



# LATE APPLICATION FORM FOR STARTING SECONDARY SCHOOL (Year 7) or UPPER SCHOOL (Year 9) SEPTEMBER 2023

## IMPORTANT INFORMATION

This form should be used for all children transferring to secondary school or upper school in September 2023.

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.

### **Before you apply**

Please read the important information below before completing the application form.

- If you are moving into or within 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 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.
- St Paul's Catholic School requires you to complete a supplementary questionnaire and this must be returned to St Paul's Catholic school.
- Ousedale School and Walton High are dual campus schools, Applications are made to the school as a whole and no preference for Campus allocation can be made at the time of application.

Late Application Received between	Notification Date
1 November 2023 and 10 March 2023	5 May 2023
11 March 2023 and 16 April 2023	2 June 2023
17 April 2023 and 26 May 2023	7 July 2023
27 May 2023 and 16 June 2023	19 July 2023
Applications received thereafter will receive an outcome by 31 August 2023.	

Please email completed forms to [secondaryadmissions@milton-keynes.gov.uk](mailto:secondaryadmissions@milton-keynes.gov.uk)

# LATE APPLICATION FORM FOR STARTING SECONDARY SCHOOL (Year 7) or UPPER SCHOOL (Year 9) SEPTEMBER 2023

**For applicants who are seeking admission to a secondary school or upper school in September 2023**

**Children born between (1 September 2011 – 31 August 2012) only**

**Upper school applicants (1 September 2009 – 31 August 2010) only**

Please read the guidance notes before completing the form. Once complete email to

[secondaryadmissions@milton-keynes.gov.uk](mailto:secondaryadmissions@milton-keynes.gov.uk)

**PLEASE WRITE CLEARLY IN BLACK INK**

## 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 school			

## 2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms		
	Surname:		
	First Name:		
Relationship to child			
Email address			
Home telephone number		Mobile telephone number	
Work 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 secondary school preferences

First preference school	Reasons for preference
Second preference school	Reasons for preference
Third preference school	Reasons for preference
Fourth preference school	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. Moving House?

If you are moving house <input type="checkbox"/> Please tick if applicable Please provide your estimated moving in date: _____	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.
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## 5. Extra Questions

Does your child have an Education Health Care Plan (EHCP)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you or your partner a serving member of the Armed Forces or a Crown Servant? If yes, please provide an official letter that declares a relocation date and a Unit postal address or quartering area address.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## 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 understand that information provided will be checked against Council Tax data

Signature of parent/carer

Date

**Information supplied will be used for registration purposes under the Data Protection Legislation. If you have applied to a foundation or voluntary aided school, and academy or a school in a neighbouring Authority information on this form will be shared with them.**

**Before returning this form please make sure that you have:**

- **Read the accompanying notes and the relevant council guide for parents and carers on school admissions which relates to any of the schools you would like your child to attend**
- **Checked that your address is in the Milton Keynes administrative area**
- **Confirmed your Council Tax account number**
- **Completed all relevant sections of this form**
- **Enclosed any relevant supporting evidence**
- **Attached any supplementary information securely**

**Once completed you should email this form to: [secondaryadmissions@milton-keynes.gov.uk](mailto:secondaryadmissions@milton-keynes.gov.uk)**

Tel: (01908) 253338