



PORTFIELDS PRIMARY SCHOOL
ADMISSIONS POLICY

Date	Review Date	Co-ordinator	Committee Responsible
September 2025	September 2026	Headteacher	FGB

2025 Updates:	Pg.
No changes or updates required	

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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 September 2021
- School Admission Appeals Code September 2021

The school is required to comply with these codes, and with the law relating to admissions as set out in the [School Standards and Framework Act 1998](#).

As Portfields Primary School is a Foundation School, this admissions policy is set by our governing body, in consultation with Milton Keynes Authority. The school has our own 'admissions authority'.

3. Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at the school's normal point of entry, using the common application form (CAF) provided by their home local authority.

Looked after children (LAC) are children who, at the time of making an application to a school, are:

In the care of a local authority, or

Being provided with accommodation by a local authority in exercise of its social services functions

Previously looked after children by English local authorities (PLAC) are children who were looked after, but ceased to be so because they:

Were adopted under the Adoption Act 1976 or the Adoption and Children Act 2002, or

Became subject to a child arrangements order, or

Became subject to a special guardianship order

Internationally adopted previously looked after children (IAPLAC) are children who appear (to the admission authority) to have been in state care outside of England and ceased to be because they:

Were adopted

A child is regarded as having been in state care outside of England if they were in the care of or were accommodated by a public authority, a religious organisation, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following his or her fifth birthday (or on his or her fifth birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

4. How to apply

Early Years Foundation Stage

For applications in the normal admissions round you should use the application form provided by your home local authority (regardless of which local authority the schools are in). You can use this form to express your preference for a minimum of three state-funded schools, in rank order.

You will receive an offer for a school place directly from your local authority.

In-Year Applications to EYFS and Year Groups 1 – 6

For in-year applications to EYFS and Year 1 to Year 6, please contact the school directly on 01908 616060 or via admin@portfields.org.

5. Requests for admission outside the normal age group

Parents are entitled to request a place for their child outside of their normal age group.

Please write a letter to the Headteacher or send an email to headteacher@portfields.org to make this request.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and in the best interests of the child concerned. In accordance with the School Admissions Code, this will include taking account of:

Parents' 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 previously been educated out of their normal age group

Whether they may naturally have fallen into a lower age group if it were not for being born prematurely

The Headteacher's views

Wherever possible, requests for admission outside a child's normal age group will be processed as part of the main admissions round. They will be considered on the basis of the admission arrangements laid out in this policy, including the oversubscription criteria listed in section 6.

Applications will not be treated as a lower priority if parents have made a request for a child to be admitted outside the normal age group.

Parents will always be informed of the reasons for any decision on the year group a child should be admitted to. Parents 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.

6. Allocation of places

6.1 Admission number

The school has an agreed admission number of 100 pupils for entry in Early Years Foundation Stage.

6.2 Oversubscription criteria

All children whose Education, Health and Care Plan (EHC) names the school will be admitted before any other places are allocated.

If the school is not oversubscribed, all applicants will be offered a place.

In the event that the school receives more applications than the number of places it has available, places will be given to those children who meet any of the criteria set out below, in order until all places are filled.

In offering places the following criteria will be applied: Children with Education, Health and Care Plan (EHC) will be given priority for admission during the normal admission round for children starting school for the first time.

Where there are more applications than places, places will be allocated as follows:

1. Looked after children (LAC), previously looked after children (PLAC) and internationally adopted previously looked after children (IAPLAC)
2. Pupils living in the defined area, which is the Poets Estate, odd house numbers on Wolverton Road to Lakes Lane one way and to the M1 motorway bridge to the other way, with siblings attending the school at time of admission.
3. Pupils living in the defined area.
4. Pupils living outside the defined area with siblings attending the school at time of admission.
5. Pupils who live outside the defined area

A sibling is a brother or sister, which for admission purposes means brothers and sisters of 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.

6.3 Tie break

In the case of two or more applications that cannot be separated by the oversubscription criteria outlined above, the school will use the distance between the school and a child's home as a tie-breaker to decide between applicants. Distance will be measured in a straight line using the Local Authority's computerised measuring system with those living closest to the school receiving the

highest priority. A child's home address will be considered to be where he/she is resident for the majority of nights in a normal school week.

Where the distance between two children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

6.4 Children below compulsory school age

Where children below compulsory school age are offered a place at the school, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

7. In-year admissions

You can apply for a place for your child at any time outside the normal admissions round. As is the case in the normal admissions round, all children with an EHC Plan that names the school will be offered a place.

Likewise, if there are spaces available in the year group you are applying for your child will always be offered a place.

If there are no spaces available at the time of your application, your child's name will be added to a waiting list for the relevant year group. When a space becomes available it will be filled by one of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

Applications for in-year admissions should be sent to the following email address:

admin@portfields.org

8. Appeals

If your child's application for a place at the school is unsuccessful, you will be informed why admission was refused and given information about the process for hearing appeals. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the following address:

admin@portfields.org

Appeal Deadlines

notification to parent/s of unsuccessful application from school	parent/s have 20 school days to lodge and appeal
school receive appeal	parent/s informed of appeal hearing within 10 school days
appeal decision made	school send appeal decision letters within 5

	school days
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9. Monitoring arrangements

This policy will be reviewed and approved by the governing body every year.

Whenever changes to admission arrangements are proposed (except where the change is an increase to the agreed admission number), the governing board will publicly consult on these changes.