

Millbank Academy Admission Arrangements 2022-23

1.1. Millbank Academy has an agreed admission number (PAN) of 60 pupils.

1.2. The Academy may set a higher admission number as its Published Admission Number for primary provision for any specific year.

2. Process of Application

2.1. Applications for places in the Reception classes will be made in accordance with Westminster City Council's co-ordinated admissions arrangements and will be made on the Common Application Form provided and administered by Westminster City Council.

3. Consideration of Applications

3.1. The Academy will consider all applications for Reception places at Millbank Academy. Where less than the Published Admission Number for any relevant age group are received, the Academy will offer places to all those who have applied.

4. Procedures where Millbank Academy is oversubscribed

4.1. Where the number of applications for admission is greater than the published admissions number, applications will be considered against the criteria set out below. After the admission of pupils with an Education, Health and Care Plan where Millbank Academy is named in the EHC plan, the criteria will be applied in the order in which they are set out below:

Rule A. Children looked after and children who were previously looked after, including those 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 or became subject to a child arrangements order¹ or a special guardianship order².

A "child looked after" 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 (section 22(1) of The Children Act 1989)

Rule B. Medical or Social: Children for whom it can be demonstrated that they have a particular medical or social need to go to the school.

Rule C. Siblings of students currently attending the Academy (not including the nursery) who will continue to do so on the date of admission. The term sibling means a full, step, half, adopted or fostered brother or sister, but not cousins, whose main residence is at the same address. The Academy reserves the right to ask for proof of relationship.

Rule D. Admission of children who live closest to the Academy, as measured by the shortest walking route. The student's permanent address is where he or she normally lives and sleeps and goes to school from. Proof of residence can be requested once offers have been made.

Rule E. Tie-breaker: first of all, Rule 'D' will be used as a tie-break if necessary, in Rules 'B' and 'C' above. Where two children live an equal distance from the school a random allocation will be used as a tie-break.

4.2 If false or misleading information is used to gain entry to the primary, applicants may lose their priority for admission.

4.3 Where the admission of twins, triplets or same-year siblings which would lead to exceeding the Published Admissions Number, priority will be given to the eldest of the siblings.

4.4 Split residence: Where a child lives with parents with shared responsibility, each for part of a week, the address where the child lives is determined using a joint declaration from the parents stating the pattern of residence. The address used will be that where the child spends the majority of the school week. If a child's residence is split equally between both parents, then parents will be asked to determine which is the residential address for the purpose of admission to school. If parents cannot agree on the pattern of residence or the residential address to be used the address used will be that registered with the child's GP.

5. Operation of waiting lists

5.1 The Academy will operate a waiting list for each primary year group. Unsuccessful applicants for entrance to any year group, including any applications received after the closing date for entrance to Reception, will be included in Millbank Academy's waiting list for the relevant year group. The waiting list will operate until the end of the school year.

5.2 Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria set out in paragraph 4 of this Annex without regard to the date that the application was received. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria.

6. Appeals

6.1 Parents/carers will have the right of appeal to an Independent Appeal Panel if they are dissatisfied with an admission decision. The Appeal Panel will be independent of the Academy. The arrangements for Appeals will be in line with the Code of Practice on School Admission Appeals. For further information on how to appeal please contact Westminster County Council.

6.2 The determination of the appeal panel will be made in accordance with the Code of Practice on School Admission Appeals and is binding on all parties. The Academy will prepare guidance for parents/carers about how the Appeals process will work and provide parents/carers with a named contact who can answer any enquiries parents/carers may have about the process.

7. Children attending nursery class

7.1 Parents of children attending the nursery class at a school must reapply for a Reception class place. There is no automatic transfer from the nursery class to the Reception class.

8. In Year Admissions

8.1 Applications for a year group already established (Year 1 to 6 and reception from the start of September) are made on Westminster Council's in-year common application form. If no waiting list is operation and a vacancy exists in the child's chronological year group, a place will be offered. Where a vacancy does not exist, the application will be considered in accordance with the oversubscription criteria and associated admission arrangements.

9. Fair Access Protocol

9.1 The school is committed to taking its fair share of children who are vulnerable and/or hard to place, as set out in locally agreed protocols. Accordingly, outside the normal admissions round the Governing Body is empowered to give absolute priority to a child where admission is requested under any local protocol that has been agreed by both the Local Authority and the Governing Body for the current school year. The Governing Body has this power even when admitting the child would mean exceeding the published admission number.

10. Summer born children

10.1 If a parent wishes his/her summer born child to begin school in the September following his/her 5th birthday i.e. a child born between 1st April - 31st August, they should make the school and the local authority aware of this request at the time of application. Parents must then submit an application in the normal way. This application will be treated in the same way as all other applications and there is no guarantee that an offer will be made.

11. Children educated outside their chronological age group

11.1 Requests for admission outside of the child's chronological year of entry will be considered in accordance with para. 2.17 (Admissions Code). The School, as the admission authority, must make decisions on the basis of the circumstances of each case, informing parents of their statutory right to appeal. This right does not apply if the child is offered a place in another year group at the school. Each case will need to be supported by a professional (e.g. GP, social worker) that provides the reason for admission outside of the chronological year group. 'Parents may request that their child be educated out of his/her chronological age group. Such requests must be made in writing to the Chair of Governors. Governors will consider each request on its own merits and permission will only be given in exceptional circumstances. When the application is made, it will be ranked with all the other applications and no further exceptions will be given. A statutory right of appeal will be given upon refusal if no place has been offered in any school year.