



Milton Road Primary School

Where Learning is an Adventure!

Admissions Policy

Aims: We want our children to be happy and healthy today, fulfilled in the future and able to make their world an even better place.

About our school

Milton Road Primary School is a two-form-entry community primary school for pupils aged 4–11. We welcome children from within our catchment area and, where places are available, from outside catchment.

- **Published Admission Number (PAN) for Reception 2026: 60**
- **Total planned roll:** 420 (2 classes × 30 in each year group)

As a local authority community school, the admission authority is Cambridgeshire County Council (“the LA”). All applications (Reception and in-year) are made via the LA:

- **Email:** admissions@cambridgeshire.gov.uk
- **Post:** Cambridgeshire County Council, School Admissions, ALC2605, PO Box 761, Huntingdon, PE29 9QR
- **Tel:** 0345 045 1370

How to apply (Reception)

Applications for Reception places are coordinated by the LA.

- **Closing date for primary applications:** Thursday 15 January 2026
- **National Offer Day (primary):** Thursday 16 April 2026

The LA's First Steps guidance explains the process and key dates (search: "Cambridgeshire primary admissions 2026"). If you need help with the online portal or a paper form, please contact the LA School Admissions Team ([Primary school admissions - September 2026 | Cambridgeshire County Council](#)).

We know that selecting a school is one of the most important decisions a parent/carer can make. For that reason, we offer a number of tours for Reception class (EYFS) September starts throughout November and December of the preceding year.

School tours (optional)

We offer optional tours for families considering Reception entry in September 2026. School Tours take you on a guided tour around our facilities, which include meeting our Headteacher, and learning about our curriculum and innovative programs. On our school tours you get a first-hand look at our classrooms, library, courtyard, playgrounds, forest school area and more.

- October 2025: Mon 6th (10:00), Wed 15th (13:30), Thu 23rd (10:00)
- November 2025: Mon 10th (10:00), Wed 19th (13:30), Fri 28th (10:00)

Bookings are via Eventbrite ([link here](#) and on our website). **Tours are not part of the admissions process and do not affect the allocation of places.** We look forward to meeting you!

Oversubscription Criteria (Reception and in-year)

Children with an Education, Health and Care Plan (EHCP) that names Milton Road Primary School are admitted first, before the oversubscription criteria are applied.

Where applications exceed the PAN (or available places in other year groups), places are allocated in the following order:

1. Looked After Children and Previously Looked After Children (including those who appear to have been in state care outside England and ceased to be so because of being adopted)
2. Children living in the catchment area with a sibling on the roll of Milton Road Primary School at the time of admission
3. Children living in the catchment area
4. Children living outside the catchment area with a sibling on the roll of Milton Road Primary School at the time of admission
5. Children of staff where the member of staff has been employed at the school for two years or more at the time of application and/or was recruited to fill a post for which there is a demonstrable skills shortage.
6. Other children, ranked by distance from the school, nearest first.

Tie-break: Where two or more applications cannot otherwise be separated, priority is given to the child living nearest to the school (see “Distance measurement”). If distances are exactly equal, the LA will use random allocation, supervised by an independent person. Parents/carers have the right to appeal to an independent panel against a refusal of a place. Appeals are heard under the School Admission Appeals Code (2022). For

Multiple births: Where the last available place is offered to one of a multiple birth, the other sibling(s) will also be admitted where possible; where this results in an infant class size above 30, such pupils may be treated as excepted under the Infant Class Size Regulations.

Definitions (used above)

- **Catchment area**

Our catchment map is published by the LA. You can check an address on the LA’s website ([“Cambridgeshire school catchment finder”](#)).

- **Sibling**

A brother or sister, half-brother or half-sister, adopted brother or sister, step-brother or step-sister or the child of the parent/carer’s partner, living at the same address and attending the school at the time of admission.

- **Home address**

The child’s normal place of residence at the time of application. Where a child lives with parents with shared care, the address used will be the one at which the child resides for the majority of school nights. Evidence may be requested.

- Service families & crown servants: A unit or quartering address or a future confirmed address may be used; the LA will not disadvantage applications from UK service personnel or crown servants.

- **Distance measurement**

Straight-line distance from the address point of the child’s home to the address point of the school, calculated by the LA’s GIS.

Waiting lists

If the school is oversubscribed, a waiting list will operate for the year of admission until at least 31st December. The list is ranked strictly in line with the oversubscription criteria above; a child’s position may move up or down as new

applications are added. The LA maintains waiting lists and will advise on continuation beyond 31 December.

In-year admissions (Years R–6 during the year)

All in-year applications are coordinated by the LA. The admission authority aims to notify parents of the outcome within 10 school days and must do so within 15 school days. Where a child is without a school place or meets Fair Access criteria, the application may be considered under the Fair Access Protocol. If a place is offered, we will arrange a start date with you; if refused, you will be told how to appeal and how to remain on/ask to join the waiting list.

- **Note:** Our newsletter sometimes mentions current numbers, but any vacancy can only be filled through the LA's in-year process.

Right of appeal & Infant Class Size (ICS)

Parents/carers have the right to appeal to an independent panel against a refusal of a place. Appeals are conducted under the School Admission Appeals Code (2022). For Reception, Year 1 and Year 2, Infant Class Size rules limit successful appeals unless specific exceptions apply.

Admission of children below compulsory school age & outside normal age group

- **Deferred/part-time start (Reception):** Children allocated a reception place may defer entry until later in the school year (but not beyond the start of the term after their 5th birthday) and/or may attend part-time until that point.
- **Summer-born/out-of-year requests:** Parents may request that their child is admitted outside their normal age group. The admission authority will decide in the best interests of the child, considering the parents' views and any supporting evidence. Where agreed, the application must be made in the normal way for the requested year of entry.

Withdrawing an offer

An offer may be withdrawn where:

- it was made in error;
- it was offered on the basis of a fraudulent or intentionally misleading application; or
- the parent/carer fails to respond to the offer within a reasonable timeframe set by the LA.

Transition to secondary school

Our partner secondary is Chesterton Community College for which we currently are designated a feeder primary school in their oversubscription policy.

- **Closing date for on-time secondary applications (Year 7, Sept 2026 entry):**
Friday 31 October 2025
- **National Offer Day (secondary):** Monday 2 March 2026

Parents apply via the LA portal; secondary schools publish separate arrangements and open-evening dates each autumn.

Important note: On 3 September 2025, the Office of the Schools Adjudicator (decision **ADA4493**) partially upheld an objection to Chesterton Community College's 2026 admission arrangements and directed the admission authority (Eastern Learning Alliance) to revise them by 30th September 2025. Families should check Chesterton's updated policy before applying; see the OSA decision and the school's admissions page for updates:

<https://www.gov.uk/government/publications/chesterton-community-college-3-september-2025>

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