



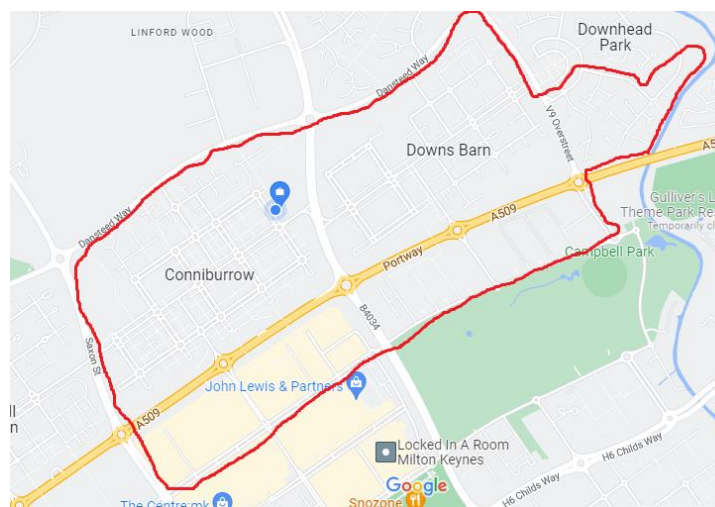
## **SOUTHWOOD SCHOOL**

### **ADMISSION ARRANGEMENTS SEPTEMBER 2024**

Southwood is a 7-11 junior school. Entry to the school takes place in September when Year 3 pupils will be admitted. The school does not operate a selection process and places are available for pupils in line with our Equalities Policy and irrespective of where a pupil lives.

#### **The Defined Area**

City Centre North, Conniburrow, Downs Barn, Downhead Park South and Campbell Park, North of the Park. The exact defined area can be seen on the attached map.



#### **Admissions Procedure**

Children will be admitted to Southwood School at the age of 7. Any parent, wherever the family lives, wishing for a place at Southwood must complete the Local Authority's application online process. This can be found at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>.

Any parent, wherever the family lives, wishing for a place at Southwood School must complete the Local Authority's application form online at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>.

Procedures for applying to Southwood School are explained in the Council's "Applying for a primary / junior school place in Milton Keynes: A guide for parents and carers" booklet, which can be found online at <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions/starting-primary-or-juniormiddle-school-september>.

Parents should familiarise themselves with this information and take a particular note of the definitions provided, dates and deadlines. Milton Keynes Council co-ordinates admissions to all primary schools in Milton Keynes and parents cannot apply directly to the school.

Although Southwood School is the admissions authority, the Local Authority, as required by the Department for Education co-ordinates the admission arrangements for all schools/academies in Milton Keynes and will communicate all admission decisions to parents for entry to Year. Decisions on September intake admissions are usually made in March when parents will be informed and offered a place by Milton Keynes Council on behalf of the Governing Body.

If a place is required during the school year, for example when a family moves into the area, parents should still apply via the Local Authority.

**Fraudulent Information** If the allocation of a place has been made on the basis of fraudulent or intentionally misleading information, the Governors reserve the right to withdraw the place.

### **Oversubscriptions Criteria**

Priority will be given to children with an Educational Health Care Plan (EHCP), naming Southwood, in the normal round of admissions for children transferring at 7 +.

The Published Admission Number (PAN) for Year 3 in September 2024 is 60. If the school is over-subscribed places will be allocated using the following criteria:

- 1) A looked after child or previously looked after child (this includes those children 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)
- 2) Pupils who live in the defined area
- 3) Pupils attending a school in the defined area (i.e. Germander Park and Downs Barn)
- 4) Pupils with brothers and sisters attending the school at the time of admission
- 5) Pupils who live outside the defined area, will be ordered according to the proximity of the child's home to school as measured by the nearest available route. This is from the child's front door to the school gate. Should two properties meet the exact same distance criteria, a tie-breaker decision will be made based on alphabetical surname order

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.

In the case of multiple births, places will be offered to all children even if this takes us above the admission number of the school.

If it is not possible to offer your child a place at this school then you will be advised about how you can appeal against that decision. The Local Authority will also let you know about available places at other schools. The PAN for Southwood School is 60 pupils.

### **Late Applications**

Late applications will be acknowledged and if places are unavailable, the child will be placed on the school's waiting list in criteria order.

### **Waiting List**

A waiting list will be maintained in the order of the oversubscription criteria and families will be contacted to see if they wish to remain on the list.

The waiting list will remain until 31<sup>st</sup> December of each school year of admission. Each added child will require the list to be ranked again in line with the published oversubscription criteria.

The waiting list will be checked when a pupil vacancy arises, or when a child is removed from the allocation list

### **Independent Admissions Appeal Committee**

Parents who are not offered a place for their child in the Year 3 Class are entitled to appeal to an independent committee under provisions of the School Standards and Framework Act 1998 as amended by section 40 of the Education & Inspections Act 2006. Parents wishing to appeal in these circumstances should contact the school office for an Appeal Form.

