Chief Executive: Peter Barnes LLB; BA; MA; MSc; MBA; PhD; FRSA; FCIM.

Chair of Directors: Megan Crawford PhD.

June 2026

Dear Parent/Carer,

**APPLICATION FOR IN-YEAR ADMISSION TO KINGSBRIDGE EDUCATIONAL TRUST PRIMARY SCHOOLS (KENTS HILL PARK PRIMARY, MIDDLETON PRIMARY, MONKSTON PRIMARY & OAKGROVE PRIMARY) YEARS R-6 (2026-2027)**

Thank you for your interest in schools in the Kingsbridge Educational Trust. The attached form should be completed and returned to the admissions email address admissions@ket.education Please note that for your application to be considered, all relevant sections of the form must be completed and the appropriate supporting documentation enclosed. If your child has an Education, Health & Care (EHC) Plan, please do not complete this form. You should contact the Local Authority using SEN@milton-keynes.gov.uk for further advice

For your application to be processed the Trust requires confirmation of your child's date of birth, and requires proof that you and your child are living at the address stated on the application form. You are therefore asked to attach a photo/scan of the following documentation to your completed application form:

- A current council tax statement or recent utility bill to confirm your address;
- A recent official document which confirms your child's date of birth and that he/she lives with you at the address stated.

If you would like the documents copied by the school, please telephone to make an appointment.

The Trust reserves the right to make its own enquiries to verify any information supplied by you. If subsequently the school finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the Local Governing Body Admissions Committee may withdraw the offer, even if the child has already started at the school.

You should be aware that the schools are generally oversubscribed and completion of the application form does not mean that your application will be successful. Please note that when a place does become available in an existing year group, it is allocated strictly in accordance with the school's admissions criteria (see below) and **applications are not considered based on the date they are received**. Parent/Carers will be asked to confirm by email if they wish their child's name to be put on the waiting list for the relevant year group for Kents Hill Park, Middleton and Oakgrove Primary Schools. Please note that for Monkston Primary School children are automatically placed on the waiting list. The waiting list will be ranked in accordance with the oversubscription criteria, and length of time on the list will not be a factor in offering a place. This means that children will move up and down the list as other children are added or removed.

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The waiting list will be retained for the remainder of the academic year (2026-2027), closing at the end of July 2027. **Being on the waiting list does not guarantee a place at the school.**

Children whom the Local Authority directs the School to admit and who are allocated a place at the School in accordance with the Fair Access Protocol will take precedence over those already on the waiting list. If the school is unable to offer a place to your child, you will be informed in writing and informed of your right to request an independent appeal.

All enquiries regarding admission to schools in the Kingsbridge Educational Trust should be emailed to: admissions@ket.education Telephone: 01908 533710 option 1 (admissions)

If your child is not in a local school at this time, you should contact the Access to Education, Employment and Training team at Milton Keynes Council on 01908 253338 for further advice. If you have indicated your child is not in school at this time, we will share your application with the Local Authority.

Please note that applications can only be processed up to half a term ahead.

*Admissions Office*
*Kingsbridge Educational Trust*
*June 2026*
*admissions@ket.education*

*for how we use your data please see our privacy notice*

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# ADMISSION CRITERIA FOR KENTS HILL PARK SCHOOL (PRIMARY) 2026 - 2027

**The defined areas for the school are:**
Year 3 to Year 6: Browns Wood, Caldecotte, Walnut Tree, Walton, Walton Park, Kents Hill and for residents of the new development in Kents Hill Park.
Year R to Year 2: residents of the new development in Kents Hill Park

**Oversubscription Criteria**

If the School is oversubscribed, after the admission of pupils with an Education, Health and Care Plan where the School is named in the plan, priority for admission will be given to those children who meet the criteria set out below, in order:

1. 'Looked After' children or children who were previously looked after, including children previously in care outside of England, but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order.
2. Children who live in Kents Hill Park School defined area and will have a sibling attending Kents Hill Park School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. (a) Children of staff who have been employed at Kents Hill Park School* for two or more years at the time at which the application for admission to the school is made, and/or
(b) Children of staff who are recruited to fill a vacant post at Kents Hill Park School* for which there is a demonstrable skill shortage. It is at the absolute discretion of the Chair of the School's Finance & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Children who live in Kents Hill Park School defined area.
5. Children who live outside Kents Hill Park School defined area and will have a sibling attending Kents Hill Park School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
6. All other children.

* Where reference is made to Kents Hill Park School, this refers to Kents Hill Park School including both primary and secondary school age children, i.e. from Year R to Year 11.

**Oversubscription: Distance Tiebreaker**

If in above categories a tie-break is necessary to determine which child is admitted, the child living closest to the School will be given priority for admission. Distance is measured from the main primary school entrance for admissions to Years R to 6. For applicants living in flats, the distance will be measured from the relevant main entrance to the front door of the ground floor flat underneath the applicant's residence. In other cases, where it is necessary to determine the order of priority between two or more applicants at the same distance, independently supervised random allocation will be used.

The full 2026-27 primary admissions policy can be viewed on the school's website.

Chief Executive: Peter Barnes LLB; BA; MA; MSc; MBA; PhD; FRSA; FCIM.

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# ADMISSION CRITERIA FOR MIDDLETON PRIMARY SCHOOL SEPTEMBER 2026-27

**The defined areas for the school are:**
Defined Area Number 1: Middleton (including Milton Keynes Village),
Defined Area Number 2: Oakgrove, Monkston and Monkston Park,

**Oversubscription Criteria**

Children who have an Education, Health & Care Plan will be admitted as required by law and will count towards the planned admission number. If the school is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1.'Looked After' children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, special guardianship or Child Arrangements order.
2. Children who live in defined area number 1 and will have a sibling attending the School at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. Children who live in the defined area number 1.
4. Children of any staff of the school where either or both of the following circumstances apply:
(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;
(b) where the member of staff who is recruited to fill a vacant post for which there is a demonstrable skill shortage. It is at the absolute discretion of the Headteacher to determine when there is a demonstrable skill shortage.
5. Children who live in defined area number 2 and will have a sibling attending the school at the time of application with reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
6. Children who live in defined area number 2.
7. Children who live outside the defined areas served by the School and will have a sibling attending the School at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
8. Children who live outside the defined areas served by the School.

**Oversubscription: Distance Tiebreaker**

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's principal residence and the School will be used as a tiebreaker, with those living nearest being given priority. Distance from the School is measured from the main entrance to the front door of the applicant's residence in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from the School's main entrance to the front door of the ground floor flat underneath the applicant's residence with priority given to the lower flat door number if there is more than one applicant from a block of flats. In the event that there are two residences at the same distance and it is not possible to distinguish between them, then random allocation will be used to determine priority. Where random allocation is used, it will be independently supervised.

The full 2026 - 27 primary school admissions policy can be viewed on the school's website.

Chief Executive: Peter Barnes LLB; BA; MA; MSc; MBA; PhD; FRSA; FCIM.

Chair of Directors: Megan Crawford PhD.

# ADMISSION CRITERIA FOR MONKSTON PRIMARY SCHOOL SEPTEMBER 2026-27

**The defined areas for the school are:**
The defined area for Monkston Primary School is Kingston, Monkston and Monkston Park.

**Oversubscription Criteria**

Children who have an Education, Health & Care Plan will be admitted as required by law and will count towards the planned admission number. If the school is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. 'Looked After' children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence, special guardianship or Child Arrangements order.
2. Children who live in defined area and will have a sibling attending the school at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. Children who live in defined area.
4. Children who live outside the defined area served by the School and will have a sibling attending the School at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
5. Children who live outside the defined area served by the School.

**Oversubscription: Distance Tiebreaker**
In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's principal residence and the School will be used as a tiebreaker, with those living nearest being given priority. Distance from the School is measured from the main entrance to the front door of the applicant's residence in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from the School's main entrance to the front door of the ground floor flat underneath the applicant's residence with priority given to the lower flat door number if there is more than one applicant from a block of flats. In the event that there are two residences at the same distance and it is not possible to distinguish between them, then random allocation will be used to determine priority. Where random allocation is used, it will be independently supervised.

The full 2026 -27 primary school admissions policy can be viewed on the school's website.

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# ADMISSION CRITERIA FOR OAKGROVE PRIMARY SCHOOL SEPTEMBER 2026-27

**The defined areas for the school are:**
Defined area for Oakgrove Primary School is Oakgrove,
Defined area for Oakgrove Secondary School is Middleton, Milton Keynes Village, Monkston and Monkston Park, Woolstone, Broughton, Broughton Gate, Kingston, Atterbury, Woughton on the Green and Oakgrove.

**Oversubscription Criteria**
Children who have an Education, Health and Care Plan which names the School will be admitted and will count towards the planned admission number. If the school is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. 'Looked After' children or children who were previously looked after, but ceased to be so because they were adopted (or became subject to a child arrangements order, or special guardianship order.
2. Children who live in Oakgrove Primary School's defined area and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. (a) Children of staff who have been employed at Oakgrove School* for two or more years at the time at which the application for admission to the school is made, and/or
   (b) Children of staff who are recruited to fill a vacant post at Oakgrove School* for which there is a demonstrable skill shortage. It is at the absolute discretion of the Chair of the School's Local Governing Body to determine when there is a demonstrable skill shortage.
4. Children who live in Oakgrove Primary School's defined area.
5. Children who live in Oakgrove School's secondary school defined area, not already specified under Oakgrove Primary School's defined area, and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
6. Children who live in Oakgrove School's secondary school defined area not already specified in the Oakgrove Primary School's defined area.
7. Children who live outside Oakgrove School's secondary school defined area and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
8. All other children.

* Where reference is made to Oakgrove School, this refers to Oakgrove School including both primary and secondary school age children, i.e. from Year R to Year 13.

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's principal residence and Oakgrove Primary School will be used as a tiebreaker, with those living nearest given priority. Distance from the school is measured from the main entrance of Oakgrove Primary School to the front door of the applicant's residence, in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from Oakgrove Primary School's main entrance to the front door of the ground floor flat underneath the applicant's residence. Priority will be given to the lower flat door number if there is more than one applicant from a block of flats.

The full 2026-27 primary admissions policy can be viewed on the school's website.

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**APPLICATION FOR IN-YEAR ADMISSION TO KINGSBRIDGE EDUCATIONAL TRUST SCHOOLS**

This form should be completed if you are seeking admissions to Kingsbridge Educational Trust (KET) Schools for Years R - 6 after the normal point oft admissions.
Please read the accompanying letter before completing the form. Please provide photos / scans of the supporting documentation when submitting the application form.

| | | | |
|---|---|---|---|
| Child's Legal Surname: | | Child's legal Forename(s): | |
| Gender: select from drop down | Date of Birth: | Applying for Year select from drop dov | Date Admission Required |
| Child's normal home address including postcode: | | | |
| If you are moving home, please give your new address and provide evidence of your move in the form of tenancy agreement or letter from a solicitor confirming exchange of contracts: | | | |
| **Please indicate which schools you would like to apply for:** Kents Hill Park Primary ☐ Middleton Primary ☐ Monkston Primary ☐ Oakgrove Primary ☐<br>Is there a sibing currently in attendance at any KET school: select from drop down<br>If 'Yes', please provide sibling's name, date of birth, year group and school: | | | |
| Name, address and telephone number of child's current school:<br>*If now left this school, please give last date of attendance:* | | | |
| Name of Parent / Carer(s) living at home address (this must be the person(s) with parental responsibility for the child) please include Title(s): Mr/Mrs/Miss/Ms/Dr/Prof | | | |
| **Relationship to child:** | | **Email address:** | |
| **Home telephone number:** | | **Mobile telephone number:** | |
| **If another adult has parental responsibility but does not live at the same address as the child, please include details here: Name:**<br>**Address:**<br>**Telephone Number:** | | | |
| **Is your child looked after, or has been previously looked after, by a local authority?** select from drop dow<br>If 'Yes', please provide details, including the name of the local authority and a contact name and telephone number: | | | |
| **Does your child have a statement of special educational needs or Education Health & Care Plan (EHCP)?** No<br>If 'Yes' please contact the SEN team at Milton Keynes using SEN@milton-keynes.gov.uk for further advice.<br>Please do not return the form to the Trust. Thank you.<br>Is your child currently undergoing assessment for an EHCP? select from drop down<br>If 'Yes' please state which Local Authority is involved: | | | |
| Has your child been excluded from two schools within the last two years? select from drop down<br>If Yes, please provide details: | | | |

**APPLICATION FOR IN-YEAR ADMISSION TO KINGSBRIDGE EDUCATIONAL TRUST SCHOOLS**

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| **School section (To be completed by Headteacher/Principal of current school)** | |
|---|---|
| If you are applying for a school place and have not moved address, the Headteacher/Principal of the child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp. | |
| **Child's name:** **Date of Birth:** | |
| **Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?** | |
| Does the child have any special needs? | |
| SEND Support | No |
| Under Assessment | No |
| EHC Plan | No |
| Does the child have any suspensions or permanent exclusions? If Yes provide further information | No |
| Are there any attendance issues? If Yes provide further information | No |
| Please give % attendance and below can you provide the last 4 half terms of attendance ? | % |
| Other information which may be relevant to the application<br>(Behavioural issues, if applicable, previous schools attended in the last two years, if known) | |

Name:

Position:

Signed:

Date:

School Stamp

**APPLICATION FOR IN-YEAR ADMISSION TO KINGSBRIDGE EDUCATIONAL TRUST SCHOOLS**

This form should be completed if you are seeking admissions to Kingsbridge Educational Trust (KET) Schools for Years R - 6 after the normal point of admissions.
Please read the accompanying letter before completing the form. Please provide photos / scans of the supporting documentation when submitting the application form.

*Please explain the reason for your application – you may complete this on a separate sheet if you wish.*

*The school reserves the right to make its own enquiries to verify any information supplied by you. If, subsequently, we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the school may withdraw the offer, even if the child has already started at the school. If that happens, you have a right of appeal to an Independent Appeal Panel.*

**Declaration:**

- I understand that the processing of the application may take up to 10 school days.
- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date. I understand that If I give any false or misleading information on this form and/or supporting papers, or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.
- I hereby authorise Kingsbridge Educational Trust (KET) Schools to contact my child's previous school if required.
- I understand that the application form may be shared with the Local Authority

**Signed:** **Date**

**Name (please print):**

Before returning this form, please ensure you have:

- completed all relevant sections of the form, including the reason for your application;
- enclosed all requested supporting documentation.

Once completed, please return the form, together with the supporting documentation to the reception of any KET School or via email to admissions@ket.education

**For office use only:**
date form received:
all sections completed: No
evidence enclosed: No
date reply sent: