



Admissions Policy

GERMANDER PARK SCHOOL For Academic Year 2019/2020

Moving to a new school is a very important stage in the life of any child.

This policy has been prepared to help you understand the admission arrangements for your son/daughter if you wish to attend Germander Park School from September 2019 onwards.

The Governors, who are responsible for admissions to this Foundation status infant's school, have agreed to admit 60 pupils for each year group. These arrangements and the admissions criteria (below) are reviewed annually.

Children with a statement of special educational need or an Education Health Care Plan (EHC) naming **Germander Park School** will always be offered places.

When there are more applications than there are places available the Governors will admit pupils according to the following criteria, which are listed in order of priority.

- 1) Children looked after by a Local Authority, including those who were previously in care, who immediately after being in care became subject to an adoption, residence, or special guardianship order and those children who were previously in care outside of England.
- 2) Children who live in the defined area of Conniburrow including Dansteed Way, Silbury Boulevard, Saxon Gate and Marlborough Street.
- 3) Children with a sibling attending the school in the academic year of admission.
- 4) Other applications will be considered, dependent on the availability of places

If there are more applicants than places in any of the above categories, priority will be given to applicants living nearest the school, measured by the shortest walking route from the home address.

An application for a place at the school received after the published return date will only be considered after all prior applications have been looked at in line with the above.

Definitions

Sibling

A sibling is a brother or sister, which for admission purposes means brothers and sisters 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. To be included as a sibling within admissions rules the other child (sibling) should still expect to be in attendance when the applicant child joins the school. Siblings are always checked with the preferred school and it would be helpful if you indicated where the existing child has a different family name



Admissions Policy

Multiple Births

For multiple births, in cases where there is a twin, triplet or other multiple birth group, both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school.

Proof of home address

Proof of permanent home address will be required and will include current council tax statements, utility bills, residence orders or any other documentation considered appropriate. Documents will only be used for the purpose of verifying an applicant's home address.

Fraudulent Information

If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place.

Applying for a school place for children starting school for the first time

Procedures for applying to Germander Park School are explained in the Council's "Admission to Primary Schools in Milton Keynes- A guide for parents and carers" booklet. Parents should familiarise themselves with this information and take a particular note of the definitions provided, dates and deadlines.

Milton Keynes Council co-ordinates admissions to all primary schools in Milton Keynes and parents cannot apply directly to the school.

Parents should apply online from early September 2019 on the council's website <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions/starting-school-for-the-first-time-2019>

This facility is open until the closing date 15th January 2019. If parents do not have access to the internet they can collect an application form from the school. Regardless of how parents apply they must submit it online or send their application before the closing date.

**An application pack can be obtained by telephoning the school. To apply for a place at the school online via Milton Keynes Council visit:
<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>
Completed application can be returned to school, and to Schools Admissions, Milton Keynes Council, Saxon Court, 502 Avebury Boulevard, Milton Keynes MK9 3HS**

It is the policy of the Governors for admission to the Reception Class in the autumn term only, full time, unless there are agreed medical, social or education needs which have been



Admissions Policy

discussed and agreed with the school in advance including deferred entry into the Foundation class.

Allocating Places

The Governing Body will consider all the applications in line with the published criteria shown above and advise the School Admissions Team whether places can be offered. The Schools Admissions Team will write to parents on 18th April 2018 and issue an email to those who applied online to confirm whether a place can be offered.

If a place cannot be offered the Schools Admission Team will confirm an alternative school.

Prospective parents should note that it is generally not the school's policy to allocate a place for a child to a year above or below that of the child's chronological age

In Year Admissions

The above criteria will be applied if in year vacancies arise during the school year and there are more applicants than places.

Late Applications

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

Waiting List

A waiting list will be maintained in the order of the oversubscription criteria and families will be contacted to see if they wish to remain on the list.

Independent Admissions Appeal Committee

Parents who are not offered a place for their child in the Foundation Class (60 places) are entitled to appeal to an independent committee under provisions of the School Standards and Framework Act 1998 as amended by section 40 of the Education & Inspections Act 2006, only if there is maladministration, an unreasonable decision or the admission criteria are non-compliant. Parents wishing to appeal in these circumstances should complete an appeal form available from the school. The form should be sent to the Clerk to the Appeal Committee, via the school, within 20 school working days from the notification of the decision not to admit.