



ADMISSIONS POLICY – 5s and Under

This policy is applicable to all pupils within the Early Years Foundation Stage (EYFS). This document is available in written format upon request and a copy can also be located on the school's website.

The school's procedures for Admissions will have regard and adhere to the following statutory and non-statutory guidance:

- DfE Guidance: Children Missing Education (August 2024)
- DfE Guidance: Working together to Improve School Attendance (August 2024)

INTRODUCTION

Milton Keynes Preparatory School (MKPS) is a co-educational academically selective independent school for pupils from ages 2 months to 11 years. We offer a broad, balanced and innovative curriculum which challenges all pupils at an appropriate level. MKPS aims to identify and admit those pupils who show potential and ability and who will benefit from an academic and all round broad education and contribute to, and benefit from, the ethos and activities of the whole School.

We seek to promote accessibility, regardless of background, and provide a range of means-tested scholarships and bursaries. The School will comply with its obligations under the Equality Act 2010 and the Children's and Families Act 2014. We are strongly committed to promoting equal opportunities for all, with regard to the nine protected characteristics (*see Pupil Equal Opportunities*).

MKPS is enriched by its diversity of pupils. We provide a school community that prepares our pupils for the next stage in their schooling. We welcome those who require academic support provided that the special educational needs or disabilities of the pupil can be managed within the School's provision.

Deciding on the right school for your child is very important and we believe that a personal visit is invaluable. We very much hope that you and your child will visit us. We hold a number of Open Mornings each term, which give a general introduction to the school. Details are published on our website and social media. We are also very happy to welcome prospective parents and their children at other times. Prospective parents can contact the school office for a copy of the school prospectus and to arrange a visit to the school.

Admissions Policy and Procedure:

This policy should be read in conjunction with the following policies:

- Accessibility Plan 2023 - 2026
- SEN and Disability Policy
- Assessment for Teaching and Learning Policy
- Pupil Equal Opportunities Policy
- Safeguarding and Child Protection Policy



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EQUAL TREATMENT

The school is committed to equal treatment for all, regardless of a child's age, race, ethnicity, religion or beliefs, sexual orientation or social background, special educational needs or disability.

SPECIAL EDUCATIONAL NEEDS & DISABILITIES

The school does not discriminate in any way. We admit pupils with special educational needs, providing that our pastoral care system can offer the child the support that he/she requires. The school welcomes children with physical disabilities provided that our site can make reasonable adjustments to support the child. We will discuss with parents and their medical advisers, the adjustments that could reasonably be made for the child if he/she becomes a pupil at the school. We advise parents of children with special educational needs or physical disabilities to discuss their child's requirements with the Head before proceeding to register the child to identify whether the child's needs can be adequately met within the school environment. Parents should provide a copy of an Educational Psychologist's report or a medical report to support their request.

Parents of children who are disabled or become disabled in the course of their time at the school should meet with the Head and Matron to discuss 'reasonable adjustments' to the child's classroom environment. Careful consideration will be given to any proposals of this nature and, where reasonable and reasonably practicable, such adjustments will be made. There may, however, be circumstances where it will not be reasonable or reasonably practicable for the school to accommodate those proposals.

THE ENTRY PROCEDURE

Entry Procedure for Children from 5 Years to 7 Years:

Parents of children who enter MKPS at younger ages are invited to come into school with their children to meet the staff.

- Parents of younger children must also inform the School of any special educational need provision so that the School is able to make decisions on suitable arrangements to support the child.
- We welcome parents of children who require academic support to come and discuss these with us to establish whether the special educational needs or disabilities of the pupil can be managed within the School's provision.
- Any parent registering their child will be notified of availability, with a start date being confirmed in writing.
- The School may also seek, from a candidate's current school, details of normal working provision and practices for the pupil.
- Places are allocated where vacancies exist.



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Registration: Registration requires the completion and signing of a registration form, submission of a birth certificate and the payment of the registration fee for Pre Prep (3 to 7 years) and/or for the Nursery (0 to 2 years). Payment of the registration fee does not guarantee admission to the School, this is at the Head's discretion. Nor does age, disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

EARLY YEARS FUNDING

Milton Keynes Preparatory School is committed to providing high quality early years education and childcare, ensuring equal access to funded places for eligible children. This section outlines the criteria and procedures for admission to our school under the Early Years Funding Scheme.

Each separate age range of funding listed has its own eligibility criteria. Please ensure you visit and read the government's current guidance: <https://www.gov.uk/check-eligible-free-childcare-if-youre-working> for current eligibility guidance.

Funding for 3 and 4 year olds (15 hours funded) childcare:

All children aged 3 and 4 are entitled to 15 hours funded childcare support per week for 38 weeks per annum, starting from the term after their third birthday.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child but at least 5 mornings per week (8:00am to 1:00pm) or 3 full days (8:00am to 6:00pm). Attendance must be for the full 46 weeks per annum.

Eligibility for Funding for 2 year old (15 hours funded) childcare:

If you live in and work in England you may be entitled to 15 hours funded childcare support from the term after your child turns 2 years old, for a maximum of 38 weeks per annum.

To be eligible for the 15 hours funding your child must attend the nursery for the minimum hour requirements applicable to the age of your child but at least 5 mornings per week (8:00am to 1:00pm) or 3 full days (8:00am to 6:00pm). Attendance must be for the full 46 weeks per annum.

Eligibility for Funding for 9 month old (15 hours funded) childcare:

As with the eligibility for 2 year olds funding above, you will be entitled to 15 hours funded childcare support from the term after your child turns 9 months old.

The table below is useful for parents who are returning to work after maternity leave. The key dates of when funding will be available are as follows:



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Date of starting or returning to work	When you can apply from	When you can access your entitlements from
1 October – 31 January	1 September – 31 December	1 January
2 February – 30 April	1 January – 31 March	1 April
1 May – 30 September	1 April – 31 st August	1 September

Session Allocation:

- There are limited funded spaces within the school's setting and these are prioritised to children who are currently attending our school.
- Sessions are allocated based on availability and parental preferences where possible.
- Sessions may be adjusted to meet the needs of the child and the operational capacity of the school setting.

Applying for Funding:

- Parents must apply for and provide us with an eligibility code to qualify for the funded hours. For further information and to obtain an eligibility code, please visit the government website : <https://www.gov.uk/apply-free-childcare-if-youre-working>.
- Applications should be made using the school's Early Years Free Entitlement form.
- Parents must provide proof of the child's date of birth and residency (e.g. birth certificate and utility bill).

Terms for Funding:

- The school limits the number of funded hours that can be applied to our sessions.
- Any Early Years Funding is to contribute to the cost of providing high quality, flexible childcare. It does not cover the additional hours*, snacks and meals, consumables, activities and additional materials, trip and guest visits and other items that make up our enhanced nursery provision.
- Full fees will be payable for unfunded hours and weeks during the year.

*Minimum days/hours apply for specific age groups. Please see above and our Prospectus Supplementary Information for further details.

Withdrawal and Termination of Funded Places:

Funded places may be withdrawn if:

- A child's attendance falls below the minimum funded hours agreed by the school setting.
- The parent fails to supply a valid eligibility code for the extended entitlement.
- There is a breach of the setting's behaviour or safeguarding policies.

Further assistance on Early Years Funding:



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Further assistance and fee illustrations are available from our Bursar's office. Please contact our Bursar, Mrs Tiana Peel, on 01908 642111 or alternatively email on bursarmk@mkps.co.uk.

SIBLING POLICY

Most siblings join us at the school. However, admission is not automatic and there may be occasions where we judge that a sibling is likely to thrive better in a different environment.

COMPLAINTS

The school hopes that parents do not have any complaints about our admissions process. A copy of the school's complaints policy can be sent to parents on request and a copy can be located on the school's website. It should be noted that the Parent Complaints Policy is only applicable to parents of pupils already admitted into the school.

- *Please refer to the separate document: Parent Complaints Policy.*

ADDING OR REMOVING CHILDREN FROM THE ADMISSIONS REGISTER

The school adheres to Keeping Children Safe in Education (September 2025). KCSIE recognises that children who are absent from education can be a safeguarding concern, especially where a child leaves the school with no known destination.

The school is required to notify the local authority, within 5 days, when it adds or removes a child from the Admissions Register at non-standard transitions i.e. where a compulsory school-aged child leaves the school before completing the school's final year or joins the school after the beginning of the school's first year. This does not apply at standard transitions (where the child has completed the final year of education normally provided by the school), but the school will provide information to the local authority if requested.

The school understands it has a duty to provide information to the local authority for standard transitions if requested.

Deletions from the Admissions Register:

The school will not delete a child from the Admissions Register.

Additions to the Admissions Register:

The school will notify the local authority within 5 days of entry to the Admissions Register for non-standard admissions to the school.



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CHILDREN WHO ARE ABSENT FROM EDUCATION (CME)

The school will notify the local authority when a pupil fails to attend school regularly or is absent without leave for more than 10 school days (continuous).

- *Please refer to separate document: Children who are Absent from Education Policy*

The Admissions Policy – 5s and Under was reviewed in September 2025 and will be reviewed on or before September 2026.