

PRIMARY IN YEAR ADMISSIONS

IMPORTANT INFORMATION

This form should be used for primary aged pupils who require a place in a primary school in Milton Keynes school outside of normal point of entry. If the child has an Education Health Care Plan (EHCP) please contact the Special Educational Needs Team telephone number 01908 253414 for information on how to apply.

Please read the guidance on In Year Admissions which is available on the council's website at: <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions/in-year-school-transfers>

Moving into Milton Keynes

- Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement is required to support your application. You can apply before moving into Milton Keynes from another part of the UK but your application will be treated as living outside of a school's catchment area.
- Your application will not be processed until your child/ren is/are resident within the country.
- If you have moved to Milton Keynes from overseas you must provide a copy of your child's passport and visa or EEA residence card.
- You must provide your council tax reference number on the application form to confirm your residence. If you do not pay council tax on the property please provide a copy of a utility bill showing your name at the address given.

When to apply

- Applications can take at least 15 school days excluding weekends and school holidays to process; this depends on the volume of applications received and schools you are applying for.
- School places cannot be reserved so apply when you need a school place.

Preferences

- For in-year applications, an offer is based on what is available at the time you apply. Often the most popular schools are full and it is advised that you include your catchment school.
- Once a school place has been offered the parent/carer will need to contact the school to arrange a start date.
- Parents can state up to four preferences on their application form. If it is not possible to offer a place at any of your preferred schools we will approach the school nearest to your home address with a vacancy, to request a place.

Incomplete forms will not be processed. You will be notified via email of the outcome of your application.

Once you receive an offer you will need to contact the school within 10 working days to accept the place. If you do not make contact we will assume you do not want the place and withdraw the offer.

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Some schools manage their own in-year applications independently from the council.

If you wish to apply for an in-year place at any of the schools listed below please contact the school direct to apply.

Primary School Name	Phone Number
Bishop Parker Catholic School	01908 372129
Brooksward School	01908 605605
Heronsgate School	01908 550811
Loughton School	01908 665971
Middleton Primary School	01908 604851
Monkston Primary School	01908 671034
New Chapter Primary School	01908 679809
Oakgrove Primary School	01908 545300
Olney Infant Academy	01234 711388
Olney Middle School	01234 711323
Portfields School	01908 616060
Rickley Park Primary School	01908 372979
St Bernadette's Catholic Primary School	01908 692438
St Mary & St Giles CE Primary School	01908 562186
St Mary Magdalene Catholic School	01908 321746
St Monica's Catholic Primary School	01908 606966
St Thomas Aquinas Catholic School	01908 373977
Stanton School	01908 221242
The Premier Academy	01908 373621
Two Mile Ash School	01908 562262

PRIMARY IN YEAR APPLICATION FOR A SCHOOL PLACE

PLEASE ALLOW AT LEAST 15 SCHOOL DAYS TO RECEIVE AN OFFER FOR A SCHOOL PLACE VIA EMAIL.

For applicants who are seeking admission to a primary school after the normal point of admission

Please read the guidance notes before completing the form. Once complete return to the address on page 5

PLEASE WRITE CLEARLY IN BLACK INK USING UPPERCASE LETTERS

1. Child's details

Child's legal surname		First name(s)	
Child's date of birth		Year group	Male / Female
Child's normal home address			
	Postcode		
Is your child in the care of the local authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Local Authority
	If the answer above is 'YES' please tell us which local authority supports the child and give a social worker contact name and telephone number		
Name of current (or most recent) school	If now left this school, please give last date of attendance ___/___/___		
Address of school		Telephone	

2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms												
Relationship to child													
Email address													
Home/daytime telephone number													
If another adult has parental responsibility but does not live at the same address as the child, please include details													
Who do you pay your Council tax to?													
Council tax account number													

3. Your school preferences

First preference school (name and postcode)	Reasons for preference
Second preference school (name and postcode)	Reasons for preference
Third preference school (name and postcode)	Reasons for preference
Fourth preference school (name and postcode)	Reasons for preference
Does your child have any brothers or sisters attending your preferred school(s)	Yes <input type="checkbox"/> No <input type="checkbox"/> Name _____ Date of birth _____ School _____

4. Reason for request for admission or transfer

Are you moving house? Please provide your estimated moving in date: _____	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give new address and provide evidence of your move in the form of a tenancy agreement or letter from a solicitor confirming exchange of contracts.
Are you or your partner a serving member of the Armed Forces or a Crown Servant?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide an official letter that declares a relocation date and a unit postal address or quartering area address.
Reason for making an application Please tick where applicable	<input type="checkbox"/> House move within Milton Keynes <input type="checkbox"/> Move into Milton Keynes from overseas <input type="checkbox"/> Move into Milton Keynes from another local authority <input type="checkbox"/> School closer to home <input type="checkbox"/> Other: _____

5. Educational factors we should be aware of

Does your child have an Education Health Care Plan (EHCP)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child currently undergoing assessment for an EHCP	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to either question above, which local authority is involved?	
Does your child speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you withdrawn your child from a school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been permanently excluded from school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child subject to a court order or known to any other agency, i.e. Children's Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been supported by any other agencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please list the agencies involved:

Please add any information you would like us to know before we process your application

6. Parental declaration

I certify that I have parental responsibility for the child named in Section 1 and that this application has the agreement of all parents/carers listed in Section 2.

I wish to make application to the schools/academies listed in Section 3, which I have ranked in my order of preference.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately 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 am aware that this process can take **at least 15 school days** excluding weekends and school holidays

I understand that I will **need to contact the school offered within 10 working days** to accept the place and the offer will be withdrawn otherwise.

I hereby authorise the council and/or any schools/academies listed above to contact my child's previous school.

Signature of parent/carer

Date

7. School section (To be completed by Headteacher/Principal of current school)

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

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?

School Support Yes No Details

Under Assessment Yes No Details

Education Health Care Plan Yes No Details

Does the child have any exclusions? Yes No Details

Are there any attendance related issues?

Please give % attendance and unauthorised absences during the last 4 consecutive half term periods

%

%

%

%

Other information which may be relevant to the application

(Behavioural issues, if applicable, previous schools attended in the last two years, if known)

Name _____

Position _____

Signed _____

Date _____

Detailed information on schools in Milton Keynes can be found at www.milton-keynes.gov.uk/schooladmissions

School Stamp

The information requested on this form is required under the Education (Pupil Registration) (England) (Amendment) Regulations 2016 and will be managed and processed in accordance with Data Protection legislation. For more information on how we use your personal data, please see our [Privacy Notice which is published here](#).

Once completed you should return this form to:

Education Access Team, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Milton Keynes, MK9 3EJ Tel: (01908) 253338 Email: primaryadmissions@milton-keynes.gov.uk