



ADMISSION ARRANGEMENTS September 2026

1. Aims

Stanton School is a Foundation School and, as such, the Governing Body of the school and not Milton Keynes Local Authority (the LA), is responsible for deciding on admissions. The dates and process of application will be in accordance with the Coordinated Admissions Scheme, details of which will be published by the LA.

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](#)

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](#).

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 provided by their home local authority.

Looked-after children (LAC), as defined in section 22 of the Children Act 1989, 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 (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 (defined in section 8 of the Children Act 1989, as amended by section 12 of the Children and Families Act 2014), or
- Became subject to a special guardianship order (defined in section 14A of the Children Act 1989)

This includes children who appear to have been in state care outside of England and have ceased to be in state care due to being 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 parent is any individual who holds parental responsibility, as defined under the Children Act 1989, or any person who has care of a child, where the child lives with them either full or part time and they look after that child.

4. Allocation of Places

The school has a published admission number of 90 pupils for entry in Year 7 and these will be based on the following admissions criteria:

Children with an Education Health Care Plan which names Stanton School will be given priority for admission at the normal transfer point at 7+.

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.

- a) Children who are looked after (LAC) and all previously looked after children (PLAC)
- b) Pupils who live in the defined area; Bradville (including Townsend Grove and Bertram Close), central part of Bancroft and Oakridge Park plus Stantonbury **with the exception of the following roads**:- Jacobs Close, Redbridge (south of the footpath, even numbers 68 and above, Walshs Manor, odd numbers 71 and above, Ormonde, Rossendale, Rowle Close, Crosslands (south of the redway) and even numbers 86 and above and odd numbers 101 and above.
- c) Pupils attending a school which is in the defined area served by the school, i.e. Pepper Hill and Wood End Schools.
- d) Pupils with a sibling attending the school at the time of admission. 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 who the parent also has parental responsibility. For multiple births, in cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth group, both twins would be admitted (or all siblings in the case of multiple births) even if this goes above the admission number for the school.
- e) Children of staff at the school where the 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.
- f) Children living outside the defined area.

Distance from the school to the place of residence is measured from the school's main entrance to the place of residence in a straight line. This will be measured using the council's computerised measuring system.

5. Oversubscription criteria

All children whose education, health and care (EHC) plan names the school will be admitted before any other places are allocated.

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 above, in order, until all places are filled.

6. Tie break

In the case of 2 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. Priority will be given to children who live closest to the school.

Distance will be measured in a straight line from the child's home address to the school's front gates on Fairfax. For the purposes of this policy, a child's home address is defined as the place where they live and sleep for the majority of nights in a normal school week, with their parent(s).

If a child lives in different properties (shared care), parents must provide the address where the child lives for the majority of the week. In cases of equal shared care, both parents must agree which address should

be used on the application. For applications made in the normal round, if there is no agreement, the local authority will decide which address will be used.

Where the distance between 2 children's homes and the school is the same, random allocation will be used to decide between them. This process will be independently verified.

7 How to Apply

For Year 3 applications in the normal admissions round in September you should use the application form provided by [Milton Keynes Council](#). You can use this form to express your preference for a minimum of 3 state-funded schools, in rank order.

You will receive an offer for a school place directly from Milton Keynes Council.

Please note, pupils attending Pepper Hill School will not transfer automatically into Stanton School. A separate application must be made for a place.

8. Requests for admission outside the normal age group

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

For admission outside of a child's normal age group parents should submit a written request to the Executive Headteacher including information required to support the request. A decision will be made and communicated to parents within ten working days.

Decisions on requests for admission outside the normal age group will be made on the basis of the circumstances of each case and 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.

9 Waiting list

We will maintain a clear, fair and objective waiting list for children entering year 3 until 31 December of each school year of admission. If your application is unsuccessful, your child's name will be added to the waiting list. Where places become available, they will be allocated to children on the waiting list in accordance with the oversubscription criteria outlined above. Priority will not be given to children based on the date their application was received, or when their name was added to the list.

Under the School Admissions Code, looked-after children, previously-looked after children, and those allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on the waiting list.

10. Fair Access Protocol

We participate in the Milton Keynes's Fair Access Protocol. This helps ensure that all children, including those who are unplaced and vulnerable, or having difficulty in securing a school place in-year, get access to a school place as quickly as possible and before anyone is considered from the waiting list. Eligibility for the Fair Access Protocol does not limit a parent's right to make an in-year application to the school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 8).

11. 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 whose EHCP plan names Stanton School will be admitted.

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 admissions criteria listed above. 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 address: admin@stantonschoolmk.org.uk

12. 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@stantonschoolmk.org.uk

You have the right to appeal if your child was not offered a place at a higher preference school you applied for.

Appeals are heard by an Independent Appeal Panel and must be submitted within 20 school days of receiving your allocation letter. Email: admin@stantonschoolmk.org.uk to request an appeal form.