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Admissions 2025 – 2026

This policy outlines clearly and simply the procedures and protocols which are currently in operation around admissions into Rickle Park Primary School. As an Academy we are our own admissions authority, but we have taken the decision to carry on working closely with the Milton Keynes Council to ensure that all arrangements are both transparent and fair.

We have the same chances. We have the same choices.

We know that everyone has something special to contribute.

We persevere and work hard, not because we are told to but because we want to improve.

We stick together for the good of all.

We look after ourselves, each other and our world by taking responsibility for our actions. We let everybody talk and have their say.

2. Approved Admissions for Rickle Park Primary School

2.1 This annex may be amended in writing at any time by agreement between the Secretary of State and the school.

2.2 Rickle Park Primary School will act in accordance with and will ensure that the Independent Appeal Panel is trained to act in accordance with, all relevant provisions of the School Admissions Code and the School Admission Appeals Code published by the Department for Education (“the Codes”) as they apply at any given time to maintained schools and with equalities law and the law on admissions as they apply to maintained schools. For this purpose, reference in the Codes or law to “admission authorities” shall be deemed to be references to the governing body of the Academy.

2.3 Notwithstanding these arrangements, the Secretary of State may direct Rickley Park Primary School to admit a named student to the school on application from a Local Authority. Before doing so the Secretary of State will consult the school.

Please note:

Section 3 refers to Admissions to Rickley Park Primary School Nursery

Sections 4 – 9 (not section 7) refer to Admissions to Rickley Park Primary School (Reception) Sections 5 – 9 refer to Admissions to Rickley Park Primary School (Years 1 – 6)

3. Rickley Park Primary School Nursery
3.1 For September 2023, Rickley Park Primary School Nursery has a planned admission number of 39 children for morning sessions and 39 for afternoon sessions. Sessions will be run school term time only.

3.2 Rickley Park Primary School Nursery has a three-point entry system (September, January and April). Children are admitted in the Term after their 3rd birthday.

3.3 It is important to note that attendance/enrolment in the nursery are distinct and separate and have no relevance to attendance/enrolment in the Primary section of the school for which a separate application will have to be made in accordance with Milton Keynes co-ordinated admissions arrangements. No appeal will be allowed against the refusal of a place in the nursery.

3.4 Applications for Rickley Park Primary School Nursery should be made directly to the school using the Nursery Application Form (see Appendix 6).

4. Procedure for Admitting Students to Rickley Park Primary School

4.1 Rickley Park Primary School has an agreed admission number of 60 for September 2023 and, subject to any changes approved or required by the Secretary of State, this will remain at 60 for subsequent years. Therefore, the school will accordingly admit a maximum of 60 children in the relevant age group each year if sufficient applications are received.

5. Process of Application at Main Point of Entry (Starting School for the First Time)

5.1 Arrangements for applications for places at Rickley Park Primary School will be made in accordance with the Local Authority's co-ordinated admission arrangement and will be made on the Online School Application Service provided and administered by Milton Keynes Council.

5.2 Rickley Park Primary School will use the Milton Keynes Council's timetable for applications to the school each year (exact dates within the months may vary from year to year).

Details of opportunities for prospective parents to visit the school will be provided to parents. We will also provide information to Milton Keynes Council, as required:

- September 2022 – Admission Information available to parents via Milton Keynes Council Website
- October / November 2022 - Rickley Park Primary School will provide opportunities for parents to visit the school.
- January 2023 - Closing date for applications • January – March 2023 – Applications processed by Milton Keynes Council
- April 2023 - Notification sent to parents by Milton Keynes Council
- April 2023 - Parents confirm acceptance of place offered direct to Rickley Park Primary School
- May 2023 – Closing date for receipt of appeal request
- June / July 2023 – Appeals to be heard during this period
- Further re-allocation rounds will take place regularly until end August 2023

6. Procedures where Rickley Park Primary School is over-subscribed Admissions 2025-2026

Rickley Park Primary School is an Academy School and, as such, the Academy Trust and not Milton Keynes Local Authority (the LA), is responsible for deciding on admissions. The dates and process of applications will be in accordance with the Coordinated Admissions Scheme, details of which will be published by the LA. Children with Statements of Special Educational Needs naming Rickley Park Primary School will be given priority for admission at the normal transfer point at Reception. The number of intended admissions currently stands at 60 in Years Reception to Y6.

If applications for admission exceed the number of places available, the following order of priority will be applied.

1. 'Looked after' children or children who were previously looked after but immediately after became subject to adoption, residence or special guardianship order
2. Children of staff who have been employed at the school for two or more years at the time of which the application for admission to the school is made, and / or 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 CEO of Inspiring Futures through Learning to determine when there is a demonstrable skill shortage
3. Children with a sibling* in attendance at the school at the date of admission
4. Children living in the listed catchment area
5. Other children living outside the listed catchment area

Tiebreaker arrangements

In circumstances where the school admissions number has been exceeded in any of the above categories and there is a need to discriminate within the category, preference will be given to those living closest to the school, measured in a straight

line to the school main reception using the Local Authority's computerised distance measuring system, with those living nearer to the school receiving the higher priority.

Siblings and multiple birth groups

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, all siblings* would be admitted even if this goes above the planned number for the school.

*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.

How to apply

The Local Authorities in which IFtL schools sit co-ordinate the admission arrangements for all schools in that Local Authority.

- Milton Keynes:
 - o Procedures for applying to x school are explained at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions/> which includes a guide for parents and carers.

It is important that parents and carers read this information carefully and meet the deadlines as indicated within. Deadline dates for the return of applications are set by the Local Authorities. Applications must be returned as indicated in the above web addresses.

Waiting lists

A waiting list will operate for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the council on behalf of the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

Infant Class Size Legislation

Rickley Park 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 school teacher.

Deferred entry for infants

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made. Admission of children outside their normal age group, parents may request that their child is admitted outside their normal age group. When such a request is made for a child due to start school, you should make your application at the standard application point and at the same time, submit your request in writing to:

- Milton Keynes:
 - o Milton Keynes City Council at primaryadmissions@milton-keynes.gov.uk

Listed catchment area:

(each school to name relevant catchment areas)

No changes are proposed to these

Admissions for other years

Applications for other years (other than the year of intake) are also made through the relevant Local Authorities who organise the co-ordinated scheme for 'in-year admissions'.

- Milton Keynes:
 - o Parents / carers must apply through <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

Appeals (this should reflect any information already on the school's website but leave this paragraph if nothing else available)

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code. Appellants should contact the Education Access Team at Milton Keynes Council / North Northamptonshire Council as relevant for information on how to appeal. Details will be included in your decline letter.