



# St Mary and St Giles Church of England School

Galley Hill  
Stony Stratford  
Milton Keynes  
MK11 1PA

Website: [www.smsg.uk.com](http://www.smsg.uk.com)  
Headteacher: Mr A Palmer

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## **Admission Arrangements for St Mary and St Giles Church of England School.**

### **September 2023**

St Mary and St Giles Church of England School has a distinctive Christian ethos which is the centre of school life. We provide an inclusive, supportive, and caring environment shaped by Christian values in which children can learn and flourish. We welcome applications from all members of the community irrespective of whether they are of the Christian faith, another faith, or no faith. We have two schools in, Stony Stratford and Galley Hill.

#### **Catchment area**

The catchment area for St Mary and St Giles C of E School for the 2023 – 2024 academic years will be Stony Stratford, Calverton, Galley Hill, and Fullers Slade.

#### **Admission numbers**

The school has a capacity of 420 children aged between four and eleven years. In September 2024 St Mary and St Giles Church of England School will admit up to 90 children in Year 3.

The school will accordingly admit this number of pupils if there are sufficient applications. Where there are fewer applicants within the catchment area than the published admission number, the school will offer places at the school to all those who have applied.

#### **Application process**

St Mary and St Giles is an academy school and as such is its own admissions authority, for the 2023/24 academic year. However, the Local Authority will be co-ordinating admissions across Milton Keynes and will write to parents confirming the school place allocated.

#### **Starting school for the first time (Year R) - application process**

For children starting school for the first time into Year R, the council is required by law to coordinate the admissions process for all schools in Milton Keynes and will communicate all decisions to parents/carers.

Procedures for applying to any school are explained in the Guide for parents and carers. Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines.

[M190243 Primary Admission parent guide 2022 FINAL \(milton-keynes.gov.uk\)](https://www.milton-keynes.gov.uk/m190243-Primary-Admission-parent-guide-2022-FINAL)

The Common Application Form is the only form that will be accepted for children starting school for the first time. There is an online portal on the council's website [www.milton-keynes.gov.uk/school-admissions](http://www.milton-keynes.gov.uk/school-admissions) No forms will be accepted at the school.

The timeline for admission will be in line with that of the "Co-ordinated Primary School Admissions Milton Keynes LA Scheme" as set out in the Guide for parents and carers. Applications need to be completed and returned to the parent's home local authority by the national deadline date. Parents will be informed of the outcome on national offer day.



St Marys St Giles Church of England School is part of Inspiring Futures through Learning, a company Limited by Guarantee and registered to Fairfield's Primary School, Apollo Avenue, Fairfield's, Milton Keynes, MK11 4BA, Telephone: 01908 533 283. The company number is 07698904 and is registered in England. [www.iffil.co.uk](http://www.iffil.co.uk)



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Applications need to be completed and returned to Milton Keynes Council by the national deadline date. Parents will be informed of the outcome on national offer day.

Applications received after 15 January 2024 will be processed after national offer day in line with local arrangements defined in the Guide for parents and carers.

Applications received after the 1 September 2024 will be processed as a late application – an in-year application. The application form is available online at;  
[www.miltonkeynes.gov.uk/school-admissions](http://www.miltonkeynes.gov.uk/school-admissions).

Alternatively, a paper application is available from Milton Keynes Council and should be returned to Milton Keynes Council Education Access team at.  
[primaryadmissions@milton-keynes.gov.uk](mailto:primaryadmissions@milton-keynes.gov.uk) or Milton Keynes Council Education Access Team.

## Starting the school in Years 1-6 – 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.

## Oversubscription criteria

When 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. A sibling at the school who is on roll at the school at the time of admission and the place of residence is within catchment of the school.
3. The child's place of residence is within catchment area of the school and there is no sibling on roll at the school.



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4. There is already a sibling at the school who is expected to be on roll at the school at the time of admission and the place of residence is outside of the catchment area.

5. Children of staff at the school

Priority will be given to children of staff in either or both of the following circumstances:

- a. 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
- b. the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.

6. Other children

1 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).

2 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.

## **Tie-break**

Where children of multiple births are tied for the final place, we will admit such siblings even if this means exceeding PAN. For other children where oversubscription results in the PAN being reached within one of the five priorities, then priority will be given to those living closest to the school using distance between the child's home address and the school's main entrance, measured in a straight line by the council's computerised system. If two applicants live exactly the same distance from the school, random allocation will be used as the ultimate tiebreaker.

For applicants living in flats, the distance will be measured from the school's main entrance to the front door of the block of flats which serves the child's main residence.

## **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 end of the academic year. This will be maintained by the school on behalf of the Academy Trust and 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.



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## Infant Class Size Legislation

St Mary and St Giles Church of England 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 schoolteacher.

## 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 should contact the Education Access Team at Milton Keynes Council 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.

## Admission of children outside their normal age group

Parents may request that their child is admitted outside their normal age group. When such a request is made, the Academy Trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the head teacher and any supporting evidence provided by the parent.

Parents requesting such an admission should do so in writing to the Chair of the School Governing Body who will make a decision on the matter in consultation with the Head teacher.

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.



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