



Admission Arrangements 2023-2024

Milton Keynes City Council is the Admission Authority for Cedars Primary School.

Cedars Primary School has a Published Admission Number (PAN) of 45 for entry into Reception. The school will accordingly admit 45 pupils to Reception each year if sufficient applications are received. All applicants will be admitted if 45 or fewer apply.

If there are more than 45 applications, and the school is oversubscribed, then after applicants with an Education, Health and Care (EHC) plan which names the School have been admitted, priority for any remaining places will be given to those children who meet the oversubscription criteria set out below.

Oversubscription Criteria

1. Children who are looked after (LAC) and all previously looked after children (PLAC) including those 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 (IAPLAC), (please see definitions below).
2. Siblings of children who are attending the school at the time allocations are made and are expected to be on roll at the school at the time of the proposed admission and the place of residence is within the catchment area of the School.
3. The child's place of residence is within the catchment area of the school and there is no sibling.
4. Siblings of children who are attending the school at the time of allocations are made and are expected to be on roll at the school at the time of the proposed admission and the place of residence is outside of the catchment area of the school.
5. Children of staff at the school where the member of staff has 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. "Distance" from the school to the place of residence.

In the event of there being more applicants meeting any of the criteria above places will be allocated in distance order using the distance between the child's normal home address and the school's main entrance, measured in a straight line, using the council's computerised measuring system with those living closest to the school receiving the higher priority. In the unlikely event of joint oversubscription, having exhausted distance, random allocation will be used as the ultimate tie breaker.

For applicants living in flats, the distance will be measured from the school's main entrance to the front door of the ground floor flat underneath the applicant's main residence. Where two or more pupils live at the same distance, the tie breaker will be random allocation.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or other children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

Waiting list

If the school receives more applications than there are places available, a waiting list will be maintained by the Milton Keynes City Council.

Cedars Primary School works in accordance with the **Fair Access Protocol** held by the Local Authority (Milton Keynes City Council); should a vulnerable child within the protocol require a place at the School, they will take precedence over any child on the waiting list.

Late applications

Applications received after the published closing date are late applications and will be dealt with in accordance with the Local Authority's co-ordinated admissions scheme. The Local Authority processes late applications after those applicants who applied on time. You are encouraged to ensure that your application is received on time.

In-Year Admissions

Milton Keynes City Council will coordinate in-year admissions and contact the school.

Admission below compulsory school age and deferred entry

The school must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents must notify Milton Keynes City Council in writing of their intention to delay their child's start date.
- c) Parents also have the right for their child to be admitted on a part-time basis during the Reception Class year, but not beyond the point at which they reach compulsory school age.

After a place at the school has been allocated by the normal admissions round, parents may wish to visit Cedars Primary School if they are considering deferring their child's entry or opting for admission to Reception part-time. Parents will have the opportunity to discuss their child's readiness for school, and the School will be able to explain the provision on offer to children in Reception, and how it is tailored to meet the needs of the youngest pupils.

Admission outside the normal age group

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may *request* that they are admitted out of their normal age group – to Reception rather than Year 1. Summer born children applies to those born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for summer born children to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

Parents do not have the right to insist that their child is admitted to a particular year group. Milton Keynes City Council and Cedars Primary School will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their Application Form to the Local Authority for a school place. At the same time, parents should also write to the Headteacher to request admission out of the normal age group. Parents should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. The decision made by Milton Keynes City Council will be based on the individual circumstances of each case and in the best interests of the child concerned. In making the decision, Milton Keynes City Council will consider the views of the Headteacher.

Appeals

Parents have a right to appeal the decision of the admission authority. Parents have at least 20 school days from the date of their refusal letter to submit their written appeal and should explain clearly the reason(s) for their appeal. Appeals will be heard by an independent panel and will normally be held within 40 school days of the closing date for receiving the notice of appeal.

Some Definitions

Looked after children

The highest priority in the oversubscription criteria must be given to looked after children and previously looked after children. 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) at the time of making an application to a school.

A **previously looked after child** is a child who was looked after, but ceased to be so because they were **adopted** or became subject to a **child arrangement order** (formerly known as a residence order) or a **special guardianship order** immediately following having been looked after, including those who appear to the school to have been in state care outside of England (i.e. in the care of or accommodated by a public authority, religious organisation or any other provider whose sole/main purpose is to benefit society) and ceased to be in state care as a result of being adopted. The admission authority may request a copy of the adoption order, child arrangement order or special guardianship order and a

letter from the local authority/care provider that last looked after the child confirming that he or she was looked after immediately prior to that order being made.

An **adoption order** is an order under Section 46 of the Adoption and Children Act 2002. A **child arrangement order** settles the arrangements as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangement order. Section 14A of the Children Act 1989 defines a **special guardianship order** as an order which appoints one or more individuals to be a child's special guardian(s).

Resident

The normal family home is taken as the address where the child is resident and at which the person or persons with parental responsibility for the child resides. Where parents live at separate addresses and have joint custody, the address used will be the one where the child spends the main part of the school week (e.g. Sunday night to Thursday night inclusive). Where responsibility for a child is shared evenly, the school will follow the process used by the Local Authority (see [Milton Keynes- School Admissions](#)). Childcare arrangements involving relatives' addresses do not qualify as normal family addresses for this purpose unless there is a Child Arrangement Order in place.

For children of UK service personnel and crown servants, the school will not refuse to process an application or refuse a place solely because the family do not yet have an intended address, or do not yet live in the area. The school will use the address at which the child will live when applying oversubscription criteria, as long as some evidence of their intended address is provided. The School will use a Unit or quartering address as the home address where requested.

Sibling (brother or sister)

Sibling is a brother or sister, half brother or sister, adopted brother or sister, step brother or sister, foster brother or sister or the child of the parent's/carer's partner living in the same family unit in the same family household and address who attends the School in any year group excluding Year 6. Children residing in the same household as part of an extended family, such as cousins, will not be treated as siblings.

Distance

The distance measure is provided by the Local Authority. The Local Authority uses its computerised geographical information system to calculate the straight line distance from the front door of the child's home to the front door of the main reception of the School.

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>