Milton Hall Primary School & Nursery

Proposed Admission Arrangements 2028/29

Milton Hall Primary School and Nursery School is a Foundation School and is its own admissions authority. These arrangements are in line with government legislation and guidance (School Admissions Code 2021) and designed to ensure there is a fair, clear and reasonable admissions procedure for all applicants, and to help guide parents through the application process.

Applying for a place

Milton Hall Primary School and Nursery welcomes all applications. If at the closing date for applications, there are not enough places for all those who have expressed a wish to have their child admitted; places will be allocated using the admission criteria as below. This will not apply to children with an Education, Health and Care (EHC) plan as the plan names the school and therefore the child must be admitted to the named school. The admission criteria are listed below with explanatory notes following:

Published Admission Number (PAN): 60 pupils

Admission/oversubscription Criteria:

1. Pupils in public care and children that were previously in public care (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)
2. Pupils who live in the catchment area who have a sibling attending the school
3. Pupils of staff at the school
4. Pupils who live in the catchment area
5. Pupils who live outside the catchment area and who have a sibling attending the school
6. Pupils who live outside the catchment area

Notes and definitions

Parents must make a separate application for transfer from nursery to primary school. Parents must complete a Southend-on-sea Common Application Form (CAF) for applications to year reception between 14th September and 15th January. Pupils cannot be considered under the admission criteria unless an application has been submitted.

Pupils in public care and children that were previously in public care (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)

A 'looked after child' 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 (see the definition in Section 22(1) of the Children Act 1989) at the time of making an application to a school.

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.

This includes children who were adopted under the Adoption Act 1976 (see Section 12 adoption orders) and children who were adopted under the Adoption and Children Act 2002 (see Section 46 adoption orders).

Child arrangements orders are defined in Section 8 of the Children Act 1989, as amended by Section 12 of the Children and Families Act 2014. Child arrangements orders replace residence orders and any residence order in force prior to 22 April 2014 is deemed to be a child arrangements order.

Refer to section 14A of the Children Act 1989 which defines a 'special Guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).

Pupils of staff of the school
Children will be ranked in this admission criteria if they are children of staff at the school under the following circumstances: -

- where the member of staff, teaching or support, 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 specialist skill shortage and
- are the children of the member of staff, living permanently with the member of staff at the same address. The member of staff must be working at the school at the time of application and expected to continue with their employment at the school during the application and allocation process.

Pupils with Education, Health and Care Plans
An Education, Health and Care Plan is a plan made by the local authority under Section 37 of the Children and Families Act 2014 specifying the special education, health and social care provision required for that child. All children whose statement of special educational needs (SEND) or Education, Health and Care (EHC) plan names the school must be admitted.

Catchment areas
A look up postcode list is available on www.southend.gov.uk/admissions and an interactive map is also available on this website and an illustrative map is provided in Appendix A.

Siblings
Siblings are considered to be a brother or sister, half-brother or half-sister, step-brother or step-sister, adopted brother or sister, living at the same address, who attends the school at the time of application with a reasonable expectation that he or she will still be attending at the time of the proposed admission.

In the exceptional situation where one twin or one or two triplets are refused a place, in order to keep family members together and in line with the School Admissions Code 2021, the additional pupil(s) will be admitted even if this results in the admission limit for the year group being exceeded.

Distance
In the case of over subscription in any one category "straight line" distance will be used to measure the distance between the pupil's home and the nearest pupil entrance to the school. Distances will be measured using the Local Authority's computerised measuring system. The pupils living closest will be given priority. If the pupil's home is a flat the distance will be measured to the main external entrance to the building.

Tie-Break to be used to decide between two applications that cannot otherwise be separated:

If the same distance is shared by more than one pupil, and only one place is available, the place will be awarded on the basis of a computerised random allocation process (supervised by someone independent of the Council / governing board). In the case where the last child offered is a twin or sibling of a multiple birth sibling both children will be offered and the sibling will be an 'excepted pupil'.

Distance where parents have separated
The distance is measured the same for all applications. The primary admission booklet provides further details, in summary:

Only one application can be received. The school or LA should not have the details of both parents or know of the marital status of the parents. If more than one application is received from parents, applications will be placed on hold until such time that:

- 'an application is made that both parents agree to; or
- 'written agreement is provided from both parents; or
- 'a court order is obtained confirming which parent's application takes precedence'.

Details on address checks and which address is relevant are also provided in the admission booklet. In all cases the child's normal place of residence is applicable for the purposes of the application.

Waiting lists
A waiting list is maintained for a full school year and children are added to the waiting list automatically when refused a place. Each time a child is added to the waiting list it the waiting list is ranked again in line with the published oversubscription criteria. Priority is not given to children based on the date their application was received, or their name was added to the list. Looked after children or previously looked after children allocated a place at the school in accordance with a Fair Access Protocol must take precedence over those on a waiting list. Waiting lists for all year groups are closed at the end of each school year. A new application must be submitted to be able to join a waiting list for a new academic year.

Home Address
For all applications, the address used will be the child's habitual normal place of residence as at the closing date for applications, i.e., 15th January (reception and year 3) during and most of the school week. Addresses used for childcare, relatives, or friends cannot be used. If your child spends time with relatives (for example, grandparents), we may ask for more information about who has parental responsibility and why this arrangement is in place. In most cases, an address where the parent/carer does not live will not be accepted. Where the applicant is not a resident at the address, further information will be required.

If parents/child live at more than one property, the address used must be where the child habitually lives during the school week or most of the school week.

In year admissions

- As permitted by law parents can make an application at any time to any school outside the normal admissions. Where places are available applicants will be offered. Where there are no places applicants will be refused and can join the waiting list for the school. Waiting lists are ranked according to the admission criteria for the school. In some cases, where a child is already on a school roll locally the place may be offered for the start of the next term.
- To apply for reception after the normal admission cycle or for admission into Years 1-6, parents will need to complete an In-Year application form which is available from the school office and the school website.
- As required by the School Admissions Code parents will be notified within 10 school days of the outcome of their application and will be sent a written outcome, with a reminder of the right of

appeal, within 15 School Days. All in-year applications and the outcome are reported to the Local Authority within 2 days.

Main Round - Admission to Reception: The waiting list for Reception Admissions is managed by the Local Authority. Children's names will automatically be placed on the waiting list for schools that are higher on the rank list and for which they do not receive an offer (for years Reception). In line with legislation each added child will require the list to be ranked again in line with the published oversubscription criteria.

Appeals

Main round appeals for Reception: Parents can appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Appeals must be heard within 40 school days of the deadline for lodging appeals. Parents can access the information on appeals and submit an appeal online on the **Council's website** www.southend.gov.uk/admissions or email admissions@southend.gov.uk to request an appeal application form. All appeals are considered by an Independent Appeals Panel.

In-year appeals: Parents will have the opportunity to appeal against the refusal for schools for which they did not receive an offer. Appeals must be lodged within 20 school days of the date of the letter. Parents can access the information on appeals on the **School's website** https://www.miltonhallschool.com/admissions/ or email admissions@miltonhall.southend.sch.uk. All appeals are considered by an Independent Appeals Panel.

Over and Under age applications (including children admitted outside normal age group)

Parents may seek a place for their child outside of their normal age group, (usually during the school year and not at the point of admission), for example, if the child is gifted and talented or has experienced problems such as ill health. In addition, the parents of a summer born child may choose not to send that child to school until the September following their fifth birthday and may request that they are admitted out of their normal age group – to reception rather than year 1. This must be discussed with the Headteacher in the first instance and a case should then be submitted to the school in writing.

All other applications for over or under age in-year will be handled in line with the School Admissions Code 2021, 2.18, 2.19 and 2.20.

Such requests for Schools in Southend-On-Sea are directly to the school and the school advises the LA of their decision. **Requests for Year 6 must have been submitted by the parent and considered by the admission authority before the closing date for applications to year 7, i.e. 31st October.** Admission authorities must ask parents to submit a full request with any relevant documentation and should make decisions on the basis of the circumstances of each case and in the best interests of the child concerned.

Further details provided in the most recent Admission Scheme and Guidelines on defer entry to school for summer born children on the Council Web site.

The composite prospectus for all schools in the City, the scheme (process), admission procedures and all other policies and procedures are available on www.southend.gov.uk/admissions

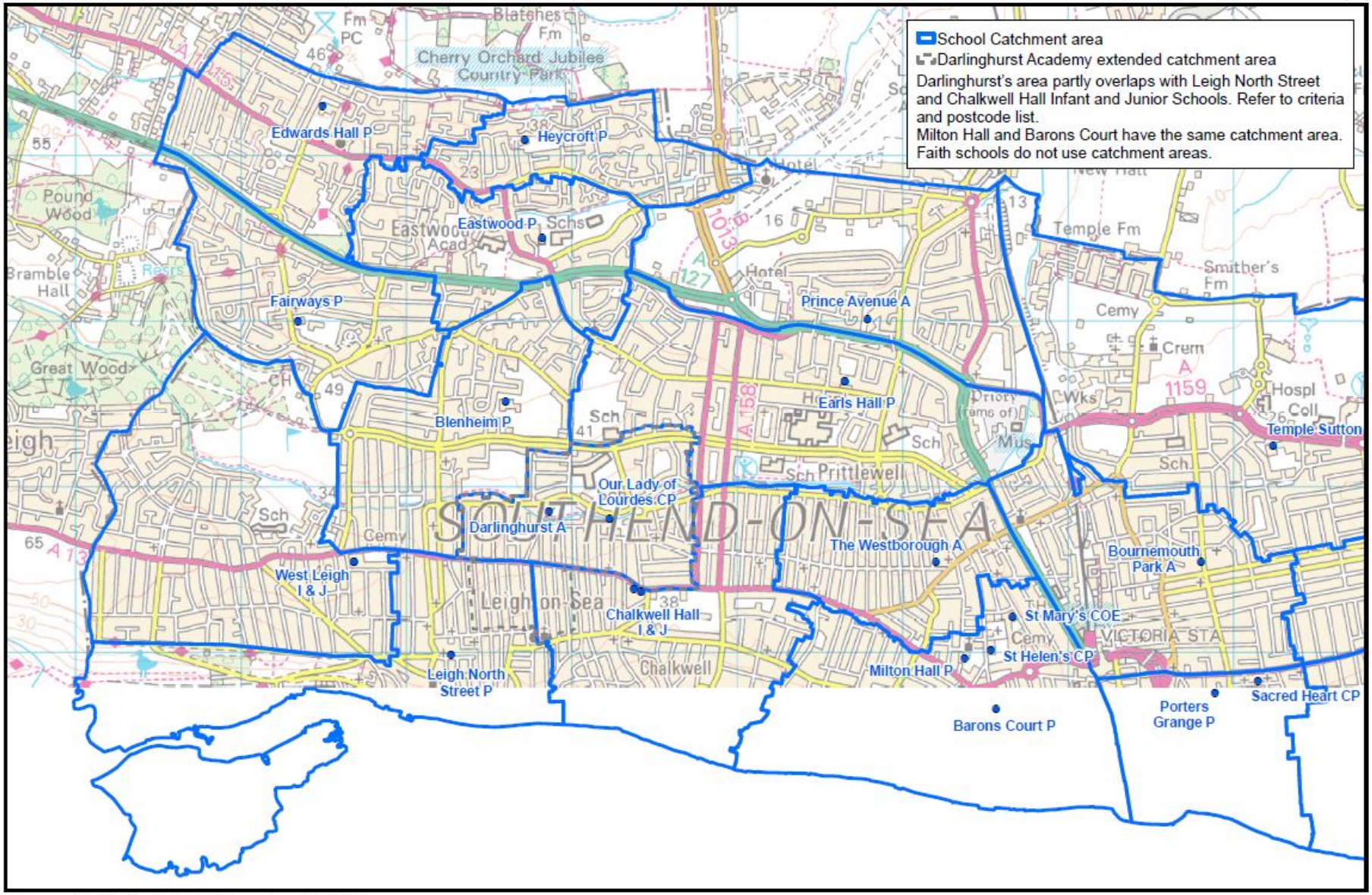
The relevant Coordinated Admissions Scheme and Primary Admission booklets should be read in conjunction to the Determined Admission Arrangements for all schools in the City of Southend-on-Sea.

Adopted by Staff:	
Date:	October 2025
Ratified by Governors:	

Date:	October 2025
Review date and frequency:	Annual

Catchment Area for Milton Hall Primary and Nursery School

Drill down map and postcode look up table available on www.southend.gov.uk/admissions



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