



## **Whitehouse Primary School Admission Arrangements for 2024/25**

Whitehouse Primary School  
Vaynol Way  
Whitehouse  
Milton Keynes  
Buckinghamshire  
MK8 1AG

Whitehouse Primary School is a school located in the new development of Whitehouse, Milton Keynes. The school opened in September 2016. The admissions authority for the school is the Inspiring Futures Through Learning - Board of Trustees.

### **Catchment area**

The catchment area for Whitehouse Primary School for the 2024/25 academic year will be the development of Whitehouse in Milton Keynes.

### **Admission numbers**

The school has a Published Admission Number (PAN) of 90 for entry in the Reception year.

### **Application process**

Although IFTL Board of Trustees is the admissions authority for Whitehouse Primary School, the Local Authority (LA), as required by the Department for Education (DfE), co-ordinates the admission arrangements for all schools/academies in Milton Keynes and will communicate all decisions to parents/carers.

### **Starting school for the first time (Year R) - application process**

For children starting school for the first time into Year R, the council is required by law to coordinate the admissions process for all schools in Milton Keynes and will communicate all decisions to parents/carers. Procedures for applying to any school are explained in the Guide for parents and carers. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines.

The Common Application Form is the only form that will be accepted for children starting school for the first time. There is an online portal on the council's website (<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>), or alternatively a paper form is available on request from the council. No forms will be accepted at the school.

Applications need to be completed and returned to Milton Keynes Council by the national deadline date.

Applications received after the 1 September 2024 will be processed as a late application – an in-year application.

**IMPORTANT NOTE:** Attendance at our nursery does not guarantee a place at the school in Year R

### **In-year applications Years F-6 – application process**

Parents wishing to make an application for all primary aged pupils who require a place either during the school year or at the start of the school year who are not in the normal “starting school for the first time’ coordination process will need to make an application to the council. Further information and the application form is available online at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

Once a completed application is received, if there are vacancies at the school against the PAN for the relevant year group, the child will be admitted. If, however, the school is oversubscribed, the application will be declined. Parents may request that their child is placed on the school’s waiting list and the right of appeal will be offered.

### **Oversubscription criteria**

When the school is oversubscribed, after the admission of pupils 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:

1. Children who are looked after (LAC) and all previously looked after children (PLAC) 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. A sibling at the school who is expected to be on roll at the school at the time of admission and the place of residence is within catchment of the school
3. The child’s place of residence is within catchment area of the school and there is no sibling on roll at the school
4. There is already a sibling on roll at the school at the time of admission and the place of residence is outside of the catchment area
5. Children of staff at the school  
Priority will be given to children of staff in either or both of the following circumstances:  
a) 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 b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
6. Other children

*\*A sibling is defined as a birth sibling and also includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.*

### **Tie-break**

Where children of multiple births are tied for the final place, we will admit such siblings even if this means exceeding PAN. For other children where oversubscription results in the PAN being reached within one of the five priorities, then priority will be given to those living closest to the school using distance between the child's home address and the school's main entrance, measured in a straight line by the council's computerised system. If two applicants live exactly the same distance from the school, random allocation will be used as the ultimate tie-breaker.

### **Waiting lists**

A waiting list will operate for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. This will be maintained by the council on behalf of the Academy Trust and it will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children'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.

### **Infant Class Size Legislation**

Whitehouse Primary School is required to comply with the infant class size rules which requires that each Reception, Year 1 and Year 2 class must have no more than 30 children with a school teacher.

### **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. Appellants should contact the Education Access Team at Milton Keynes Council for information on how to appeal. Details will be included in your decline letter.

### **Deferred entry for infants**

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 offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

### **Admission of children outside their normal age group**

Parents may request that their child is admitted outside their normal age group. When such a request is made for a child due to start school, you should make your application at the standard application point and at the same time, submit your request in writing to Milton Keynes Council at [primaryadmissions@milton-keynes.gov.uk](mailto:primaryadmissions@milton-keynes.gov.uk).

Your request must include any supporting information regarding your child's academic, social and emotional development including any medical views. Your request should be sent

to the council who will then liaise with the school and admissions authority for a decision and you will be informed of the outcome, the Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

**In- year transfer**

Parents requesting such an admission should do so in writing to the Chair of the Local Governing Body who will make a decision on the matter in consultation with the Head teacher. A decision will be based on the individual circumstances of each case and in the best interests of the child concerned. This includes taking into account the parent's views; information about the child's academic, social and emotional development; where relevant their medical history and the views of a medical professional; whether they have been previously educated outside of their normal age group and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.