Co-ordinated scheme for primary school admission September 2028.

The council has the responsibility to co-ordinate the admission process for all children starting school for the first time.

This document outlines the scheme to be co-ordinated by the council to support the admission of children starting school for the first time in September 2028 to community, foundation, voluntary controlled, voluntary aided schools and academies.

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

School	Address
Ashbrook School	The High Street, Two Mile Ash, Milton Keynes, MK8 8NA
Bishop Parker Catholic School	Barton Road, Bletchley, Milton Keynes, MK2 3BT
Bow Brickhill CE Primary School	Bow Brickhill, Milton Keynes, MK17 9JT
Brooklands Farm Primary School (dual campus)	Fen Street Campus - Fen Street, Brooklands, Milton Keynes, MK10 7EU Countess Way Campus - Countess Way, Brooklands, Milton Keynes, MK10 7HN
Brooksward School	Tower Drive, Neath Hill, Milton Keynes, MK14 6JZ
Broughton Fields Primary School	Milton Road, Broughton, Milton Keynes, MK10 9LS
Chestnuts Primary School	Buckingham Road, Bletchley, Milton Keynes, MK3 5EN
Christ the Sower Ecumenical Primary School	Singleton Drive, Grange Farm, Milton Keynes, MK8 0PZ
Cold Harbour C of E School	Highland Close, Bletchley, Milton Keynes, MK3 7PD
Drayton Park School	Bala Way, Bletchley, Milton Keynes, MK2 3HJ
Elverby School	Zander Drive, Elverby, Newport Pagnell, Milton Keynes. MK20 0AA
Fairfields Primary School	Apollo Avenue, Fairfields, Milton Keynes, MK11 4BA
Germander Park School	1 Germander Place, Conniburrow, Milton Keynes, MK14 7DU
Glastonbury Thorn School	Pigott Drive, Shenley Church End, Milton Keynes MK5 6BX

School	Address
Glebe Farm School	Burney Drive, Glebe Farm, Milton Keynes MK17 8XY
Green Park School	Green Park Drive, Newport Pagnell, Milton Keynes, MK16 0NH
Heronshaw School	Lichfield Down, Walnut Tree, Milton Keynes, MK7 7PG
Heronshill School and Nursery	Birdlip Lane, Kents Hill, Milton Keynes, MK7 6HD
Holmwood School	Kensington Drive, Great Holm, Milton Keynes, MK8 9AB
Holne Chase Primary School	Buckingham Road, Bletchley, Milton Keynes, MK3 5HP
Jubilee Wood Primary School	1 Fishermead Boulevard, Fishermead, Milton Keynes, MK6 2LB
Kents Hill Park School	Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ
Knowles Primary School	Queensway, Bletchley, Milton Keynes, MK2 2HB
Langland Community School	Langland Road, Netherfield, Milton Keynes, MK6 4HA
Lavendon School	High Street, Lavendon, Olney, MK46 4HA
Lift Charles Warren	Old Groveway, Simpson, Milton Keynes, MK6 3AZ
Merebrook Infant School	Dulverton Drive, Furzton, Milton Keynes, MK4 1EZ
Middleton Primary School	Noon Layer Drive, Middleton, Milton Keynes, MK10 9EN
Monkston Primary School	Wadhurst Lane, Monkston, Milton Keynes, MK10 9LA
Moorland Primary School	Maslin Drive, Beanhill, Milton Keynes, MK6 4ND
New Bradwell School	Bounty Street, New Bradwell, Milton Keynes, MK13 0BQ
New Chapter Primary School	Chapter, Coffee Hall, Milton Keynes, MK6 5EA
Oakgrove School	Atlas Way, Oakgrove, Milton Keynes
Olney Infant Academy	Spinney Hill Road, Olney, Bucks, MK46 5AD
Oxley Park Academy (dual campus)	Oxley Park Campus - Redgrave Drive, Oxley Park, Milton Keynes, MK4 4TA Shenley Wood Campus – Merlewood Drive, Shenley Wood, Milton Keynes, MK5 6GG
Portfields School	Westbury Lane, Newport Pagnell, Milton Keynes, MK16 8PS
Priory Rise School	160 Bronte Avenue, Tattenhoe Park, Milton Keynes, MK4 3GE
Rickley Park Primary School	Rickley Lane, Bletchley, Milton Keynes, MK3 6EW
Shepherdswell Academy	Billingwell Place, Springfield, Milton Keynes, MK6 3NP

School	Address
St Bernadette's Catholic Primary School	Tewkesbury Lane, Monkston Park, Milton Keynes, MK10 9PH
St Mary and St Giles C of E Primary School (South Site)	Galley Hill, Stony Stratford, Milton Keynes, MK11 1PA
St Mary Magdalene Catholic Primary School	Ardwell Lane, Greenleys, Milton Keynes, MK12 6AY
St Mary's Wavendon C of E School	Wafandun Lane, Milton Keynes, MK17 7AA
St Monica's Catholic Primary School	Currier Drive, Neath Hill, Milton Keynes, MK14 6HB
St Thomas Aquinas Catholic Primary School	St Mary's Avenue, Bletchley, Milton Keynes, MK3 5DT
The Premier Academy	Saffron Street, Bletchley, Milton Keynes, MK2 3AH
Tickford Park Primary School	Avon Close, Newport Pagnell, Milton Keynes, MK16 9DH
Water Hall Primary School	Fern Grove, Bletchley, Milton Keynes, MK2 3QF
Watling Primary School	Simmental Way, Milton Keynes, MK19 6EU
Whitehouse Primary School	Vaynol Close, Whitehouse, Milton Keynes, MK8 1AG
Willen Primary School	Beaufort Drive, Willen, Milton Keynes Mk15 9HN
Wyvern School	Aylesbury Street, Wolverton, Milton Keynes MK12 5HU

Milton Keynes City Council

Timeline for infant/primary 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 school for the first time in September 2028, including information about:

- Infant and primary 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 schools in Milton Keynes as well as any preferred 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 early years provision 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 preferred infant/primary school by 14 January 2028. Supplementary forms must be returned to the individual primary 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 on the schools portal 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 school place that Milton Keynes City Council will be making to their applicants. All schools will be informed of the final offers, which may include offers made to pupils living in other LA areas, by 15 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 school place and informing them of their entitlement to appeal, should they not be satisfied with the offer. For those children who applied on time, online, by the closing date, the Access to Education Team will email details of the allocation of places on 17 April 2028. For those children who applied on time by a paper application a letter will be sent by second class post by 17 April 2028 providing details of the allocation of places. This is the national notification date.

Waiting lists

If a place is declined at a school of preference then the child's name will automatically be placed on the waiting list for this 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 schools that use the council's in-year application service, the council will hold and maintain the waiting list until 31 December 2028. 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 2028 to 31 August 2028

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 schools are full, parents will be advised of their right of appeal, and a place will be offered at the nearest 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 and 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