Co-ordinated scheme for secondary school admission September 2028.

All secondary schools in Milton Keynes are their own admission authority, but the council has the responsibility to co-ordinate the admission process for those starting secondary school for the first time.

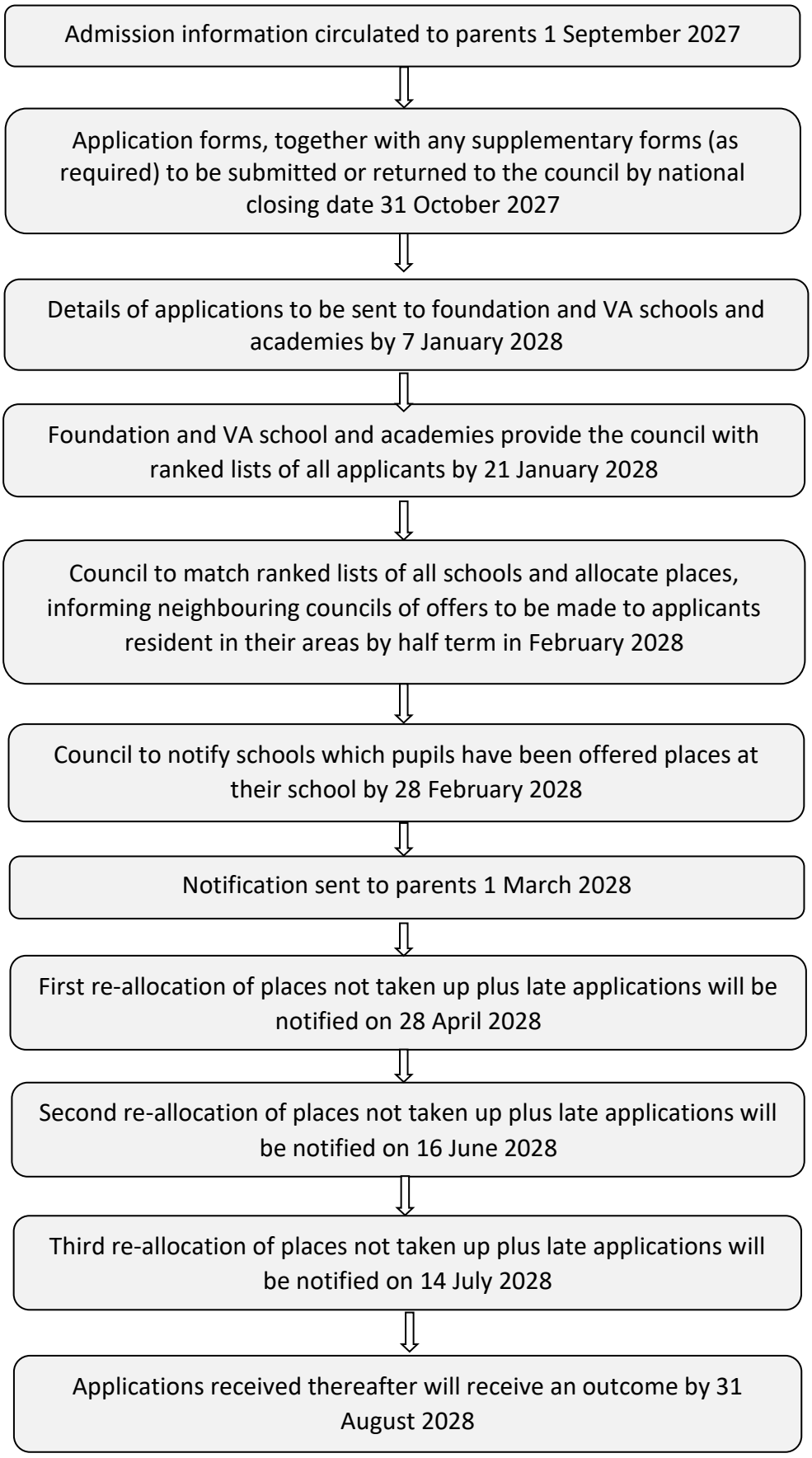
This document outlines the scheme to be co-ordinated by the council to support the admission of children due to start secondary school in September 2028.

The following table lists all the secondary schools in Milton Keynes:

School	Address
Brooklands Academy	Brooklands Campus, Fen Street, Brooklands, Milton Keynes, MK10 7HE
Denbigh School	Burchard Crescent, Shenley Church End, Milton Keynes, MK5 6EX
E-Act Ousedale School (dual campus)	Newport Pagnell Campus - The Grove, Newport Pagnell, Milton Keynes, MK16 OBJ Olney Campus – Aspreys, Olney, MK46 5LF
Glebe Farm School	Burney Drive, Glebe Farm, Milton Keynes MK17 8XY
Kents Hill Park School	Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ
Lift Sir Herbert Leon	Fern Grove, Bletchley, Milton Keynes, MK2 3HQ
Lord Grey Academy	Rickley Lane, Bletchley, Milton Keynes, MK3 6EW
Oakgrove School	Venturer Gate, Middleton, Milton Keynes, MK10 9JQ
Shenley Brook End School	Wallbank Grove, Shenley Brook End, Milton Keynes, MK5 7ZT
St Paul's Catholic School	Phoenix Drive, Leadenhall, Milton Keynes, MK6 5EN
Stantonbury School	Purbeck, Stantonbury, Milton Keynes, MK14 6BN
The Hazeley Academy	Emperor Drive, Hazeley, Milton Keynes, MK8 0PT
The Milton Keynes Academy	Fulwood Drive, Leadenhall, Milton Keynes, MK6 5LA
The Radcliffe School	Aylesbury Street West, Wolverton, Milton Keynes, MK12 5BT
Walton High	Walnut Tree Campus - Fyfield Barrow, Walnut Tree, Milton Keynes, MK7 7WH
Watling Academy	Barossa Way, Whitehouse, Milton Keynes, MK8 1EP

Milton Keynes City Council

Timeline for secondary admission for September 2028



Milton Keynes City Council

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 transferring to secondary school for the first time in September 2028, including information about:

- Secondary schools
- Prospective parents' evening or other opportunities to visit 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 and care plan
- Indicate if the child is in care
- Give any reasons for their preferences
- Name the current 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, 31 October 2027, or return the paper application form to the council or their child's junior or primary school by 29 October 2027. 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. Supplementary forms must be returned to the individual secondary school.

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 secondary 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 during the first full school week in the spring term, January 2028.

Applications for 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 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 during the summer term of year 5 and autumn term of year 6 to agree, following transfer review, which school 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 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.

Secondary schools (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 21 January 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 week commencing 16 February 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 council areas, by 25 February 2028.

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

The council will write to 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.

All parents who applied online using the Citizen's Portal will receive an email notification on 1 March 2028. Parents who applied using a paper application form will receive a letter in the post confirming the school place for 1 March 2028. 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. Schools are responsible for holding and maintaining their waiting lists from 1 September 2028.

Late applications received from 1 November 2027 to 31 August 2028

Every effort will be made to encourage parents to complete application forms by the closing date of 31 October 2027. If an application form is not received by 31 October 2027, 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

Admission appeals will be arranged by the schools themselves as the admission authority.

Parents should contact schools directly in the event that they wish to appeal against a decision not to offer a place for their child.

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 secondaryadmissions@milton-keynes.gov.uk. 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