

FAQ –Transferring to secondary school in September 2025

1. Can I apply for a school that isn't in my catchment area?

You can apply for any school regardless of whether you live in the catchment area. Your application will be considered and ranked by the school's oversubscription criterion, and this may lessen your chance to get a place. However, we would advise you to include your own catchment school as one of your preferences even if it is your fourth preference – please see the [Guide for Parents/Carers](#) that will indicate the catchment school for your area.

2. Can I apply for a school in another county?

You can apply for any school in another local authority, but you need to make your application to the local authority to whom you pay Council Tax.

3. I'm considering applying for grammar schools, is it the same process?

If your child has sat and passed the 11+ exam you can apply for grammar schools and if you live and pay council tax to Milton Keynes, you apply through Milton Keynes City Council. We would advise that you do not just list grammar schools – you can include a selection of grammar schools, local schools, and your catchment school.

4. How many schools can I choose? Do I have to use all four preferences?

You can choose up to four preference schools and you should rank them in order of preference. Milton Keynes City Council uses an equal preference scheme to decide which school can be offered (if more than one school can offer a place, we will always allocate a place at the highest preference school) so choose carefully how you rank your preferences. If you choose schools that are regularly oversubscribed, we will always advise to include your catchment school as a preference.

5. I've changed my mind about the preferences – can I change the schools I have chosen?

You can change your application on the citizen's portal as many times as you wish by logging into your account online prior to the national closing date (31 October). Remember to resubmit the application if you do make changes. After this date, no further changes can be made to the application. Any applications received after the national closing date will be considered in the late second round allocation.

6. What should I do if I'm moving house after the closing date?

If you can provide evidence of the house move prior to the closing date, then ensure that you submit the application with your evidence. If the evidence is not available by the closing date, send it to secondaryadmissions@milton-keynes.gov.uk as soon as it is available and it can be used in the subsequent allocation round. Evidence we will accept is a council tax bill/number

Need to contact us?

secondaryadmissions@milton-keynes.gov.uk

01908 253 338

Civic, 1 Saxon Gate East, Milton Keynes MK9 3EJ

www.milton-keynes.gov.uk

or a signed by all parties tenancy agreement or a solicitors letter stating contracts have been exchanged on a purchased property.

7. What information do you need if I'm moving house?

We will accept a council tax bill/number or a copy of the signed lease/rental agreement extending beyond the start of next academic year or a copy of solicitor's letter confirming exchange of contracts/completion date. This must be dated prior to the closing date. We will not accept a contact of sale document/memorandum of sale/mortgage agreement document as proof that you are purchasing a property.

8. My child lives between me and their other parent – which address should I use?

You should use the address that the child resides at for the majority of the school week and the parent who resides at this address **must** make the application as the address will need to be checked and verified.

9. Can I apply using my partner's address or a family member's address as we stay there sometimes?

You should use the address that the child resides at for the majority of the school week and is their main place of residence. You cannot use an address that your child sometimes stays at due to domestic arrangements.

10. What do we do if there is a shared childcare arrangement with my ex-partner? How is it decided who can apply?

Where parents live apart and share responsibility for a child, we require a joint declaration from both parents confirming how the child divides their time between the two addresses. Where there is a disagreement as to which address should be used, or if a child spends an unequal amount of time at each address we will seek to consider if there is documentary evidence to show which is the main residence. If there is a court order in place, then this will take precedence over a joint declaration. Additionally, only a person with legal parental responsibility can make an application – this may not include a grandparent or step-parent unless they can provide legal evidence of their parental responsibility.

11. I've just moved to Milton Keynes and living with a family member; how can I provide address evidence?

You will need to ask the homeowner/council taxpayer of the address to contact the Council Tax office and request to be added to the council tax bill as a named occupant. This does not make you liable for the bill but confirms that you are resident at the property.

12. Is there someone I can talk to face to face about making the application as I have a few questions and may need help to complete the application?

Milton Keynes City Council runs a drop-in session at Milton Keynes City Council Civic Offices from the end of September to the beginning of January. Please check our website for updates and further information. Below is a list of drop in session days/times:

Date	Time
18 September 2024	11.30 am to 3.30 pm
25 September 2024	11.30 am to 3.30 pm
2 October 2024	11.30 am to 3.30 pm
16 October 2024	11.30 am to 3.30 pm
23 October 2024	11.30 am to 3.30 pm
30 October 2024	11.30 am to 3.30 pm
20 November 2024	11.30 am to 3.30 pm
27 November 2024	1.00pm to 4.00 pm
4 December 2024	1.00pm to 4.00 pm
11 December 2024	1.00pm to 4.00 pm
8 January 2025	11.30 am to 3.30 pm
15 January 2025	11.30 am to 3.30 pm

13. I've received my school place on national offer day - do I need to confirm that I accept the school place?

You do not need to confirm acceptance for a Milton Keynes school, however, if you have been allocated a Buckinghamshire school you will need to confirm acceptance by contacting www.buckscc.gov.uk/contactadmissions. If you are allocated a lower preference school from your application and do not wish to be considered for the higher preference schools, you must contact secondaryadmissions@milton-keynes.gov.uk to request to be removed from the waiting list of these higher preference schools.

14. If I don't get one of my preference schools what happens then?

You will automatically be added to the waiting list of the higher preference schools. If we have been unable to allocate any of the preference schools, you will be allocated a place at the next nearest school to your home address that has a place in the year group. You have the right to appeal to any higher preference schools that declined your child a place. All secondary schools in Milton Keynes manage their own appeals so you should contact the schools directly to request an appeal pack.

15. What if I'm not happy with the school allocated and want to decline – what do I do then?

We will not remove the place until we receive evidence of where your child will be educated in September, or an alternative school is allocated either from the waiting list of higher preference schools or you have secured alternative arrangements i.e. an independent school.

16. If I'm on a waiting list, when will I hear if I have been given a place?

The coordinated application process continues from 1 March until 31 August with late allocation rounds after National Offer Day. If a place can be allocated from the waiting list in one of the late rounds you will be contacted by letter. Late round allocations are automatic so if parents are happy with the school that was allocated, they must contact secondary admissions to request to be removed from waiting lists of the higher preference schools. Milton Keynes City Council will hold the waiting list until 31 August and then schools will hold the waiting list until 31 December.

17. How does the late round and waiting list process work?

If you submit a late or additional application with different schools listed to your original application, the assumption is that you are unhappy with the school that has been previously allocated to you and would prefer an alternative. Therefore, you cannot include the school you have already been allocated as part of the late application. If we can allocate a place at one of your new preference schools, the allocation is automatic, and you will lose the school place that was originally allocated to you. Similarly, if you are on the waiting list for higher preference schools, and we can allocate a place at one of the higher preference schools in a later round it is automatic. There is no opportunity to decide between the new allocated school and the previously allocated school. If you are allocated a lower preference school from your application and do not wish to be considered for the higher preference schools, you must contact secondaryadmissions@milton-keynes.gov.uk to request to be removed from the waiting list of these higher preference schools.

Late application rounds:

Round	Applications received by	Offer Day
2	1 November 2024 - 14 March 2025	2 May 2025
3	15 March 2025- 9 May 2025	20 June 2025
4	10 May 2025 – 20 June 2025	18 July 2025
5	21 June 2025- 27 July 2025	15 August 2025

Applications received thereafter will receive an outcome by 31 August 2025

18. What if I change my mind and want to keep the original school allocated?

As stated above, the process is automatic. Once you are happy with the school that has been allocated to your child, we advise you to email and request that your child is removed from all school waiting lists – secondaryadmissions@milton-keynes.gov.uk

19. Is there a school bus or transport service?

Parents and carers are responsible for ensuring their children attend school and for arranging their transport to and from school. Some schools may provide a school bus, please check with the schools directly. If you are not allocated a preference school and the allocated school is over 3 miles walking distance, you may be eligible for support with transport. Further information is available via this link: [School Travel Support | Milton Keynes City Council \(milton-keynes.gov.uk\)](#)

20. If I choose to Home Educate as I didn't get the school I wanted, what do I need to do?

If your child is moving to secondary school from Year 6, you must wait until 1 September when your child is registered as Year 7. Your child will remain allocated to the secondary school that has been given until this date. You will need to register online – please visit the Home Education section on Milton Keynes City Council website: [Home Education \(Parents\) | Milton Keynes City Council \(milton-keynes.gov.uk\)](#)

If you have any further queries, please contact the School Admissions Team – 01908 253338 or secondaryadmissions@milton-keynes.gov.uk