



Part of



Admissions Arrangements for September 2027 intake

Introduction

Tickford Park Primary School is an academy school and, as such, is its own admissions authority. The local academy committee will operate two entry points at the beginning of the academic year (1st September), one for entry to Reception and one for entry to Year 3. Entry in September 2027 is therefore open to children born between 1 September 2022 and 31st August 2023 for Reception and children born between 1 September 2019 and 31 August 2020 for Year 3.

The school works in conjunction with Milton Keynes City Council and details of the co-ordinated scheme for admissions are available in the local authority's booklet, available from the school. This booklet also explains how parents can express a preference for a school and give reasons for that preference. This information can also be accessed online via the website link below:

Process

Applications for entry to Tickford Park Primary School in September 2027 should be made via the Milton Keynes City Council portal that can be accessed via the website link provided above. Alternatively, equivalent paper applications are available from the Council on request. Decisions on which children are to be offered a place will be made by the Local Academy Committee in line with the published criteria. Offers of a place will be made by Milton Keynes City Council in April 2027.

Tickford Park Primary School has a published admission number of 50 children for entry to Reception each year, the school can offer up to a further 16 places to new Year 3 pupils every September as well, mostly for children who are progressing from local infant schools.

The defined area for admissions includes Newport Pagnell east of River Ouzel/ Lovat, bounded on the west by Marsh End Road for Key Stage 1 and pupils transferring at the end of Key Stage 1 for years 3 to 6 from the following villages-

- North Crawley
- Sherington
- Stoke Goldington
- Gayhurst

Admissions Criteria

The school will accept all children with an EHC plan that names Tickford Park Primary School within it. In the event there are more applications than places available, applications will be ranked as follows:

1. Children who are 'looked after', including those who were previously 'looked after' who immediately after being looked after became subject to an adoption, or residence or special guardianship order within the last year.
2. Children who live in the defined area normally served by the school and who have a sibling who will be in attendance at the time of admission. Proof of residence may be required.
3. Children of staff at the school. Where a 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 the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

4. Children who live in the defined area.
5. Children who live outside the defined area and have a sibling on roll at the time of admission.
6. Children who live outside the defined area of the school.

In the event of there being more applicants meeting any of the criteria above, 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, using the council's computerised measuring system with those living closest to the school receiving the higher priority. In the 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 tie breaker will be random allocation.

(For a definition of siblings please see the Milton Keynes City Council Information for Parents booklet.)

There is no automatic right of entry to the school for pupils attending the nursery at Tickford Park Primary School. Separate admissions policies apply for the nursery and the school. The nursery admissions policy is shown below.

Twins and Multiple Births

Where the parent has made the same preferences of school and, through the normal operation of the admission arrangements, the last available place has been allocated to one twin or child from a multiple birth, the other twin or other children from the multiple birth will be offered a place at the school. In such circumstances, both the PAN and the infant class size limit would be exceeded. The other sibling(s) would remain as exceptions to the Infant Class Size legislation for the time they are in an infant class or until the number in the year group falls back to the PAN.

Admission below compulsory school age and deferred entry

The school must provide for the admission of all children in the September following their fourth birthday. Where a child has been offered a place at the school:

- a) that child is entitled to a full-time place in the September following their fourth birthday;
- b) the child's parents can defer the date their child is admitted to the school until later in the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which it was made. Parents must notify Milton Keynes City Council in writing of their intention to delay their child's start date.

c) Parents also have the right for their child to be admitted on a part-time basis during the Reception Class year, but not beyond the point at which they reach compulsory school age. After a place at the school has been allocated by the normal admissions round, parents may wish to visit Tickford Park Primary School and Nursery if they are considering deferring their child's entry or opting for admission to Reception part-time. Parents will have the opportunity to discuss their child's readiness for school, and the School will be able to explain the provision on offer to children in Reception, and how it is tailored to meet the needs of the youngest pupils.

Admission outside the normal age group

Parents may seek a place for their child outside of their normal (chronological) age group, for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to Reception rather than Year 1. The term *summer born children* applies to those born from 1 April to 31 August. These children reach compulsory school age on 31 August following their fifth birthday (or on their fifth birthday if it falls on 31 August). It is likely that most requests for *summer born children* to be admitted out of their normal age group will come from parents of children born in the later summer months or those born prematurely.

Parents do not have the right to insist that their child is admitted to a particular year group. Milton Keynes City Council and Tickford Park Primary School will admit children outside their normal age group only in exceptional circumstances. If parents wish their child to be admitted outside their normal age group they must still make their application alongside children applying at the normal age and must make their request for admission outside the normal age group clear on their Application Form to the Local Authority for a school place. At the same time, parents should also write to the Headteacher to request admission out of the normal age group. Parents should explain why it is in the child's best interest to be admitted outside of their normal age which may include information such as professional evidence as to why this is the case and why an exception should be made in the case of the child. The decision made by Milton Keynes City Council will be based on the individual circumstances of each case and in the best interests of the child concerned. In making the decision, Milton Keynes City Council will consider the views of the Headteacher.

Appeal

If it is not possible to offer a place at Tickford Park Primary School then the applicant will be advised about how they can appeal against that decision. Milton Keynes City Council will also provide information about available places at other schools.

There are established arrangements for appeals against non-admission. Details are available on request via the School Office.

In the event of an unsuccessful appeal against non-admission to the school the Local Academy Committee will not normally consider any further application in the same school year (1 September – 31 August).

The school maintains a waiting list for those children who are not offered a place; the order of priority on the waiting list is the same as the list of criteria for oversubscription.

Fair Access Protocol

When seeking a school place during the year, some children who are eligible will be allocated a place under a Fair Access Protocol. For more information, please read the MK Council Primary Fair Access Protocol, which can be found [here](#).