



Millbrook Junior School
Dream, Believe, Aspire, Achieve



Millbrook Junior School

Admissions Policy for September 2025 Entry

This policy was approved by the Governors/Trustees on

Chair of Governors/Trustees

1. Aims

This policy aims to:

- Explain **how to apply** for a place at the school
- Set out the school's arrangements for allocating places to the pupils who apply
- Explain **how to appeal** against a decision not to offer your child a place

2. Legislation and statutory requirements

This policy is based on the following advice from the Department for Education (DfE):

- [School Admissions Code](#)
- [School Admission Appeals Code](#)

As an foundation school, the school is required by its funding agreement to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

3. How to apply for a place in the Normal Admissions Round

The **normal admissions round** is the period during which parents/carers can apply for state-funded school places at the school's normal point of entry (Year 3), using the Common Application Form (CAF) provided by their home local authority.

Parents/carers should use the application form provided by their home local authority (regardless of which local authority the schools are in). This form is used to express a preference for a minimum of 3 state-funded schools, in rank order.

Parents/carers will receive an offer for a school place directly from their local authority on National Offer Day (16 April or the next working day)

Parents/carers living in North Northamptonshire, should visit the North Northamptonshire website www.northnorthants.gov.uk/primary-school-places

4.1 Published Admission Number (PAN)

The school has an agreed Published Admission Number (PAN) of 90 children for entry in Year 3. The expected number of children on roll is 360.

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

4.2 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.

4.3 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). If two or more applications cannot otherwise be separated and there is only one place available, a random allocation process will be used to determine who should be allocated the place.

4.4 Late Applications

'Late' applications refer to applications received after 15th January 2025. They will be dealt with as detailed below and processed in further rounds of allocations.

4.5 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.

5. Notes and Definitions

5.1 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.

5.2 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 arrangement order or 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.

5.3 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.

5.4 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.

5.5 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.

5.6 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.

6. Fraudulent or Misleading Applications

The admissions authority (or the LA processing an application on behalf of the admission authority) has the right to investigate any concerns we may have about an application and to withdraw the offer of a place if it is considered that there is evidence that an applicant has made a fraudulent claim or provided misleading information.

7. Conflicting Applications

The LA can only process one application. Where more than one adult share parental responsibility and if the adults live at different addresses, it is important that an agreement be reached on which schools to apply for, prior to making the application.

If multiple applications are received for the same child with conflicting address and/or preferences, or the School Admissions Team is made aware of a dispute between two parents, all applications will be placed on hold and will **not** be processed until:

- a new single application is made, signed by all parties; or
- written agreement is provided from both parents indicating which application they have agreed on; or
- a court order is provided confirming which parent's application carries precedence.

If no agreement can be made, parents are recommended to seek legal advice. If an agreement cannot be reached before the closing date, this may affect the chances of your child being allocated a place at your preferred school/s.

8. 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 15 January. Late applicants will not receive an offer of a school place by the local authority on Offer Day (16 April or the next working day), 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 website).

9. 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 NNC and request that their child’s name is placed on the waiting list. This should be done by email/in writing to NNC Admissions admissions.NNC@northnorthants.gov.uk

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 School Admissions at NNC by the start of each subsequent term (i.e. During the Christmas and Easter breaks) to renew their interest. 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 visit www.northnorthants.gov.uk/school-admissions/appeal-school-place to submit their appeal.

10. Requests for admission outside the normal age group

Parents/carers may seek a place for their child out of their normal age group. They must put their request in writing to the school.

The Admission Authority of the school will consider the request and make a decision on the basis of the circumstances of each case and in the best interests of the child concerned. This will include taking account of:

- the parent’s/carer’s views
- information about 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 previously been educated out of their normal age group
- whether the child may naturally have fallen into a lower age group if it were not for being born prematurely
- the views of the Head teacher of the school concerned

The Admission Authority of the school MUST set out clearly for parents the reasons for their decision about the year group a child should be admitted to.

Parents/carers do not have a right to appeal if they are offered a place at the school but it is not in their preferred age group.