



Loughton School

Current Admissions Criteria

Date last reviewed by school: December 2024

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Policy signed off by Governing Body:11.12.24

Introduction

Moving to a new school is a very important stage in the life of any child.

This policy has been prepared to help you understand the admission arrangements for your son/daughter if you wish them to attend Loughton School.

The School's Oversubscription Criteria

Loughton School admits 480 children aged between seven and eleven years. In September 2025 Loughton School will admit up to 120 children in Year 3.

Loughton is an Academy School and, as such, is its own admission authority. It is the Governing Body of the School which determines the admission criteria and operates the admission process. However, the Local Authority will be co-ordinating admissions across Milton Keynes and will write to parents confirming the school place allocated.

Entry to the school normally takes place in the September of the school year in which a child becomes eight years old.

The school does not operate a selection process and places are available for children of all abilities, irrespective of where they live. However, if there is an excessive demand for places, then places are allocated based on the school's admission criteria.

Applying for a School Place

For children transferring at the end of year 2, Milton Keynes City Council will write to every Parent/Carer with details of how to make an online application. Letters are distributed by the first schools during the Autumn Term. The deadline for application is 15 January of the relevant year and if you do not apply by the deadline, it may adversely affect the chance of your child being offered a place at your preferred school. After the Year 2 transfers in September, any late applications should be made directly to Loughton School and will be treated as an 'in year' application. This, along with applications for Years 4, 5 and 6 should be made using an application form which is available on our website.

The application form asks for straightforward information about you and your child. The address you should give us is your child's permanent address at the time you fill in your application. This should be where your child and you live. If there are reasons why a child does not live at his or her parent's address, the parents should let us know in writing on the application form. If you are about to move into the defined area of the school, an offer of a place will be on condition of provision of evidence of either confirmation of legal exchange of contracts, or a tenancy agreement of at least six months on a property in which you and your family will be living. Failure to do so will mean a place will not be held for your child.

All current applications will be destroyed on 1 July and if a place is required for the next academic year, a new application will need to be made from this date onwards. Please note that no applications will be carried forward.

We aim to respond to all applications within 2 weeks.

Defined Area

A defined area is the area normally served by a school.

Loughton's defined area is Loughton and Shenley Church End, Great Holm south of Highgrove Hill and Attingham Hill, Crownhill to the south of and including Monro Avenue and Marley Grove.

Admission Numbers

The admission number for Loughton School is 120. Historically, we admit a large number of children (70%) who live outside our defined area.

Oversubscription Criteria

The criteria apply to admissions of children who are

- a) transferring at 7+
- b) requesting admission during the year, for example those who have just moved into the area

Following the allocation of places to pupils who have an Education, Health and Care Plan (EHCP), which names the school as appropriate provision, when there are more applications for places than there are places available, priority would be as follows:

1. Looked after children (LAC) and previously looked after children (PLAC), including children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC) (School Admissions Code, September 2021)
2. Children who attend a designated feeder school, Glastonbury Thorn First and Loughton Manor First, and who have a sibling in attendance at the time of admission.
3. Children who attend a designated feeder school, Glastonbury Thorn First and Loughton Manor First, who do not have a sibling in attendance at the time of admission.
4. Children who are siblings with an older brother or sister still in attendance at the time of admission.
5. a) Children of staff who have been employed at the school at the time the application for admission to the school is made, and/or
b) Children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage. It is at the absolute discretion of the Headteacher to determine when there is a demonstrable skill shortage.
6. Children who live in the defined area. Proof of permanent residence will be required.
7. Children who attend Holmwood School.

8. Children who live outside the defined area.

In the event of oversubscription according to these criteria, places will be allocated according to the distance measured 'as the crow flies' between the post codes of the school and the applicants' residence using appropriate computer software, with those living closer to the school receiving the higher priority. It is important to bear in mind the criteria when completing the preference form.

Please note there is no automatic right to a place at Loughton even if your child has a sibling attending the school, your child attends a feeder school or if you live in the defined area.

For admission purposes, a sibling is defined as a brother/sister, or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

In cases where there is one remaining place available and the next child on the list is one of a twin, triplet or other multiple birth group, all siblings would be admitted even if this goes above the admission number for the school.

Where parents seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health. Please note the following will be considered before deciding on the best interests of the child: 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; and whether they may naturally have fallen into a lower age group if it were not for being born prematurely.

Unfortunately, it appears that there have been some cases where parents have been tempted to supply false or inappropriate information to try to obtain a place at a particular academy or school, for example by giving the address of a relative or friend instead of the home address. Information supplied by parents/carers is checked. If it is found that false information has been provided and a place has been obtained because of this, the place offered is likely to be withdrawn. Parents/carers will still have the right of appeal if the place is withdrawn