

# MILTON KEYNES COUNCIL

## CO-ORDINATED SCHEME FOR PRIMARY AND SECONDARY SCHOOL ADMISSIONS – SEPTEMBER 2013

This document outlines the scheme to formulate admissions to primary and secondary schools in Milton Keynes for admission at the main points of entry from September 2013.

This scheme relates to the following admission authorities:-

Milton Keynes Council as the admissions authority for all primary community and voluntary controlled schools.

All foundation, trust and voluntary aided schools and academies which are “Own Admissions Authorities” shown below.

### PRIMARY SCHOOLS & ACADEMIES

Bishop Parker Catholic School  
 Bow Brickhill CE Primary School  
 Christ the Sower Ecumenical Primary School  
 St Bernadette’s Catholic Primary School  
 St Mary Magdalene Catholic Primary School  
 St Mary & St Giles CE Aided Junior School  
 St Monica’s Catholic Primary School  
 St Thomas Aquinas Catholic Primary School  
 Brooksward School  
 Germander Park School  
 Glastonbury Thorn School  
 Green Park School  
 Loughton School  
 New Bradwell School  
 Olney Infant Academy  
 Oxley Park Academy  
 Portfields School  
 Southwood School  
 Stanton School  
 Tickford Park Primary School  
 The Premier Academy  
 Two Mile Ash School

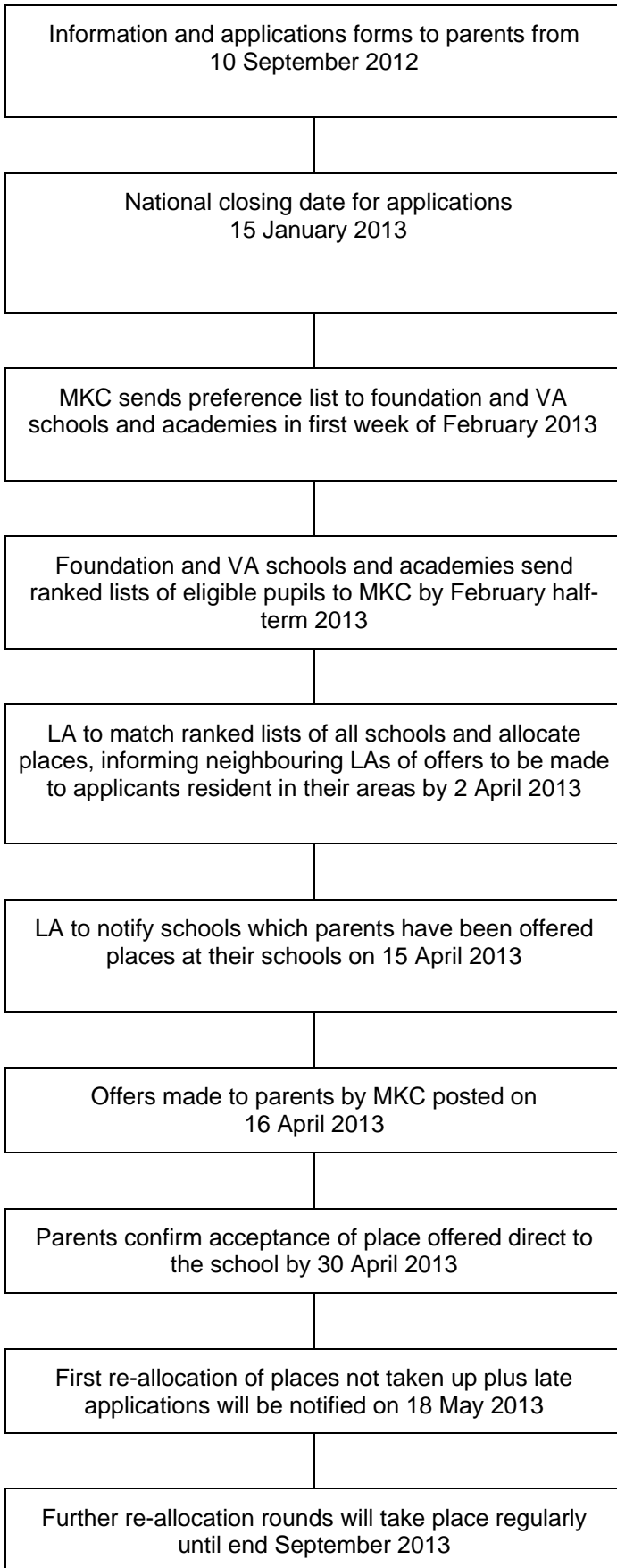
### SECONDARY SCHOOLS & ACADEMIES

Denbigh School  
 Leon School & Sports College  
 Lord Grey School  
 Oakgrove School  
 Ousedale School  
 Shenley Brook End School  
 St Paul’s Catholic School  
 Stantonbury Campus  
 The Milton Keynes Academy  
 The Hazeley Academy  
 The Radcliffe School  
 Walton High

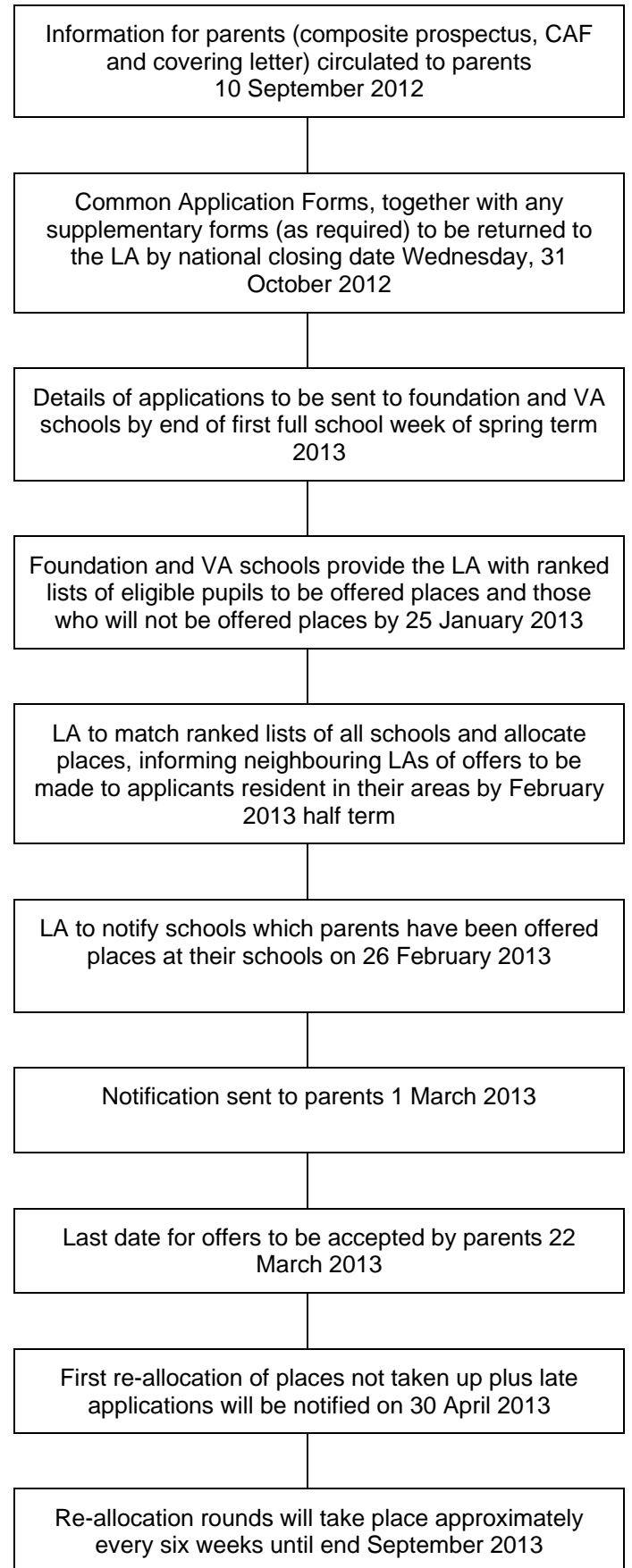


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## Timeline for transfer at 7+ and starting school for the first time for September 2013



## Timeline for secondary admission for September 2013



## **Section 2 Elements of the Scheme**

### **2.1 Information for Parents**

The 'Admission to Primary Schools in Milton Keynes Information for Parents' and the 'Admission to Secondary Schools in Milton Keynes Information for Parents' booklets will be available at infant, junior and primary schools in Milton Keynes for distribution during the second week of September 2012 to the parents of children starting school for the first time, transferring to junior school at the end of Year 2 and transferring to secondary school in September 2013. The booklets contain information about:

- o Primary or secondary schools
- o Prospective parents' evenings or other opportunities to visit schools
- o How to express preferences
- o How allocations will be made
- o Schools' admissions criteria
- o Where a supplementary form is required by the school
- o Deadlines for applications and allocation
- o Transfers for pupils with a special educational need
- o Home-to-school transport policy
- o Where to access further information
- o Late applications
- o How to apply on line
- o The in-year fair access protocol

Parents will be able to express preferences for schools in Milton Keynes as well as any preferred schools outside the council boundaries in other local authorities (LAs).

### **2.2 The Common Application Form**

Parents will be encouraged to apply online using the Common Application Form and viewing the admissions booklet. Parents will be provided with a paper copy on request. The form has a common format.

Parents will be required to:

- o Express up to three preferences
- o Rank order their preferences
- o Give details of siblings who will remain at the school in September 2013
- o Give details of the child (address, date of birth, any relevant medical information)
- o Indicate if the child has a statement of special educational needs
- o Indicate if the child is in care
- o Give any reasons for their preferences
- o Name current school
- o Give their details (name, address, relationship to the child, contact details)
- o Provide proof of their and their child's address (for secondary school transfer only)

If additional information is required by governing bodies of foundation or voluntary aided schools or academies in order to apply their admissions criteria, this will be detailed in the specific section about that school in the booklet and on 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 or return the completed Common Application Form to their child's infant, junior or primary school by the national closing date, 31 October 2012 for secondary school transfer or 15 January 2013 for children starting school for the first time or transferring from infant schools at the end of Year 2. Supplementary forms must be returned to the individual secondary or primary school.

All schools and academies must ensure that all applications are dispatched straight away to the School Admissions Team.

If secondary schools receive applications directly from parents in error, they should inform the School Admissions Team and send the application to the team straight away.

### **2.3 Applications for voluntary aided and foundation schools and academies**

Milton Keynes Council's School Admissions Team will ensure that all parents' preferences are logged on the CAPITA ONE admissions system. The School Admissions Team will send all applications in an electronic data file. Any supplementary information received will be forwarded to foundation and voluntary aided schools and academies.

The application list will be sent to these schools during the first full school week in the spring term, January 2013, for secondary school transfers and by the end of the first week of February 2013 for all primary admissions.

### **2.4 Applications for schools in other LA's and applications for Milton Keynes schools from families living in other LA areas.**

Similar to the process described in 2.3, applications for schools in other LAs will be logged on the CAPITA ONE system. The School Admission Team will send an electronic data file to the other LAs. Any supplementary information received will be forwarded to the relevant maintaining LA.

Milton Keynes Council School Admissions Team will receive applications from neighbouring LA's. These will be recorded and passed to foundation or voluntary aided schools and academies included in the electronic data entry file.

### **2.5 How a single offer will be determined from those eligible for places**

Foundation and voluntary aided schools and academies should consider applications, apply admissions criteria and determine an eligibility list. If the school or academy has more applications than places available a rank order of eligibility beyond the published admission number should also be determined.

If a child is eligible for a place 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.

Eligibility lists should be returned via electronic data transfer to Milton Keynes Council School Admissions Team by 25 January 2013 for secondary transfers and February half-term 2013 for primary admissions.

If a pupil is deemed to be eligible for places in more than one school, the allocation will be determined by considering which school is ranked highest in the parents' preferences.

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

A single place will be identified for each child by the end of this process. Wherever possible, when schools have more eligible applications than places available, places will only be allocated up to the limit of the published admissions number. The admission number will only be exceeded in **exceptional circumstances**. Where further capacity is required to provide every child with a school place, a discussion will be held with schools to agree an acceptable solution.

## **2.6 Protocol for children with statements of special educational needs**

The Inclusion Team will work with parents of children with statements and schools 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 2013.

The Inclusion Team will inform parents of the school allocated for their child by 15 February 2013.

Any allocations for children with statements of special educational needs will count against the Published Admission Number for September 2013.

## **2.7 Notification of offers to all schools or other LAs**

For secondary school transfers other LAs will be informed by 15 February 2013 of the offers of a school place that Milton Keynes Council will be making to their applicants. This listing will include the child's name, date of birth, address and current junior or primary school. All schools, including own admission authority schools, will be informed of the final offers, which may include offers made to pupils living in other LAs, by 24 February 2013. Schools should not communicate with parents until after the offer letter from Milton Keynes Council has been sent.

For primary admissions other LAs will be informed by February half-term 2013 of the offers of a school place that Milton Keynes Council will be making to their applicants. This listing will include the child's name, date of birth, address and current junior or primary school. All schools, including own admission authority schools, will be informed of the final offers, which may include offers made to pupils living in other LAs, by 2 April 2013. Schools should not communicate with parents until after the offer letter from Milton Keynes Council has been sent.

## **2.8 Offers of a school place to parents by Milton Keynes 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. The School Admissions Team will post letters with details of the allocation of places by second class post on Monday 1 March 2013 for secondary transfers. This is the national notification date.

Offers for primary school admissions will be sent out on 15 April 2013 by second class post. This is the national notification date.

Parents who applied online will receive an email notification on 1 March or 15 April 2013 followed up by a letter.

## **2.9 Admission appeals**

Milton Keynes Council and other admission authorities will establish independent appeal panels in the period April – July 2013, to hear appeals lodged by parents who have not been successful in their applications to preferred schools. The appeal panels are independent of the admission authorities. Their decisions are binding upon parents and admission authorities.

## **2.10 Late applications**

Every effort will be made to encourage parents to complete application forms by the closing date of 31 October 2012 for secondary transfers and 15 January 2013 for children starting school for the first time or transferring from infant schools at the end of Year 2. If an application form is not received by the relevant closing date it may not be possible to consider it until all the other applications have been processed. Requests for a change of preference(s) after the closing date will only be considered in exceptional circumstance. No other changes to preferences will be considered before the national notification date.

Applications received between the closing date and the start of the autumn term 2013 will be treated as late. Late applications will be considered in the next allocation round. 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 generally be offered at the nearest school with places available.

## **2.11 Waiting lists**

Parents who have been unsuccessful in being offered a place for their child at their preferred school/s, either following allocations, after appeals or following late applications will have their child's name placed on the waiting list. If a place becomes available, the school's admissions criteria will be applied to determine who from the waiting list should be allocated the vacant place. The School Admissions Team will co-ordinate this process until the end of the autumn term 2013. No offers of places that become available should be made by any school during this period.

Waiting lists will be held for primary and secondary schools and academies until the end of the autumn term 2013.

From 1 September 2013, for new applications, parents will be asked to complete an in-year application form and return it to the School Admissions Team who co-ordinate in-year admissions for primary community and voluntary controlled schools.

Applications will be processed in line with the co-ordinated scheme for admission outside of normal transfer round (in-year admissions).

## **ADMISSIONS IN FUTURE YEARS FROM SEPTEMBER 2014 ONWARDS**

Under the Admissions Code there is a duty to consult where the proposed scheme is substantially different or where the scheme has not been consulted on in the last 7 years. There are no changes to the current (2012) scheme and save for an opportunity for interested parties to comment for 2013 it is not planned to consult on the scheme in forthcoming years. The timeline will require adjustment each year and in each case where the date is not a working day the next working day will apply.