

SECONDARY IN YEAR ADMISSIONS

IMPORTANT INFORMATION

This form should be used for secondary aged pupils who require a place in a secondary 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/year-admissions-changing-school-during-year>

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.
- **Or** you must provide your council tax reference number on the application form to confirm your residence.

Moving in from Overseas

- If you are moving from overseas and wish to apply for a state school place you should visit <https://www.gov.uk/government/organisations/home-office> for further information. We recommend you obtain advice from an immigration professional or the UK Home Office to establish if your child(ren) have a right, under their visa entry conditions, to study at a state funded school. Please note it is the responsibility of parents to ensure that visa entry conditions are checked.
- If you have moved to Milton Keynes from overseas you **must** provide a copy of your child's passport and visa.

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.

SECONDARY IN YEAR ADMISSIONS

IMPORTANT INFORMATION

All secondary schools in Milton Keynes decide on their own admissions.

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:

Secondary School Name	Phone number
Denbigh School	01908 505030
Kents Hill Park School	01908 545300
Oakgrove School	01908 545300
St Paul's Catholic School	01908 669735
The Hazeley Academy	01908 555620
The Radcliffe School	01908 682222
Watling Academy	01908 505030
Walton High	01908 677954

SECONDARY 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 secondary school after the normal point of admission

Please read the guidance notes before completing the form. Once complete email to secondaryadmissions@milton-keynes.gov.uk

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? or previously under the care of a 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		Alternative telephone number (e.g. mobile)	
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"/> <table border="0"> <tr> <td>Name</td> <td>Date of birth</td> <td>School</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Name	Date of birth	School			
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: _____
Date admission required	

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

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

Signature of parent/carers

Date

SECONDARY IN YEAR APPLICATION FOR A SCHOOL PLACE

Child's Name:

Child's DoB:

Reasoning for Moving School:

SCHOOL INFORMATION FORM

(To be completed by Headteacher/Principal of current school)

The Headteacher/Principal of the child's current school must complete this section before the application can be processed. This form needs to be stamped with the school stamp.

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?

The following questions are strictly for Fair Access Protocol purposes

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 **complete** half term periods

1st Half -Term %=

2nd Half -Term % =

3rd Half -Term % =

4th Half -Term % =

Date: ---/---/--- to ---/---/---

Date: ---/---/--- to ---/---/---

Date: ---/---/--- to ---/---/---

Date: ---/---/--- to ---/---/---

Other information which may be relevant to the application

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

Further files to follow?

Yes No Details

Name

Position

Signed

Date

School Stamp

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

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 [Education, sufficiency, and access privacy notice | Milton Keynes City Council \(milton-keynes.gov.uk\)](#).

Once completed you should upload this with your online application or sent to:

Education Access Team, Milton Keynes Council, Civic Offices, 1 Saxon Gate East, Central Milton Keynes, MK9 3EJ

Tel: (01908) 253338 or Email: primaryadmissions@milton-keynes.gov.uk or secondaryadmissions@milton-keynes.gov.uk