



Olney Infant Academy *Happily Learning Together*

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Olney Infant Academy Admission arrangements for 2023/24

**Olney Infant Academy
Spinney Hill Road
Olney
MK46 5AD**

The admissions authority for Olney Infant Academy will be the Board of Trustees of the Inspiring Futures Through Learning (IFtL) Multi Academy Trust.

Catchment area

The catchment area for Olney Infant Academy for the 2023 – 2024 academic year is identified as Olney, Weston Underwood, Ravenstone, Clifton Reynes, Warrington, Emberton, Petsoe, Filgrave and Tyringham.

Admission numbers

The school has a Published Admission Number (PAN) of 90 for entry in the Reception year. The school will accordingly admit this number of pupils if there are sufficient applications. Where there are fewer applicants than the published admission number, the Academy Trust will offer places at the school to all those who have applied.

Application process

Although the IFTL Board of Trustees is to be the admissions authority for Olney Infant Academy, the Local Authority (LA), as required by the Department for Education (DfE), coordinates the admission arrangements for all school and academies in Milton Keynes and will communicate all decisions to parents or carers of children starting school for the first time.

Procedures for applying to Olney Infant Academy are explained in the LA publication “Admission to Primary Schools in Milton Keynes – a guide for parents and carers” (available online). Parents should make themselves familiar with this information and take 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 (www.milton-keynes.gov.uk/school-admissions). Alternatively, a paper form is available on request from the Council. No forms will be accepted at the school.

The timeline for admission will be in line with that of the “Co-ordinated Primary School Admissions Milton Keynes LA Scheme” as set out in the *Guide for Parents and Carers*. Applications need to be completed and returned to the parent’s home Local Authority by the national deadline date of 15 January 2023. Parents will be informed of the outcome on national offer day, 17 April 2023. Applications received after 15 January 2023 and before 1 September 2023 will be processed after

national offer day in line with local arrangements defined in the Guide for Parents and Carers. No forms will be accepted at the school.

Late ('in-year') applications

For the 2022-23 academic year Olney Infant Academy will process in year admission applications for the school. The application form is available from the school office, to where it should be returned.

Applications received after 1 September 2022 will be processed as a late application – referred to in Milton Keynes as an in-year application. Once a completed application is received, if there are vacancies at the school against the PAN, 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 (EHC) plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Looked after children¹ and children who were previously looked after but immediately after being looked after became subject to adoption, a child arrangements order, or special guardianship order.
2. Children living in our reserved area who will have a sibling² still at the school at the time of admission of the other child.
3. Children living in our reserved area who have siblings attending Olney Middle school at the time of entry of the younger child.
4. Other children living in our reserved area.
5. Children living outside the reserved area who will have a sibling still at the school at the time of admission of the other child.
6. Children living outside the reserved area who have siblings attending Olney Middle school at the time of entry of the younger child.
7. Other children living outside the reserved area.

Tie-break

Where children of multiple births are tied for the final place, we will admit such siblings even if this means exceeding the PAN. For other children where oversubscription results in the PAN being reached within one of the priorities, then sub-prioritisation within each priority will take place 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, with those living closest to the school receiving the higher priority. In

1 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).

2 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

the event of joint oversubscription, 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.

Waiting lists

Olney Infant Academy will operate a waiting list for each year group. Where in any year the Academy receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. 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 and where places become vacant they will be allocated to children in accordance with those 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

Olney Infant Academy is required to comply with the infant class size legislation which requires that each Reception, Year 1 and Year 2 class must have no more than 30 children with a qualified 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. Parents should contact the school directly for Information on how to appeal.

Deferred entry for infants

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, the Academy 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 Principal and any supporting evidence provided by the parent.

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 CEO of the IFTL Multi Academy Trust. 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.