

Brooklands Farm Primary School

Dual campus admissions policy and how to request a transfer to the alternative campus

Brooklands Farm Primary School is one school with two campuses: Fen Street and Countess Way. The school serves the settlements of Brooklands and Broughton Gate.

Due to the nature of the housing development in these two estates there is currently an imbalance between the children who live in catchment for each of the campus sites. The number of children who will be allocated to each campus has been set to reflect this; however, it is still likely that some children who live in the catchment of one campus may need to be allocated to the other campus. Therefore, there may be parents that would prefer to move campus.

This policy outlines how children are allocated to each campus and explains the process for parents to request a transfer to the alternative campus.

How a campus will be allocated

Children will be automatically allocated a campus based on the following oversubscription criteria:

1. Children **in care** living within the catchment of the campus
2. Children **in catchment** with a **sibling on roll** at the campus, at the time of admission
3. Children who live in the **campus catchment** area
4. Children who live in the **catchment** area of the school
5. Children who live **outside the school's catchment** area **with a sibling** on roll at the campus
6. Children who live **outside the school's catchment** area

Within each criterion, each child will be ranked according to the distance from the home address to the alternative campus, measured in a straight line.

Priority within each criterion will be given to those children who live furthest away from the alternative campus, and therefore for whom the alternative campus would be less suitable.

Transferring campus

In order that all transfer requests can be considered in a fair and transparent way there will be one opportunity per year where parents can request a move to the alternative campus. The process will be as follows:

1. Transfer Request forms are available on the Milton Keynes City Council website from national offer day, 16 April 2025
2. The deadline for submitting the Transfer Request form to the council is **Friday 30 May 2025**
3. The Transfer Request Panel will meet to review campus allocations on 5 June 2025.
4. Transfer requests that the Panel agree to be reasonable, will be ranked in accordance with the campus allocation criteria
5. The Panel will allocate places where there are vacancies. Places will not be allocated above the admission number for each year group on each campus
6. The council will write to parents with the result of the transfer request **within five working days** of the date of the Panel meeting. The decision of the Panel is final and there is no right of appeal.

The Panel

The Transfer Request Panel will meet on an annual basis. Panel members are:

1. One school Headteacher;
2. One school Governor; and
3. A representative from the Local Authority, Milton Keynes City Council

In year campus transfers

Movement between campuses will only be allowed in exceptional circumstances during the academic year. This will be at the discretion of the Executive Headteacher.

Review

This policy will be reviewed on an annual basis. The next review date is March 2026