

## TRUST ADMISSIONS POLICY 2026-2027

|                        |                                                                                                                                    |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| Audience               | Trust Leaders, Senior Office Manager, Office Managers, Prospective Parents, Milton Keynes Council & West Northamptonshire Council, |
| Consultation Period    | 1 October 2024 to 31 <sup>st</sup> January 2025                                                                                    |
| Ratified               | February 2025                                                                                                                      |
| Other Related Policies | n / a                                                                                                                              |
| Policy Owner           | Trust Board                                                                                                                        |
| Review Frequency       | Annually updated policy                                                                                                            |

\*The Admission Arrangements for Broughton Fields have been the subject of appropriate consultation and scrutiny and determined at the appropriate time by Milton Keynes Council, prior to academy conversion in September 2026 and adopted as part of the transition arrangements.

### Ownership

Preston Hedges Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, [clerk@prestonhedges.org](mailto:clerk@prestonhedges.org) to whom any change requests or queries should be directed.

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### 1. Preston Hedges Trust

The Preston Hedges Trust consists of:

- Broughton Fields Primary School
- Buckton Fields Primary School
- Holne Chase Primary School
- Parklands Primary School
- Pineham Barns Primary School
- Preston Hedge's Primary School.

All our schools are founded on the Trust's key principles of Fun, Creativity and Achievement, whilst having their own unique curriculum, values, ethos and leadership.

### 2. Published Admission Numbers

Each school has a Published Admission Number of 60 for entry into Reception, with the exception of Holne Chase Primary School, which has a Published Admission Number of 30. Each school will admit this number each year if there are sufficient applications. Where fewer applications than the Published Admission Number for the relevant year group are received, the Trust will offer places at the school to all those who have applied.

### 3. Application Process

The process for applications for reception places at the school will follow the West Northamptonshire or Milton Keynes Co-ordinated schemes.

Milton Keynes:

<https://www.milton-keynes.gov.uk/schooladmissions>

West Northamptonshire:

<https://www.westnorthants.gov.uk/school-admissions-and-appeals>

The closing date for applications for September 2026 will be 15<sup>th</sup> January 2026.  
Offers will be made on National Offer day (16 April or the next working day)

Applications for a Reception place should in all cases, be made to the child's home local authority.

Applicants whose children live in Milton Keynes should visit:

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

Applicants whose children live in West Northamptonshire should visit:

<https://www.westnorthants.gov.uk/primary-school-places/apply-primary-school-place> for information and to make an application.

#### 4. In Year Applications

If you are moving into the area or wish to change schools during the school year or at the start of the school year, other than Reception, you will need to make an application for an in-year place. The schools within the Trust manage their own in year admissions.

To apply for an in-year place at the school the application form can be obtained from each individual school website

Completed forms should be returned to each school. We will offer in year places up to the overall capacity of the year group. If you move into the linked area, we cannot guarantee a place at a school if the number of children has reached the overall capacity. All in-year applications will be considered, depending on the availability of places, and prioritised according to the oversubscription criteria.

#### 5. Oversubscription Criteria

When a school is oversubscribed after the admission of children with an Education, Health and Care Plan naming the school, priority for admission will be given to those children who meet the criteria set out below in priority order. The following definitions apply across all schools within the Trust.

\*Brother or sister (sibling) is defined in these arrangements as children who live as brother or sister in the same house, including natural brothers or sisters, adopted siblings, stepbrothers or sisters and foster brothers and sisters.

#### \*\* Home Address (child)

The child's home address is defined as the address at which the child normally resides with their parent / carer on the closing date for applications (15 January).

When we refer to a child's home address, we mean the permanent residence of the child. This address should be the child's only main residence which is

- owned by the child's parent(s) / carer(s) or
- leased to or rented by the child's parent(s) / carer(s) under a lease or written rental agreement of not less than six months<sup>3</sup> duration.

When parents live separately and the child spends time with each parent, 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 equal amounts of time at two addresses, the parents must agree which address they wish to be the ~~child's~~ main

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned.

### 5.1 Broughton Fields Primary School

1. Children who are Looked After and all Previously Looked after Children, 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 (IAPLAC)
2. Children eligible for service premium #
3. 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.
4. The child's place of residence is within the catchment area of the school and there is no sibling
5. Siblings of children who are attending the school at the time allocations are made and are expected to be on roll at the time of the proposed admission and the place of residence is outside of the catchment area
6. 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 to the school is made and / or when a member of staff is recruited to fill a vacant post at the school for which there was a demonstrable skill shortage.
7. Distance from the school to the place of residence

#### Service Premium

The service premium is additional funding paid annually to schools under section 14 of the Education Act 2002 for the purposes of supporting the pastoral needs of the children of Armed Services personnel

The catchment area is Broughton west of Milton Road and South of Broughton Brook (Milton Road even house numbers to the south of Broughton Brook and all odd numbers), Atterbury and Broughton Village. The school is part of the Oakgrove liaison group (cluster group).

## 5.2 Buckton Fields Primary School

1. Looked After Children and all previously looked after children. (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: 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 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 with a sibling\* continuing at the school at the time of admission of the child.
3. Children of qualified teaching staff 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstrable skills shortage.
4. Children who live closest to the school on a straight-line basis and live within the defined area.\*\*\*
5. Other children.

\*\*\*Please note: The defined area is the area within the Buckton Fields Housing development. Additionally, those houses, both odd and even numbers, within Valley Way, to the West of the Welford Road (A5199) and to the South of Northampton Road.

### 5.3 Holne Chase Primary School

1. Looked After Children and all previously looked after children. (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: 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 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. Siblings\* of pupils 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 pupil's place of residence is within the catchment area\*\*\*\* of the school and there~~ is no sibling.
4. Siblings\* of pupils 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 outside of the catchment area of the school.
5. Pupils of qualified teaching staff 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstratable skill shortage.
6. ~~"Distance"~~ from the school to the place of residence

\*\*\*\*Catchment area:

The area of Bletchley bounded by the branch railway line to the South, Newton Road (odd numbers) and Shenley Road (even numbers 2 18) to the West, then along Church Green Road (even numbers) and Buckingham Road to the junction with the main railway line plus Bletchley Park which is shared with Rickley Park Primary School. This area includes Alford Place, Colossus Way, Enigma Place, Faulkner Drive, Hinsley Walk, Turing End, Turing Gate and Ultra Aven

#### 5.4 Parklands Primary School

1. Looked After Children and all previously looked after children. (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: 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 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 with a sibling\* continuing at the school at the time of admission of the child.
3. Children of qualified teaching staff 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstrable skills shortage.
4. Children who live\*\* closer to the preferred school than any other school.
5. Other children

## 5.5 Pineham Barns Primary School

1. Looked After Children and all previously looked after children. (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: 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 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 with a sibling\* continuing at the school at the time of admission of the child.
3. Children of qualified teaching staff 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstrable skills shortage.
4. Children who live\*\* closest to the preferred school within the defined area.
5. Other Children.

Please note: The defined area is from Junction 15A of the M1 to the A4500 / A5076 roundabout in Upton. From the A4500 / A5076 roundabout in Upton to Upton Valley Way North. Upton Valley Way North is used as a boundary to define the area until it merges with Nectar Way and includes those properties to the east of Upton Way North. Nectar Way is defined as the boundary until it merges with Cob Drive, which leads to Swan Valley Way. Swan Valley Way reconnects the defined area to Junction 15A of the M1 via the A43.

## 5.6 Preston Hedges Primary School

- 1 Looked After Children and all previously looked after children. (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: 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 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 with a sibling\* continuing at the school at the time of admission of the child.
- 3 Children of qualified teaching staff 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 when a member of staff is recruited to fill a vacant post at the school for which there was a demonstrable skills shortage.
- 4 Children who live\*\* closest to the preferred school within the defined area.
- 5 Other children.

Please note: The defined area is the A45 to the West, the B526 Newport Pagnell Road to the North, Wooldale Road to the South and the extent of the Wootton Fields development to the East and Southeast including those properties leading from Lady Hollow Drive. Additionally, the defined area will include the properties within the extent of the St Georges Fields development, Pagnell Court and those houses to the West and East of Landimore Road within the development defined as Landimore Park bounded by Gowerton Road to the North and the B526 to the South. A map is provided to demonstrate the linked area.

## 6 Tie Break Criteria

If the admission number is exceeded within criterion (2-5) for Buckton Fields, Parklands, Pineham Barns and Preston Hedges, priority will be given to those who are closest to the school on a straight-line basis.

Holne chase , Broughton Fields will apply tie break criteria where 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, with those living closest to the school receiving ~~the higher priority. In the unlikely event of joint over-subscription, having exhausted~~ distance, random allocation will be used as the ultimate tiebreaker.

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 tiebreaker will be random allocation.

For all schools a representative of the Trust will undertake measurements on the ~~schools~~ behalf for In-year applications.

The measurements for initial Year R applications are undertaken entirely by Milton Keynes Council (Holne Chase and Broughton Fields) or West Northamptonshire Council.

In Northamptonshire schools, distances are measured from the address point of your home to the address point of the school on a straight-line basis, 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.

Where two or more children share a priority for a place in any criterion e.g. where two children live equidistant from the school, these places will be allocated using random allocation undertaken by an independent body.

However, if children of multiple births are tied for the final place those siblings will be admitted over PAN as permitted by infant class size rules.

## 7 Late Applications

All applications received by the Local Authority after the deadline will be considered to be late applications. Late applications will be considered after those received on time. If, following consideration of all applicants the school is oversubscribed, parents may request ~~that their child is placed on the school's waiting list.~~

## 8 Deferred Entry for Infants & Admission of Children Outside Their Normal Age Group

Parents offered a place in reception for their child have a right to defer the date their child is admitted, or to take up the place part-time, until the child reaches compulsory school age in line with the School Admissions Code.

Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

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 may request that their child is admitted outside their normal age group. This includes the parents of a Summer born child requesting that their child is admitted to Reception rather than Year 1 in the September following their 5<sup>th</sup> birthday.

If a parent would like the Trust to consider a deferral, they should contact the Trust. The email for this is: [claire.clayson@prestonhedges.org](mailto:claire.clayson@prestonhedges.org)

When such a request is made, the Trust will decide based on the circumstances of each individual case and in the best interests of the child. This approach is in line with the School Admissions Code (DFE 2021). The Trust will take into account the views of the Principal and any supporting evidence provided by the parent in reaching their decision.

## 9 Application Process for Summer Born Children

In accordance with the School Admissions Code, the process for requesting such an admission is as follows:

The parent or carer must make an application to the admissions authority, which in this case is ~~the Preston Hedges Trust, for the child to be admitted outside of their normal year group~~

The Admissions Authority, in accordance with the DFE ~~Schools~~ Admission Code, is responsible for making the decision to which year group a child should be admitted. They are required to decide based on the circumstances of each individual case and in the best interests of the child concerned. Therefore, parents wishing to make an application must include information regarding the following:

- The ~~child's~~ academic, social and emotional development;

- Where relevant, the ~~child's~~ medical history and the views of a medical professional;
- Whether the child has been previously educated outside of their normal age group;
- Information about whether the child may have naturally fallen into a lower age group if it were not for being born prematurely should also be included.

This information then needs to be sent to the Principal of the school to which the application has been made, well in advance of the closing date for Reception places (15 January). The Trust will then meet to discuss the request with due regards to the following:

- School Admissions Code.
- Information presented from the family, as outlined above.
- The views of the Principal.

## 10 Outcome of the Application

A member from the Trust involved in the process will then write to the parent or carer notifying them of the outcome, setting out clearly to which year group the child should be admitted, providing clear information about the reasons for this decision.

Where the Trust agrees ~~to a parent's request for their child to be admitted out of their normal~~ age group, the parents must make a new application as part of the main admissions round for Reception the following year. The local authority and admission authority must process the application as part of the main admissions round, unless the parental request is made too late for this to be possible, or based on determined admission arrangements, including the application of oversubscription criteria. They must not give the application lower priority on the basis that the child is being admitted out of their normal age group. Parents have a statutory right to appeal against the refusal of a place at a school for which they have applied. This right does not apply if they are offered a place at the school, but it is not in their preferred age group.

If the Trust does not agree to the application being delayed, there is no right of appeal against that decision. The parents / carers will need to make an application to the relevant admission authority or local authority for a place in Reception by the closing date for Reception places or make an in-year application for a Year 1 place at the appropriate time.

## 11 Children of UK Service Personnel and Crown Servants

For families of service personnel with a confirmed posting, or crown servants returning from overseas, the schools will (in accordance with the School Admissions Code and oversubscription criteria)

- a) allocate a place in advance of the family arriving in the area (if one is available), provided the application is accompanied by an official letter that declares a relocation date.
- b) use the address at which the child will live when applying their oversubscription criteria, as long as the parents provide some evidence of their intended address. This includes a unit or gateing address as the child's home address, where a parent requests this.

## 12 Waiting Lists

The school will operate a waiting list for each year group.

Where in any year the Trust receives more applications for places than there are places available, a waiting list will operate during the remainder of the academic year that the request was made.

This will be maintained by the Trust, and any parent may ask for his or her child's name to be placed on the waiting list, following an unsuccessful application.

A child'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.

## 13 Appeals

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. The Trust uses the services of the Local Authority Appeals Team to coordinate its appeal process.

Appellants should go to each individual school website for information about the appeals process and submit an online appeal form. For applications made in the normal admissions round appeals will be heard within 40 school days of the deadline for lodging appeals. For applications for in year admissions, appeals will be heard within 30 school days of the appeal being lodged.



