

ADMISSIONS POLICY

ENTRY TO RECEPTION SEPTEMBER 2025

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Approval by:

FULL TRUSTEE BOARD/
A&C COMMITTEE/
HR & FINANCE COMMITTEE/
BH&S COMMITTEE
ACADEMY PRINCIPAL

The Trustee Board is responsible for the admission of pupils into Oxley Park Academy and will admit 90 pupils to the Reception year. Applications for places are made via the Milton Keynes Local Authority online application system. The defined catchment area for Oxley Park Academy is Oxley Park, Kingsmead and Shenley Wood. You are applying for a place at Oxley Park Academy and not a specific campus. The allocation of pupils to either campus involves many complexities and will remain at the discretion of the Academy.

*Parents should note that for Milton Keynes' schools including academies there is no automatic right to a place at the defined area school. **It is essential that applications are completed and submitted 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 primary education will be available for your child at the defined area school/academy.*

6. Aims

This policy aims to:

- Explain how to apply for a place at Oxley Park Academy
- Set out the academy's arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code 2021](#)
- [School Admission Appeals Code](#)

As an academy, Oxley Park Academy is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

This policy complies with our funding agreement and articles of association.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the academy's normal point of entry, using the common application form provided by Milton Keynes Council.

Looked after children are children who, at the time of making an application to a school, are:

- In the care of a local authority, or
- Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children are children who were looked after, but ceased to be so because they:

- Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or
- Became subject to a child arrangements order, or
- Became subject to a special guardianship order

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being adopted.

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.

4. How to apply

Although the Academy is the Admissions Authority, the Local Authority (LA), as required by the Department for Education (DfE), coordinates the admissions arrangements for all schools/academies in Milton Keynes and will communicate all admissions decisions to parents.

Procedures for applying to Oxley Park Academy are explained in the “Admission to Primary Schools in Milton Keynes – A guide for parents and carers” handbook. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines.

Applications in the normal admissions round should be made through Milton Keynes Council. The admissions process allows you to express your preference for a maximum of 4 state-funded schools, in rank order and you will receive an offer for a school place directly from Milton Keynes Council.

Whilst the Council endeavours to ensure applicants apply online, some families who cannot or choose not to apply online may submit a paper application. The timeline for admissions will be in line with that of the “Co-ordinated Primary School Admissions Milton Keynes LA Scheme” as published in the parents’ handbook.

No forms will be accepted at the Academy. Any application for a place at the Academy received after the published date for return will only be considered after all prior applications have been looked at in line with the above.

Please note that pupils already attending our Nursery Village will not transfer automatically into the main school. A separate application must be made for a place in reception.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group. Parents seeking a place for their child outside of the chronological age group should submit their written case to the Admissions Committee. Parents should include information regarding the child’s academic, social and emotional development, where relevant their medical history and the views of a medical professional, whether they have previously been educated out of their normal age group, whether they may naturally have fallen into a lower age group if it were not for being born prematurely. Applications will also be discussed with relevant Local Authority and other agency professionals where appropriate.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

- Parents’ views
- Information about the child’s academic, social and emotional development
- Where relevant, their medical history and the views of a medical professional

- Whether they have previously been educated out of their normal age group
- Whether they may naturally have fallen into a lower age group if it were not for being born prematurely
- The headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6. Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents do not have a right to appeal if they are offered a place at the school, but it is not in their preferred age group.

The Academy is required to comply with the infant class size rules which require that each Reception, Year 1, or Year 2 class must have no more than 30 children with a qualified teacher.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 90 pupils for entry in Reception.

6.2 Oversubscription criteria

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

1. Highest priority will be given to looked after children and all previously looked after children who apply for a place at the school, including those children 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.
2. Children of staff at Oxley Park Academy where the member of staff has been employed, on continuous service, at the school for five or more years at the time at which the application for admission is made.
3. Children who live in the defined catchment area and with a sibling who is attending Oxley Park Academy at the time of application.
4. Children living in the Academy's defined catchment area.
5. Children who live outside of the Academy's defined catchment area and have a sibling attending the Academy at the time of application.
6. Children who attend the Academy's Nursery.
7. Children who live outside the Academy's defined catchment area.

6.2.1 Definitions used within the Oversubscription criteria:

- **Previously Looked-after Children** - In the case of previously looked-after children, a copy of the adoption order, residence order or special guardianship order will be required. A letter from the Local Authority that last looked after the child confirming that he/she was looked after immediately prior to the order being made will also be required.
- **Residence** - In all cases, proof of residence will be required. Acceptable proof of residence is a Council Tax Bill. The Academy reserves the right to make its own enquiries to verify any information supplied by you. If the Academy discovers that it has given a child a place based on false, inaccurate or misleading information (e.g. parental address), the Academy reserves the right to withdraw the place. In the case of a family who is moving house to live in the defined area, proof of residence will only be considered once copies of documents confirming the 'exchange of contracts' on the new property have been provided. If the move is to a rented property, a copy of the rental agreement showing the length of time that the property will be initially rented for will be requested.
- **Sibling Criteria** - 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 or long-term foster child) who permanently resides at the same address and for whom the parent 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 a twin, triplet or other multiple birth groups, the following will apply: Both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the published admission number for the Academy.

6.3 Tie break

In the event of there being more applicants meeting one of the above criteria than remaining places available, proximity to the Academy will be used as the tie breaker, with places being allocated according to distance from the Academy as measured in a straight line from the Academy main entrance to the student's normal home address, using the Local Authority's computerised measuring system. For prospective students living in flats or multi-occupancy dwellings, the distance will be measured from the Academy's main entrance to the front door of the prospective student's residence. In the event of there being two or more applicants at a flat or multi-occupancy dwelling vying for the last available place, the tie breaker of a random lottery will be used.

6.4 Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. We may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, only in such a case that we have good reason to believe that the child may display challenging behaviour that may adversely affect the provision we can offer. In this case, we will refer these pupils to the Fair Access Protocol. We will not refuse admission on these grounds to looked after children, previously looked after children and children with EHC plans listing the school.

6.5 Fair Access Protocol

We participate in Milton Keynes Council's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible.

7. In-year admissions

Parents can apply for a place for their child at any time outside the normal admissions round. Applications for in-year admission to Oxley Park Academy are made through Milton Keynes Council, for which details can be found at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>. The in-year admission is for Oxley Park Academy and not a specific campus.

As is the case in the normal admissions round, all children whose EHC plans name the school will be admitted.

Likewise, if there are spaces available in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available, it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.3 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to primaryadmissions@milton-keynes.gov.uk.

Parents will be notified of the outcome of your in-year application in writing within 15 school days.

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to our Office Manager via email at office@oxleyparkacademy.com, or by post to our Oxley Park campus, Redgrave Drive, Oxley Park, Milton Keynes, MK4 4TA.

You can find details of the school's appeals timetable on the 'Starting Oxley' page of our website at www.oxleyparkacademy.com.

9. Monitoring arrangements

This policy will be reviewed and approved by the Trustee Board every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the Trustee Board will publicly consult on these changes. If nothing changes, it will publicly consult on the school's admission arrangements at least once every 7 years.