



Millbrook Junior School Admissions Policy for September 2019 Entry

The Published Admission Number (PAN) for the school is 120.
The expected number of children on roll is 480.

Places will be allocated to pupils who have an Education, Health and Care (EHC) Plan that names the school as appropriate provision.

Oversubscription Criteria

Where there are more applications for places than places available, places will be allocated in the following order of priority:

1. Children in public care or previously in public care. Children previously in public care are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order);
2. Children of staff at Millbrook Junior School;
3. Children who live on the Ise Lodge Estate, (see map held in the school office) who have a sibling attending Millbrook Junior School. The sibling must still be attending Millbrook Junior School when the child is admitted to the Millbrook Junior School;
4. Children who live on the Ise Lodge Estate, who attend Millbrook Infant School;
5. Children who live on the Ise Lodge Estate, who have a sibling attending Millbrook Infant School. The sibling must still be attending the Infant School when the child is admitted to Millbrook Junior School;
6. Children who **do not** live on the Ise Lodge Estate, who have a sibling attending Millbrook Junior School. The sibling must still be attending Millbrook Junior School when the child is admitted to Millbrook Junior School;
7. Children who **do not** live on the Ise Lodge Estate, who attend Millbrook Infant School;
8. Children who **do not** live on the Ise Lodge Estate, who have a sibling attending Millbrook Infant School. The sibling must still be attending the Infant School when the child is admitted to Millbrook Junior School;

9. Children living on the Ise Lodge Estate;

10. Other children.

Tiebreaker

If the admission number for the school is exceeded within any criterion, priority will be given to those who live closest to the school (see 'Distance Measurements' below).

Late Applications

'Late' applications refer to applications received after 5pm on 15th January 2019. They will be dealt with as detailed below and processed in further rounds of allocations.

Waiting Lists

A waiting list will be established. Requests must be made in writing and places will be allocated in accordance with the oversubscription admission criteria above.

Notes and Definitions

Looked after children are children who are (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 application to a school.

Previously looked after children are children who were looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order or special guardianship order).

Distance Measurements are measured on a straight line basis from the address point of the child's home to the address point of the School, using a geographical information system. Each address has a unique address point established by the most valuable elements from the National Land and Property Gazetteer (NPLG), Ordnance Survey Master Map, Royal Mail Postal Address File and The Valuation Office Agency. The address point for a property does not change.

In the case where there are multiple applications from the same shared dwelling (e.g. Flats) or where there are two homes where the distance from the address point of the home to the address point of the school (using the system referred to above) is identical, random allocation, supervised by a suitable independent person, will be used to decide the priority in which applicants are selected in the event of a tiebreaker.

Definition of child's home address/residence

The child's home address means the permanent residence of the child at the time of application. Parents/carers may be asked to provide proof of a claim of residence at any time during the admission process.

The address must be the child's only or main residence that is either:

- ❖ Owned by the child's parent(s) or carer(s);
- ❖ Leased to or rented by the child's parent(s) or carer(s) under a lease or written rental agreement of not less than 6 months duration. The property leased must be where the family lives.

Please note – if false or misleading information is used to try and gain a place, this may lead the Millbrook Junior School Board of Governors to reject the application or to withdraw the offer of a place.

Definition of Sibling

A brother or sister living at the same address as the applicant (i.e. within a family unit) including:

- ❖ a brother or sister sharing the same parents;
- ❖ a half-brother or half-sister where two children share one common parent;
- ❖ a step brother or step sister, where two children are related by a parents' marriage/civil partnership;
- ❖ a child who has been adopted or is fostered by parents/carers who have other children.

Separated parents

If a child lives with separated parents, the home address will be treated as the place where the child sleeps for most of the school week (i.e. Sunday night – Thursday night inclusive). If the child spends an equal amount of time at 2 addresses, the parents must decide which address they wish to use as the child's main address for the application. **Please note** – if false or misleading information is used to try and gain a school place, this may lead the Millbrook Junior School Board of Governors to reject the application or to withdraw the offer of a place.

Late applications

Late applications are any application forms (known as Common Application Forms (CAFs)/Preference Forms) received by the local authority after its deadline of 5pm on 15 January. Late applicants will not receive an offer of a school place by the local authority on Offer Day (16 April), but their application will be processed one of the following round of allocations (for details of when these are – refer to the local authority's composite prospectus).

Waiting lists

All applicants who are unsuccessful at gaining a place for their child at the School may wish to place their child's name on the waiting list. To do so, parents/carers must contact the School and request that their child's name is placed on the waiting list. This should be done by email/in writing to NCC Admissions www.northamptonshire.gov.uk/admissions

If a place becomes available at the Millbrook Junior School, it will be allocated according to the oversubscription criteria (see above), not on a first come, first served basis.

A child's name will remain on the waiting list until the end of the school term in which the application was made. If parents/carers wish their child's name to stay on the waiting list for the remainder of the academic year, they must email/write to the School at the beginning of each term to renew their interest i.e. in January and /or following the Easter break (April/May). Please note a new application form will have to be completed if parents/carers want their child's name to remain on the waiting list in the following academic year.

Please note – placing a child's name on the waiting list does not affect applicants' right to appeal.

Right of appeal

If applicants are refused a place at the school, they have the right to appeal against the decision to an independent Admission Appeals Panel. Those wishing to appeal should write to or email to NCC: www.northamptonshire.gov.uk