at the feeder schools of Middleton Primary School or Monkston Primary School at the time of application with a reasonable expectation that they will be attending until the end of the academic year.
6. Children who live outside the defined area at the time of application, but will have a sibling attending the 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.
7. Children who live outside the defined area at the time of application and attending one of the other feeder schools within the defined area (other than Middleton Primary School or Monkston Primary School) –Broughton Fields Primary School or St Bernadette's School, with a reasonable expectation that they will be attending until the end of the academic year.
8. Other children who live outside the defined area.

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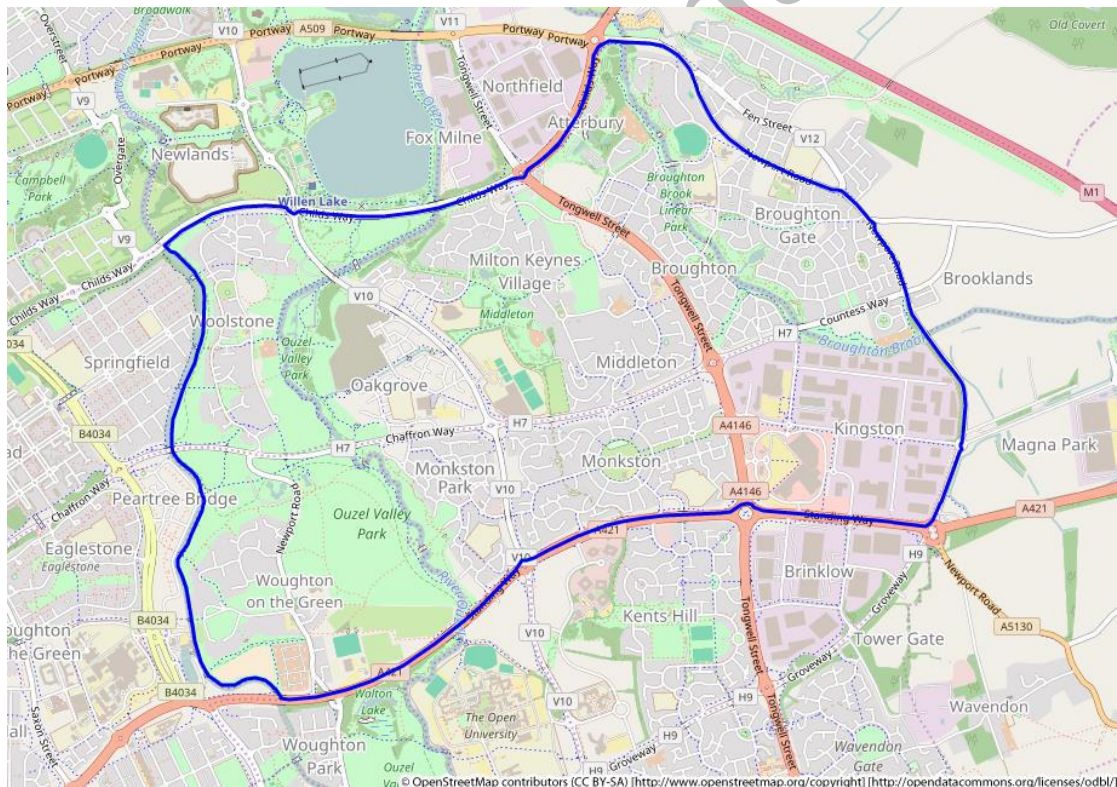
## 6. Oversubscription: Distance Tiebreaker

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 Secondary School will be used as a tie breaker, with those living nearest being given priority. Distance is measured from the main entrance of Oakgrove Secondary 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 Secondary 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 more than one applicant from a block of flats. In other cases, where it is necessary to determine the order of priority between 2 or more applicants at the same distance, independently supervised random allocation will be used.

## 7. Oversubscription Criteria: Definitions

### "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.



"Oakgrove School" <sup>1</sup> this refers to all year groups from Year R through to Year 13  
"Residence"

In all cases proof of residence will be required. Acceptable proof of residence includes a current Council Tax bill or signed rental agreement and an official document which confirms the child lives at the normal home address.

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**“Looked After Child”**

A Looked after Child is a child who is (a) in the care of a 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).

**“Previously Looked After Children”**

A Previously Looked After Child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority of the school to have been in state care outside of England and ceased to be in state care as a result of being adopted.

**“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. Where a place is awarded to a twin, triplet or member of other multiple birth group, all their multiple birth siblings who have also applied will be admitted, even if this goes above the published admission number for the year group.

**8. Checking Information**

The School reserves the right to make its own enquiries to verify any information supplied by the applicant. If, subsequently, the 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 Admissions Committee 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 9 below).

**9. Right of Appeal**

When an application is unsuccessful there is an automatic right of appeal to an Independent Appeals Panel. The decision of the Independent Appeals Panel is binding.

**10. Waiting List**

The School will maintain a waiting list. This will be operated in accordance with the applicable 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. 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  
Adopted by the Local Governing Body on DATE