# Glebe Farm School Admission Arrangements for 2027/8

Burney Dr, Glebe Farm, Milton Keynes MK17 8XY

Glebe Farm School is an all-through school located in Glebe Farm, Milton Keynes. The admissions authority for the school is the Board of Trustees of Inspiring Futures through Learning Multi-Academy Trust.

"We are an **ambitious** school, with a strong sense of **belonging** and **creativity** at the heart"

Children with an Education, Health and Care (EHC) plan naming Glebe Farm School will be given priority for admission at the normal transfer points of Reception and Year 7.

## Catchment area

The catchment area for Glebe Farm School for the 2027/8 academic year is:

- Reception: The new residential developments of Glebe Farm
- Year 7:
    - The new residential developments of Glebe Farm
    - Eagle Farm
    - Wavendon Village (including new development areas)
    - Woburn Sands (MK residents only)

**Admission numbers** The school has a Published Admission Number (PAN) of 30 for entry

into Reception year. The school has a Published Admission Number (PAN) of 180 for

entry into year 7.

- *Note: Children who are already in Year 6 at Glebe Farm School at the time the allocations are made will automatically be allocated a place in Year 7 and count towards the allocation to the PAN of 180.*

## Application process

Although IFtL Board of Trustees is the admissions authority for Glebe Farm School, the Local Authority (LA), as required by the Department for Education (DfE), co-ordinates the admission applications for ALL years in 2027/8 and will communicate all decisions to parents/carers. The Local Authorities in which IFtL schools sit co-ordinate the admission arrangements for all schools in that Local Authority. For this school, this is:

Milton Keynes: https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions/ - this includes a guide for parents and carers

## How to apply for a place in Reception year

Parents / carers wishing to apply for the Reception Year in September 2027 must complete the common application form provided by their home local authority (the home LA). The home LA is the LA in **whose area the parents live** at the time of the application.

The form must be returned to that LA **no later than 15 January 2027**. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be communicated to parents by the LA on 16 April 2027.

It is important that parents and carers read the information from their home LA carefully and meet the deadlines as indicated within. Deadline dates for the return of applications are set by the Local Authorities. Applications must be returned to the home LA as per their information.

Applications received after the deadline will be processed as a late application which is known as "an in-year application".

## How to apply for a place in Year 7

Parents / carers wishing to apply for **Year 7 in September 2027** must complete the application form provided by their home local authority (the home LA). The home LA is the LA in whose area the parents live at the time of the application. The form must be returned to that LA **no later than 31st October 2026**. Applications received after this date will normally only be considered after all those received on or before the cut-off date. Offers and refusals of places will be communicated to parents by the LA on 2nd March 2027.

It is important that parents and carers read the information from their home LA carefully and meet the deadlines as indicated within. Deadline dates for the return of applications are set by the Local Authorities. Applications must be returned to the home LA as per their information.

Applications received after the deadline will be processed as a late application which is known as "an in-year application".

## How to apply for a place in other year groups

Parents wishing to make an application for all pupils who require a place either during the school year or at the start of the school year who are not in the normal 'starting school for the first time' co-ordination process will need to make an application to the LA. Further information and the application form is available online at: https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions

(For admission to open year classes for September, in-year applications will be received by the council from 1st June each year)

## Oversubscription criteria

If there are more applications than places available and the school is oversubscribed, after the admission of pupils with an Education, Health and Care plan naming the school, priority for admission will be given to those children who meet the criteria set out below, in priority order:

1. Children who are looked after (LAC) and all previously looked after children (PLAC) including 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 (IAPLAC).

2. Children who have a sibling who is expected to be on roll at the school at the time of admission, and the child's place of residence is within catchment of the school

3. (For year 7 entries) Pupils attending a feeder school which is in the catchment area served by the school - St Mary's Wavendon.

4. Children whose place of residence is within catchment area of the school and do not have a sibling on roll at the school

5. There is already a sibling on roll at the school at the time of admission and the place of residence is outside of the catchment area

6. Children of staff who have been employed at the school for two or more years at the time of which the application for admission to the school is made, and / or 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 CEO of Inspiring Futures through Learning to determine when there is a demonstrable skill shortage

7. Other children living outside the listed catchment area

*A sibling is defined as a birth sibling and includes step siblings, foster siblings, adopted siblings and other children living permanently at the same address.

### Tiebreaker arrangements

In circumstances where the school admissions number has been exceeded in any of the above categories and there is a need to discriminate within the category, preference will be given to those living closest to the school, measured in a straight line to the school main reception using the Local Authority's computerised distance measuring system, with those living nearer to the school receiving the higher priority.

### Siblings and multiple birth groups

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 groups, all siblings* would be admitted even if this goes above the planned number for the school.

### Waiting lists

A waiting list will operate for each year group. Where in any year the school receives more applications for places than there are places available, a waiting list will operate until the end of the academic year. It will be open to any parent to ask for his or her child's name to be placed on the waiting list, following an unsuccessful application. Children's position on the waiting list will be determined solely in accordance with the oversubscription criteria. Where places become vacant they will be allocated to children on the waiting list in accordance with the oversubscription criteria. The waiting list will be reordered in accordance with the oversubscription criteria whenever anyone is added to or leaves the waiting list.

### Infant Class Size Legislation

The school is required to comply with the infant class size rules which requires that each Reception, Year 1 and Year 2 class must have no more than 30 children with a school teacher.

### Appeals

All applicants refused a place have a right of appeal to an independent appeal panel constituted and operated in accordance with the School Admission Appeals Code.

Appellants can contact the school for information on how to appeal. Details will be included in your decline letter.

## Deferred entry for infants

Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). The prescribed days are 31 August, 31 December and 31 March. Parents offered a place in Reception for their child have a right to defer the date their child is admitted, or to take the place up part-time, until the child reaches compulsory school age. Places cannot be deferred beyond the beginning of the final term of the school year for which the offer was made.

For children born between 1 April and 31 August of their first school year (summer born children) parents can defer the date that their child is admitted to school but not beyond the beginning of the final term of the school year. Parents of summer born children may request to delay entry until the September following the child's fifth birthday when they may apply to join the Year 1 cohort if there are places available. The government believes it is usually not in a child's best interests to miss the teaching that takes place during the reception year, and that it should be rare for a child to start school in year 1.

## Admission of children outside their normal age group

Requests from parents for places outside a normal age group will be considered carefully, eg: for those previously educated abroad or those who have missed education due to ill health. Each case will be considered on its own merits and circumstance and a decision made based on what is in the pupil's best interests. It is recommended that parents discuss their wishes with the headteacher at the earliest opportunity. The admissions authority may ask relevant professionals for their opinion.

There is no right of appeal where a child is offered a place at the school but not in their parent / carer's preferred age group.

## In-year transfer outside their normal age group

Parents requesting such an admission should do so in writing to the Headteacher who will make a decision on the matter in consultation with the admissions authority. A decision will be based on the individual circumstances of each case and in the best interests of the child concerned. This includes taking into account the parent's 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 been previously educated outside 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.

## In-year applications (all year groups) – application process

Parents wishing to make an application for all primary aged pupils who require a place either during the school year or at the start of the school year who are not in the normal "starting school for the first time" coordination process will need to make an application to the council. Further information and the application form is available online at https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions

Once a completed application is received, if there are vacancies at the school against the PAN for the relevant year group, the child will be admitted. If, however, the school is oversubscribed, the application will be declined. Parents may request that their child is placed on the school's waiting list and the right of appeal will be offered.