



5 Dimensions Trust

Admissions Policy

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Aims

This policy aims to:

- Explain how to apply for a place at a school in 5 Dimensions Trust
- Set out the arrangements for allocating places to the pupils who apply
- Explain how to appeal against a decision not to offer your child a place

Legislation and statutory requirements

This policy is based on the following statutory guidance from the Department for Education (DfE):

- School Admissions Code 2021
- School Admission Appeals Code

We are required by our funding agreement to comply with these codes, and with the law relating to admissions as set out in the School Standards and Framework Act 1998.

This policy complies with our funding agreement and articles of association.

Definitions

The **normal admissions round** is the period during which parents can apply for state-funded school places at a school's normal point of entry, using the common application form provided by their home local authority.

Looked-after children, 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 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 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 organization, or any other provider of care whose sole or main purpose is to benefit society.

A child reaches **compulsory school age** on the prescribed day following their 5th birthday (or on their 5th birthday if it falls on a prescribed day). The prescribed days are 31 December, 31 March and 31 August.

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.

Monitoring arrangements

This policy will be reviewed and approved by the board of trustees every year.

Whenever changes to the admission arrangements are proposed (except where the change is an increase to the PAN), the board of trustees will publicly consult on these changes.

The board of trustees will consult on the admission arrangements at least once every 7 years, even if there have been no changes during that period. Consultation will be for a minimum of 6 weeks and will take place between 1 October and 31 January of the school year before the arrangement to apply.

Primary Admissions

How to apply

For applications in the normal admissions round, you should use the online application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from the local authority.

Please note, pupils already attending one of our nurseries will not transfer automatically into reception in the attached school (or any of our other schools). A separate application must be made for a place in reception.

Please note, pupils attending one of our infant schools will not transfer automatically into one of our junior schools. A separate application must be made for a place.

Requests for admission outside the normal age group

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

Decisions on requests for admission outside the normal age group will be made based on 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
- Headteachers' 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 based on 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, but it is not in their preferred age group.

Mid-year requests for an admission outside the normal age group should initially be sent to the the local authority, you should use the application form provided by your home local authority (regardless of which local authority the schools are in). The request will be considered by the Headteacher.

Allocation of places

Published admission number (PAN)

Our schools have the following published admission number (PAN) for entry

Merebrook Infant School	Reception	PAN - 60
Priory Rise School	Reception	PAN - 90
Emerson Valley School	Year 3	PAN- 120

Oversubscription criteria

In accordance with the School Admissions Code, where a school receives more applications than places available, places will be allocated using the school's published oversubscription criteria. Each school is responsible for setting and publishing its own oversubscription criteria, which must be clear, fair, and compliant with statutory requirements.

All schools must give priority to children with an Education, Health and Care Plan (EHCP) that names the school. After these places are allocated, the remaining applications will be considered against the school's specific oversubscription criteria which is published on the school's website.

Tie break

In the event of there being more applicants meeting one of the above criteria than remaining places available, proximity to the school will be used as the tie breaker. Places will be allocated according to distance from the school as measured in a straight line from the main entrance to the student's normal home address, using the Local Authority's computerised measuring system. For prospective students living in flats or multi occupancy dwellings, the distance will be measured from the school's main entrance to the front door of the prospective student's residence. In the event of there being two or more applicants at a flat or multi occupancy dwelling vying for the last available place the tie breaker of a random lottery will be used which will be independently supervised as is required by the Admissions Code*.

*The School Admissions code has been issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). The Code has been made following consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

Waiting list

For each of our schools the local authority will maintain a clear, fair and objective waiting list for children entering all year groups until the end of each school year. If your application is unsuccessful, please request for your child's name to 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 in the school criteria. 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 (see section 6.6 below) must take precedence over those on the waiting list.

Children below compulsory school age

Where children below compulsory school age are offered a place at 1 of our schools, they will be entitled to attend the school full-time in the September following their fourth birthday.

Parents may defer their child's entry to the school until later in the school year but not beyond the point at which the child reaches compulsory school age, and not beyond the beginning of the final term of the school year the offer was made for.

Where the parents wish, children may attend part-time until later in the school year but not beyond the point at which they reach compulsory school age.

Fair Access Protocol

We participate in our local authorities' 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 any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn based on misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at one of our schools except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

[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 EHC plans name 1 of our schools will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, please request that your name is added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. Priority will not be given to children on the basis that they have been on the waiting list the longest.

If you wish to apply for an in-year space, please use the process outlined on the Milton Keynes Council web site and/or where applicable contact the school directly:

[Changing schools during the school year \(in-year admissions\) | Milton Keynes City Council](#)

[Appeals](#)

If your child's application for a place at one of the schools in our trust 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 address set out on the school's website.

You can find details of the trust's appeals timetable on the following webpage:

<https://www.5dimensionstrust.com/Key-Info/Admissions/>

Appeals will be heard by an independent appeal panel.

Secondary Admissions

How to apply

For applications in the normal admissions round, you should use the application form provided by your home local authority (regardless of which local authority the schools are in).

You will receive an offer for a school place directly from the local authority.

Requests for admission outside the normal age group

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

Decisions on requests for admission outside the normal age group will be made based on 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
- Headteachers' 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 based on 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, but it is not in their preferred age group.

Mid-year requests for an admission outside the normal age group should initially be sent to the Admissions Officer, you should use the application form provided by your home local authority (regardless of which local authority the schools are in) or directly with the school. The request will be considered by the Headteacher.

Allocation of places

Published admission number (PAN)

Our schools have the following published admission number (PAN) for entry

The Hazeley Academy	Year 7	PAN - 240
Walton High	Year 7	PAN -480
Shenley Brook End School	Year 7	PAN - 300

Oversubscription criteria

In accordance with the School Admissions Code, where a school receives more applications than places available, places will be allocated using the school's published oversubscription criteria. Each school is responsible for setting and publishing its own oversubscription criteria, which must be clear, fair, and compliant with statutory requirements.

All schools must give priority to children with an Education, Health and Care Plan (EHCP) that names the school. After these places are allocated, the remaining applications will be considered against the school's specific oversubscription criteria which is published on the school's website.

Tie break

In the event of there being more applicants meeting one of the above criteria than remaining places available, proximity to the school will be used as the tie breaker. Places will be allocated according to distance from the school as measured in a straight line from the main entrance to the student's normal home address, using the Local Authority's computerised measuring system. For prospective students living in flats or multi occupancy dwellings, the distance will be measured from the school's main entrance to the front door of the prospective student's residence. In the event of there being two or more applicants at a flat or multi occupancy dwelling vying for the last available place the tie breaker of a random lottery will be used which will be independently supervised as is required by the Admissions Code*.

*The School Admissions code has been issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). The Code has been made following consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

Waiting list

Each of our schools will maintain a clear, fair and objective waiting list for children entering all year groups until the end of each school year. If your application is unsuccessful, please request for your child's name to 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 in the school criteria. 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 (see section 6.6 below) must take precedence over those on the waiting list.

Fair Access Protocol

We participate in our local authorities' 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 any school for their child. Any application will be processed in accordance with the usual in-year admission procedures (see section 7).

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round or at any point in the normal year of entry. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

We may refuse admission for an in-year applicant for a year group that isn't the normal point of entry, in certain cases where the specific criteria listed in the School Admissions Code (paragraphs 3.10 to 3.13) apply.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a parent has not responded within a reasonable period, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn.

If an offer is withdrawn based on misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at one of our schools except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

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 EHC plans name 1 of our schools will be admitted to the school.

Likewise, if there are spaces available at the school in the year group you are applying for, your child will be offered a place.

If there are no spaces available at the time of your application, please request that your name is added to the waiting list for the relevant year group. When a space becomes available, it will be filled by 1 of the pupils on the waiting list in accordance with the oversubscription criteria listed in section 6.2 of this policy. 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 school directly. (primary council - secondary to school)

You can find details on our in-year admissions and an application form on the following webpage: <https://www.5dimensionstrust.com/Key-Info/Admissions/>

Appeals

If your child's application for a place at 1 of the schools in our trust 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 as set out on the school's website.

You can find details of the trust's appeals timetable on the following webpage:

<https://www.5dimensionstrust.com/Key-Info/Admissions/>

Appeals will be heard by an independent appeal panel.

Sixth Form Admissions

How to apply

All students, both internal and external to the school, must apply through the application portal on the individual school websites. The application form will open the day after the schools Sixth Form Open Evening; the closing date will be clearly stated on the school website and is usually around the last Friday in January of the same academic year.

Reallocation of places

Published admission number (PAN)

Our schools have the following published admission number (PAN) for entry

The Hazeley Academy	Year 12	PAN - 35
Walton High	Year 12	PAN - 30
Walton High Brooklands	Year 12	PAN - 30
Shenley Brook End School	Year 12	PAN - 50

Oversubscription criteria

Please see the individual schools' admissions criteria where the oversubscription criteria will be explained in full.

Tie break

Please see the individual schools' admissions criteria where the tie break criteria will be explained in full.

Challenging behaviour

We will not refuse to admit a child on behavioural grounds in the normal admissions round. The exception to this is where we may refuse admission in certain cases where the specific criteria listed in the School Admissions Code (paragraph 3.8) apply, i.e. where section 87 of the School Standards and Framework Act 1998 is engaged.

Children of UK service personnel and crown servants

Families of UK service personnel with a confirmed posting, or crown servants returning from overseas, will be allocated a place in advance of the family arriving in the area, provided a place is available and the application is accompanied by an official letter that declares a relocation date.

We will use the address at which the child will live when applying our oversubscription criteria, provided the parents provide some evidence of their intended address. Alternatively, the unit or quartering address will be used as the child's home address when considering the application against the oversubscription criteria, where this is requested by a parent.

Withdrawing an offer of a place

We will not withdraw an offer unless it has been offered in error, a student or parent has not responded within a reasonable period of time, or it is established that the offer was obtained through a fraudulent or intentionally misleading application.

Where a student/parent has not responded to the offer, we will give them a further opportunity to respond and explain that the offer may be withdrawn if they do not respond.

If an offer is withdrawn based on misleading information, we will consider the application afresh and a right of appeal will be offered if an offer is refused.

We will not withdraw an offer of a place once a child has started at one of our schools except where that place was fraudulently obtained. In these circumstances, we will consider the length of time that the child has been at the school before deciding whether to withdraw the place.

Appeals

If your child's application for a place at one of the schools in our trust is unsuccessful, you will be informed why admission was refused. If you wish to appeal, you must set out the grounds for your appeal in writing and send it to the address set out on the school's website.

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