Co-ordinated scheme for junior school admission September 2028.

The council has the responsibility to co-ordinate the admission process for all children transferring from an infant school to a junior school in September 2028.

Children in year 2 attending an infant school will be required to transfer to junior school at the end of the academic year. In order to access a place in year 3 from September 2028 and for clarity, this document outlines the scheme to be co-ordinated by the council to support the admission of children in September 2028 to community, foundation, voluntary controlled, voluntary aided schools and academies.

The following table lists all the foundation and voluntary aided schools and academies in Milton Keynes with a year 3 intake which are their own admission authority, for whom the council has the responsibility to co-ordinate the admission process:

School	Address
Bushfield School	Moon Street, Wolverton, Milton Keynes, MK12 5JG
Emerson Valley School	Hodder Lane, Emerson Valley, Milton Keynes, MK4 2JR
Heronsgate School	Lichfield Down, Walnut Tree, Milton Keynes, MK7 7BW
Jubilee Wood Primary School	1 Fishermead Boulevard, Milton Keynes MK6 2LB
Kents Hill Park School	Kents Hill Park, Kents Hill, Milton Keynes MK7 6BZ
Loughton School	Bradwell Road, Loughton, Milton Keynes MK5 8DN
Olney Middle School	Yardley Road, Olney, Bucks, MK46 5HP
Orchard Academy	Springfield Boulevard, Springfield, Milton Keynes, MK6 4HW
St Mary & St Giles C of E Primary School (North Campus)	King George Crescent, Stony Stratford, Milton Keynes, MK11 1EF
Southwood School	Bryony Place, Conniburrow, Milton Keynes, MK14 7AR
Stanton School	Fairfax, Bradville, Milton Keynes, MK13 7BE
Tickford Park Primary School	Avon Close, Newport Pagnell, Milton Keynes, MK16 9DH
Two Mile Ash School	The High Street, Two Mile Ash, Milton Keynes MK8 8LH

Milton Keynes City Council

Timeline for junior admission for September 2028



Elements of the Scheme

Information for Parents

As required by law, the council will publish its composite prospectus by 12 September 2027. The prospectus will contain information for the parents of children starting junior school for the first time in September 2028, including information about:

- Junior schools
- How to express preferences
- How allocations will be made
- Schools' admission criteria
- Where a supplementary form is required by the school
- Deadlines for applications
- How late applications will be handled
- Transfers for pupils with special educational needs
- Home to school transport policy
- Where to access further information

Parents will be able to express preferences for junior schools and/or those primary schools with a year 3 intake in Milton Keynes, as well as any preferred junior schools outside the council boundaries.

The Common Application Form

In the normal admission round, parents will be expected to apply online using the Common Application Form and viewing the composite prospectus. Parents will be provided with a paper copy of the application form on request. The form has a common format.

Parents will be required to:

- Express up to four preferences
- Rank order their preferences
- Give details of siblings who will remain at the school in September 2028
- Give details of the child (address, date of birth, any relevant medical information)
- Indicate if the child has an education, health care plan
- Indicate if the child is in care
- Give any reasons for their preferences
- Name the current infant school that the child attends
- Give their details (name, address, relationship to the child, contact details)
- Provide proof of their and their child's address.

If additional information is required by governing bodies of foundation or voluntary aided schools or academies in order to apply their admission criteria, this will be detailed in the specific section about that school in the composite prospectus and on the online and paper copy of the Common Application Form. Contact details for each school are included so parents can obtain any supplementary information forms required from the schools directly.

Parents will be required to apply online by the national closing date, 15 January 2028, or return the paper application form to the council or their child's current infant school by 14 January 2028. Supplementary forms must be returned to the individual junior school.

Paper forms can be handed in at any Milton Keynes infant or primary school. The school will be required to date stamp the form and take a copy for their records. The form must then be forwarded immediately to the Access to Education Team.

It is important that parents ensure all the information provided is complete and correct, as the information provided will be what is used to process the application. Any false or misleading information provided may invalidate the application. Whilst there is no duty on the council to validate addresses and any other information provided, we reserve the right to check applications. Any decisions regarding withdrawing applications will be taken by the relevant admission authority. The application may then be withdrawn, requiring a new 'late' application to be made, or may lead to legal action.

Applications for Milton Keynes infant and primary schools

Milton Keynes City Council will ensure that all parents' preferences are logged on the MRI admissions system. The Access to Education Team will send all applications to schools in an encrypted electronic data file. Any supplementary information received will also be forwarded.

The application list will be sent to these schools by 3 March 2028.

Applications for infant and primary schools in other council areas and applications for Milton Keynes schools from families living in other council areas

Similar to the process described above, applications for schools in other councils will be logged on the MRI system. The Access to Education Team will send an electronic data file to the other councils. Any supplementary information received will be forwarded to the relevant council.

Milton Keynes City Council will also receive applications from neighbouring councils. These will be recorded and passed to schools in the electronic data entry file.

Protocol for children with an Education, Health and Care Plan

The Special Educational Needs Team will work with parents of children with an education, health and care plan to agree, following transfer review, which school is to be allocated for September 2028.

The Special Educational Needs Team will inform parents of the school allocated for their child by 15 February 2028.

Any allocations for children with an education, health and care plan (EHCP) will count towards the planned admission number (PAN) for September 2028, except where a child is admitted to a specialist base, in which case the admission is in addition to the PAN.

How a single offer will be determined

The equal preference scheme is the scheme operated by Milton Keynes City Council whereby all preferences listed by the parents/carers on the application are considered under the oversubscription criteria for each school without reference to parental rankings. Where a pupil can be offered a place at more than one school, the rankings are used to determine the single offer by selecting the one ranked highest on the application.

Foundation and voluntary aided schools and academies (as admission authorities) should consider all applications they receive, apply their over-subscription criteria and determine a ranked list.

All schools that rank applications should return their ranked lists via electronic data transfer to Milton Keynes City Council by 17 March 2028.

If it is possible to offer a place for a child at more than one of the parents' preferred schools, a place will be offered at the highest ranked school on the application form. This releases places which can be allocated through the reiteration process and ensures that as many applicants as possible are offered a place at one of their preferred schools.

If none of the parents' preferences can be met, a place will be allocated at the nearest school with a place available.

A single place will be identified for each child who has made an application by the end of this process.

Notification of offers to all schools or other councils

Other LAs will be informed by 7 April 2028 of the offers of a junior school place that Milton Keynes City Council will be making to their applicants. All junior schools will be informed of the final offers, which may include offers made to pupils living in other LA areas, by 14 April 2028.

Offers of a school place to parents by Milton Keynes City Council

The council will contact all parents who live in Milton Keynes giving a single offer of a junior school place and informing them of their entitlement to appeal, should they not be satisfied with the offer.

All parents who applied online using the Citizen's Portal will receive an email notification on 17 April 2028. Parents who applied using a paper application form will receive a letter in the post confirming the school place for 17 April 2028. This is the national notification date.

Waiting lists

If a place is declined at a school of preference, the child's name will automatically be added to the waiting list for that school. The waiting list will be held and places will be offered (in the event that a place becomes available) in order of the over-subscription criteria and not in order of the date of application. For those junior schools that use the council's in-year application service, the council will hold and maintain the waiting list until 31 December 2028. Junior schools that do not use this service will be responsible for holding and maintaining their waiting lists from 1 September 2028.

Late applications received from 16 January 2027 to 31 August 2027

Every effort will be made to encourage parents to complete application forms by the closing date of 15 January 2028. If an application form is not received by 15 January 2028, it will not be possible to consider it until all the other applications have been processed. This means that the majority of school places will have already been allocated. Consideration will be given to parents' preferences, however, if all preferred junior schools are full, parents will be advised of their right of appeal and a place will be offered at the nearest junior school with places available.

Applications received from 1 September 2028

Applications received from 1 September 2028 onwards will be considered as in-year applications.

Admission appeals

The council as the admission authority for community and voluntary controlled schools will arrange admission appeals for those schools. Parents should contact the Access to Education Team in the event that they wish to appeal against a decision not to offer a place for their child.

Appeal arrangements for foundation schools, voluntary aided schools and academies are detailed on the schools and council's website.

As the co-ordinator of the process the council hold application information that may be required to support an appeal. If a school which is its own admission authority requires this information for an appeal case a request should be made in writing to primaryadmissions@Milton-keynes.gov.uk, outlining the information required. Such requests may take up to five working days to be dealt with.

Contact details – Access to Education Team

Telephone: 01908 253338

Email: primaryadmissions@milton-keynes.gov.uk

secondaryadmissions@milton-keynes.gov.uk

Web: www.milton-keynes.gov.uk/schooladmissions