

MILLBROOK COMBINED SCHOOL PROSPECTUS 2017 - 2018

PUPILS ADMISSION

Prospective parents are encouraged to make an appointment with the Headteacher and visit the school.

Parents, whose children are eligible for the two year old funding, are admitted as soon after their second birthday as a place becomes available. Children attend part-time for 15 hours per week. Parents are asked to contact the school when they have been offered the two year old funding and they will be included onto the waiting list.

Millbrook Combined School Nursery offers pre-school education for children aged three to five years old. Children attend part-time for either five morning or five afternoon sessions. There are thirty-nine places in each session; morning and afternoon. Children are admitted to Nursery the term following their third birthday as places become available. To apply for a Nursery place, please obtain an application form from the school office. The school operates its own admissions procedure for our Nursery pupils and details can be found on our website. Please note that admission to the Nursery does not automatically assure a place for your child in the Reception class. You will need to apply to Bucks County Council for a school place.

The main school is a two-form entry school. This provides a capacity of sixty pupils in each year group. Children may attend full-time from September in the year in which they have their fifth birthday. All admissions applications are made directly to Bucks County Council.

BUCKS COUNTY COUNCIL EDUCATION COMMITTEE ADMISSIONS POLICY

The County Council has agreed that the admissions policy detailed below should be used for those children due for admission to primary school at the age of 5 years.

In most cases the Education Department will be able to confirm that a place is available at your preferred school. However, when a primary school is over-subscribed i.e. more children wish to attend the school than there are vacant places, the list of criteria detailed below is used to allocate places up to the Intended Admission Number.

RECEPTION ADMISSIONS CRITERIA FOR COMMUNITY AND VOLUNTARY CONTROLLED PRIMARY SCHOOLS

Places are allocated according to the following criteria, in order of priority:

1. Children living in the area normally served by the school (as agreed with the Admissions Authority and set out in the individual school prospectus).
2. Younger brothers and sisters of older children who will still be in attendance at the school on the date of admission.
3. Children with exceptional medical or social needs, supported by written evidence from a doctor, social worker, education welfare officer, or other appropriate person.
4. Children with exceptional educational needs, supported by written evidence from an appropriate professional.

5. In the even of over subscription, once places have been allocated under criteria 1 - 4, the remaining places will be awarded according to the proximity of the child's home to the school as measured by the nearest available route. This is from the front door of the child's home to the school's nearest entrance gate.

This information applies to children wishing to be admitted to this school. If you have any questions about how this may apply to you, then please contact the Admissions Officer at your local Area Education Office, who will be able to advise you.

IN-YEAR ADMISSIONS

Moving to a new school is an important step for any child. Changing your child's school can affect him or her in many ways and the decision should not be taken without careful thought. We know that a number of families will need to transfer their child to another school during the academic year, rather than at the usual transfer times. These school moves are called in-year admissions.

Moving into or within the County

Whilst we welcome informal approaches to the school for in-year admissions, the County Council administers the in-year admissions for all community schools. If you would like your child to come to Millbrook Combined School, you will need to complete the online application form available on: <http://www.buckscc.gov.uk/education/schools/admissions-and-moving-school/in-year-admissions/moving-into-or-within-buckinghamshire/>

Request for an alternative school place

If you are considering moving your child between Buckinghamshire schools because of a problem with the school, you should try to resolve the issue with the school first by raising your concern(s) with the Headteacher and subsequently, if necessary, with the Chair of Governors.

Many issues that worry parents/carers and children can be put right without the need to move schools. Moving schools may not resolve your concerns and may even have a negative effect on your child's education.

If you would like your child to move to another school within County and have not moved address, you will need to complete an application form with the Headteacher, available from the school office.