

# Co-ordinated scheme for Secondary School Admissions

## September 2019

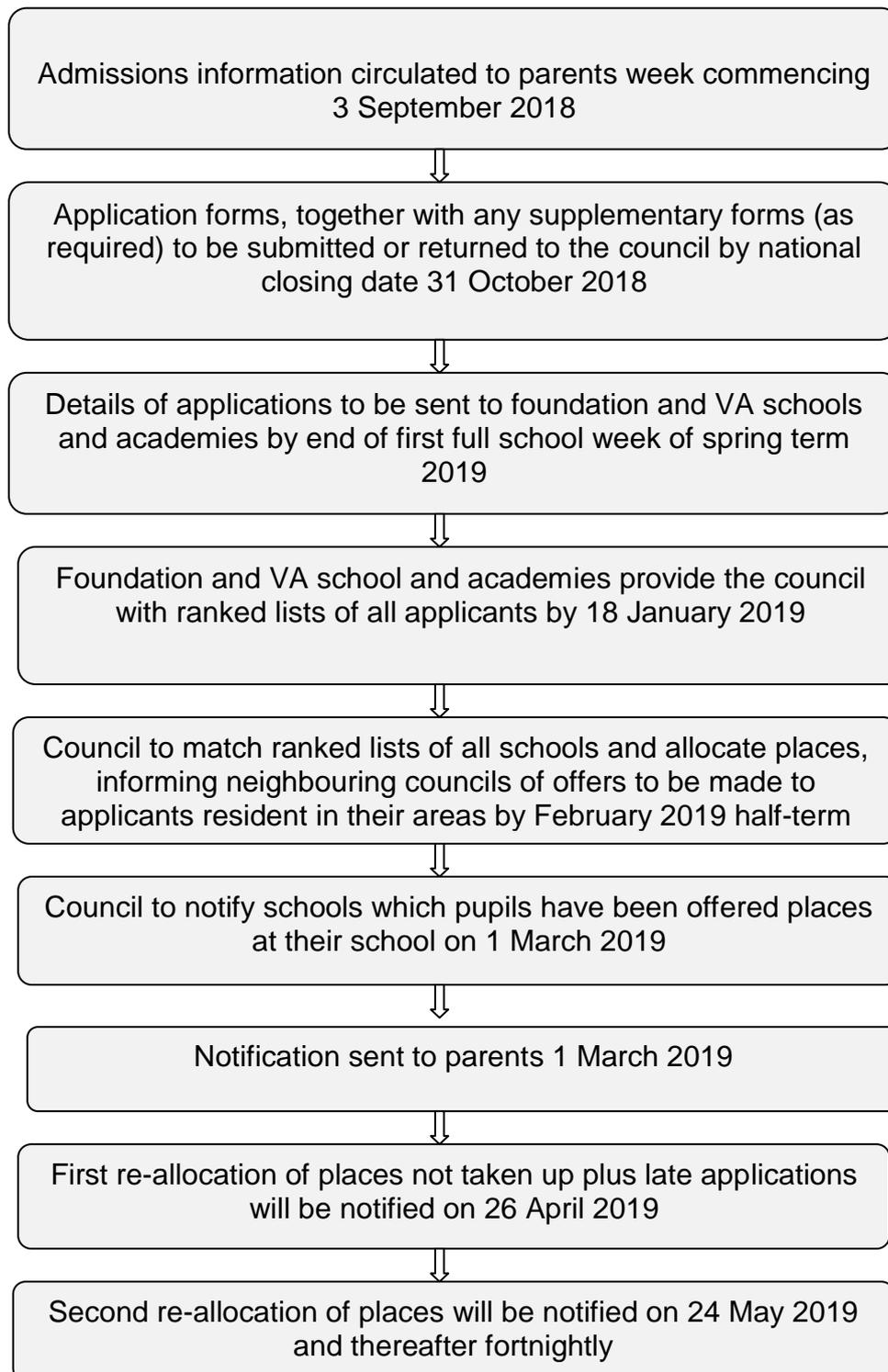
**All secondary schools in Milton Keynes are their own admissions authority, but the council has the responsibility to co-ordinate the admissions process for those starting secondary school for the first time.**

**This document outlines the scheme to be co-ordinated by the council to support the admission of children due to start secondary school in September 2019.**

**The following table lists all the secondary schools in Milton Keynes:**

<b>School</b>	<b>Address</b>
Denbigh School	Burchard Crescent, Shenley Church End, Milton Keynes MK5 6EX
Kents Hill Park School	Timbold Drive, Kents Hill Park, Milton Keynes
Lord Grey School	Rickley Lane, Bletchley, Milton Keynes MK3 6EW
Oakgrove School	Venturer Gate, Middleton, Milton Keynes MK10 9JQ
Ousedale School (dual campus)	Newport Pagnell Campus - The Grove, Newport Pagnell, Milton Keynes MK16 OBJ  Olney Campus – Aspreys, Olney, MK46 5LF
Shenley Brook End School	Wallbank Grove, Shenley Brook End, Milton Keynes MK5 7ZT
Sir Herbert Leon Academy	Fern Grove, Bletchley, Milton Keynes MK2 3HQ
St Paul's Catholic School	Phoenix Drive, Leadenhall, Milton Keynes MK6 5EN
Stantonbury Campus	Purbeck, Stantonbury, Milton Keynes MK14 6BN
Milton Keynes Academy	Fulwoods Drive, Leadenhall, Milton Keynes MK6 5LA
The Radcliffe School	Aylesbury Street West, Wolverton, Milton Keynes MK12 5BT
The Hazeley Academy	Emperor Drive, Hazeley, Milton Keynes MK8 0PT
Walton High (dual campus)	Walnut Tree Campus - Fyfield Barrow, Walnut Tree, Milton Keynes MK7 7WH  Brooklands Campus – Fen Street, Brooklands, Milton Keynes

## Timeline for secondary admission for September 2019



## Elements of the Scheme

### Information for Parents

As required by law, the council will publish its composite prospectus by 12 September 2018. The prospectus will contain information for the parents of children transferring to secondary school for the first time in September 2019, including information about:

- Secondary schools
- Prospective parents' evening or other opportunities to visit schools
- How to express preferences
- How allocations will be made
- Schools' admissions criteria
- Where a supplementary form is required by the school
- Deadlines for applications
- How late applications will be handled
- Transfers for pupils with special educational needs
- Home to school transport policy
- Where to access further information

Parents will be able to express preferences for schools in Milton Keynes as well as any preferred schools outside the council boundaries.

### The Common Application Form

In the normal admissions round, parents will be expected to apply online using the Common Application Form and viewing the composite prospectus. Parents will be provided with a paper copy of the application form on request. The form has common format.

Parents will be required to:

- Express up to four preferences
- Rank order their preferences
- Give details of siblings who will remain at the school in September 2018
- Give details of the child (address, date of birth, any relevant medical information)
- Indicate if the child has an education, health and care plan
- Indicate if the child is in care
- Give any reasons for their preferences
- Name the current school that the child attends
- Give their details (name, address, relationship to the child, contact details)
- Provide proof of their and their child's address.

If additional information is required by governing bodies of foundation or voluntary aided schools or academies in order to apply their admissions criteria, this will be detailed in the specific section about that school in the composite prospectus and on the online and paper copy of the Common Application Form. Contact details for each school are included so parents can obtain any supplementary information forms required from the schools directly.

Parents will be required to apply online by the national closing date, 31 October 2018, or return the paper application form to the council or their child's junior/primary school. The school will be required to date stamp the form and take a copy for their records. The form must then be forwarded immediately to the Education Access Team. Supplementary forms must be returned to the individual secondary school.

It is important that parents ensure all the information provided is complete and correct, as the information provided will be what is used to process the application. Any false or misleading information provided may invalidate the application. Whilst there is no duty on the council to validate addresses and any other information provided, we reserve the right to check applications. Any decisions regarding withdrawing applications will be taken by the relevant admissions authority. The application may then be withdrawn, requiring a new 'late' application to be made, or may lead to legal action.

### **Applications for Milton Keynes secondary schools**

Milton Keynes Council will ensure that all parents' preferences are logged on the CAPITA ONE admissions system. The Education Access Team will send all applications to schools in an encrypted electronic data file. Any supplementary information received will also be forwarded.

The application list will be sent to these schools during the first full school week in the spring term, January 2019.

### **Applications for schools in other council areas and applications for Milton Keynes schools from families living in other council areas**

Similar to the process described above, applications for schools in other councils will be logged on the CAPITA ONE system. The Education Access Team will send an electronic data file to the other councils. Any supplementary information received will be forwarded to the relevant council.

Milton Keynes Council will also receive applications from neighbouring councils. These will be recorded and passed to schools in the electronic data file.

### **Protocol for children with an education, health and care plan**

The Special Educational Needs Team will work with parents of children with an education, health and care plan during the summer term of year 5 and autumn term of year 6 to agree, following transfer review, which school to be allocated for September 2019.

The Special Educational Needs Team will inform parents of the school allocated for their child by 15 February 2019.

Any allocations for children with an education, health and care plan will count against the planned admission number for September 2019.

## **How a single offer will be determined**

The equal preference scheme is the scheme operated by Milton Keynes Council whereby all preferences listed by parents/carers on the application are considered under the oversubscription criteria for each school without reference to parental rankings. Where a pupil can be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the application.

Secondary schools (as admissions authority) should consider all applications they receive, apply their over-subscription criteria and determine a ranked list.

Ranked lists should be returned via electronic data transfer to Milton Keynes Council by 18 January 2018.

If it is possible to offer a place for a child at more than one of the parents' preferred schools, a place will be offered at the highest ranked school on the application form. This releases places which can be allocated through the reiteration process and ensures that as many applicants as possible are offered a place at one of their preferred schools.

If none of the parents' preferences can be met, a place will be allocated at the nearest school with a place available.

A single place will be identified for each child who has made an application by the end of this process.

## **Notification of offers to all schools or other councils**

Other LAs will be informed by 22 February 2019 of the offers of a school place that Milton Keynes Council will be making to their applicants. All schools will be informed of the final offers, which may include offers made to pupils living in other councils, by 1 March 2019.

## **Offers of a school place to parents by Milton Keynes Council**

The council will write to all parents who live in Milton Keynes giving a single offer of a school place and informing them of their entitlement to appeal, should they not be satisfied with the offer. For those children whose applications were made online and have been allocated their first preference school, the Education Access Team will email details of the allocation of places on 1 March 2018. For those children who applied using a paper application form and those children that have been allocated a second, third or fourth preference, or allocated a school by the LA, a letter will be sent by second class post on 1 March 2018 providing details of the allocation of places. This is the national notification date.

All parents who applied online will receive an email notification on 1 March 2019.

## **Waiting lists**

If a place is declined at a school of preference then the parent/carer can contact the Education Access Team to request that their child's name is placed on the waiting list for this school. The waiting list will be held and places will be offered (in the event that a place becomes available) in order of the over-subscription criteria and not in order of the date of application. For those schools that use the council's in-year application service, the council will hold and maintain the waiting list until 31 December 2019. Schools that do not use this service will be responsible for holding and maintaining their waiting lists from 1 September 2019.

### **Late applications received from 1 November 2018 to 31 August 2019**

Every effort will be made to encourage parents to complete application forms by the closing date of 31 October 2018. If an application form is not received by 31 October 2018 it will not be possible to consider it until all the other applications have been processed. This means that the majority of school places will have already been allocated. Consideration will be given to parents' preferences, however, if all preferred schools are full, parents will be advised of their right of appeal and a place will be offered at the nearest school with places available.

### **Applications received from 1 September 2019**

Applications received from 1 September 2019 onwards will be considered as in-year applications.

### **Admissions appeals**

Admissions appeals will be arranged by the schools themselves as the admissions authority.

Parents should contact schools directly in the event that they wish to appeal against a decision not to offer a place for their child.