



# Oxley Park

## Academy

DREAM BELIEVE ACHIEVE

TWO SITES  
ONE HEART  
ONE MISSION  
ONE SCHOOL

#### EXECUTIVE PRINCIPAL

Mr Noel Springett-McHugh BEd (Hons)

#### PRINCIPAL OF OXLEY PARK CAMPUS

Mrs Karen Draper BEd (Hons)

## ADMISSION ARRANGEMENTS

### Entry to Foundation September 2020

The Governing Body 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 on-line application system. The defined catchment area for Oxley Park Academy is Oxley Park and Kingsmead. 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.*

#### **Procedures for Admission at Reception**

Although the Academy is the Admissions Authority, the Local Authority (LA), as required by the Department of 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 careers" handbook. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines.

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.**

### **Admission of children in Reception outside their normal year 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. If the child has been born prematurely, parents should include these details in their application. Applications will also be discussed with relevant Local Authority and other agency professionals where appropriate. A decision will be made based on the circumstances of each case and parents will be informed of the reasons for the decision in writing.

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

### **Oversubscription criteria**

The admission numbers for Oxley Park Academy takes the above into account. If there are fewer applications for an Academy than there are places available, everyone is offered a place.

After the admission of pupils with a statement of Special Educational Needs/Education Health Care Plan naming the Academy, Governors use the following criteria to decide which children should be offered places when there are more children wanting to go to the Academy than there are places available.

1. Looked after children/Children in Care (as defined by Section 22(1) of the Children Act 1989) and children who were looked after, to include children who were previously in care outside of England, but ceased to be so because they were adopted, or became subject to a residence order or special guardianship order.
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 live outside the Academy's defined catchment area.

### **Definitions used within the Oversubscription criteria:**

**Distance Tie-breaker** - 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 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.

**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.

### **Waiting Lists**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. This waiting list will be maintained by the Academy in order of the oversubscription criteria set out above and not in the order in which applications are received or added to the list. Looked after children and previously looked after children will take precedence over those on the waiting list. The Local Authority holds a waiting list until the end of the autumn term, at which point parents/carers will be consulted on whether they still wish to remain on the waiting list.

### **Independent appeals**

Parents have the right to an independent appeal hearing in the event that their child is declined admission to the academy.

### **Application Procedures, Late Applications and Timetable for admissions to reception classes at Oxley Park Academy for September 2020**

Application to Oxley Park Academy is not dependent on any ability test and in order to apply for a place at the Academy, you should apply online for a school place. Further information is available on the Milton Keynes website at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

Parents/carers will be advised of the outcome of their applications on the published date or the next working day. Unsuccessful applicants will be given reasons related to the oversubscription criteria listed above and advised of their right of appeal to the independent appeals panel.

Late applications will be considered if a vacancy occurs. If no vacancy occurs, then the late application will be added to the waiting list.

The admission of pupils with a statement of Special Educational Needs/Education Health Care Plan, where the LA has agreed to name the Academy on a child's statement (under Section 324 of the 1996 Education Act), is dealt with by a completely separate procedure. This procedure is integral to the making and maintaining of statements by the Local Authority. Details of this separate procedure are set out in the Special Educational Needs Code of Practice.

**The school may request 2 proofs of residence of the permanent home of the child. One of these must be a notification of Child Benefit from HMRC unless the parent/carer is not entitled to Child benefit when another proof of residence must be provided. Another proof of residence must be a council tax document, child's medical card, a gas or electricity bill, bank or building society letter or similar.**

**Confirmation of date of birth of the child will also be required.**

**Note**

*Unfortunately, it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try and get a place at a particular Academy or school, for example by giving the address of a relative instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn.*

**Process of Application other than at main point of entry (In-Year Admissions)**

Applications for in-year admission to Oxley Park Academy are made through Milton Keynes Council, 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.

Parents have the right to an independent appeal hearing in the event that their child is declined admission to the academy.

**Waiting List**

In addition to the right of appeal, unsuccessful candidates will be offered the opportunity to be placed on a waiting list. The waiting list will be maintained by the Academy in order of the oversubscription criteria, as detailed above for entry to foundation stage, and not in the order in which applications are received or added to the list.

The waiting list is in place for the academic year and places are offered from the waiting list. If a place is offered, it will be for a specific campus. If you require a different campus, please contact the Academy.