

**MILTON KEYNES COUNCIL  
PROPOSED  
CO-ORDINATED SCHEME FOR ADMISSIONS OUTSIDE OF NORMAL TRANSFER  
ROUND FROM SEPTEMBER 2012 (AND 2013)  
(In-Year admissions)**

**SECTION 1**

*Timetable from September 2012*

Applications available throughout the academic year to parents/carers via web page [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions) or paper application form available from the School Admissions Team

Application received by Milton Keynes Council direct. Date stamped if via post and system dated if online application.

Direct approaches to all schools and academies from parents **must** be forwarded to Milton Keynes Council School Admissions Team. Schools **must** ask parents to apply using the application process as set out on the webpage. Paper forms available from the School Admissions Team.

Milton Keynes Council School Admissions Team enter all details of the application on database (ONE) within 5 school days of receipt. Within that timescale School Admissions Team to have passed details of applicant to Academy, Foundation, Voluntary Aided Schools and where appropriate other local authorities.

Academy, Trust, Foundation and Voluntary Aided schools process application, using their own oversubscription admission criteria if applicable. Response **must** be received within 5 school days (see paragraph 2.5). Place on waiting list where one is held if not able to offer and inform local authority.

MKC School Admissions Team to make offers of **all** placements for **all** admissions authorities including academies, stating parent's right to appeal in letter, copy to own admission authority.

If first preference school is unable to provide a place the local authority will coordinate with second and third preference schools until a place can be offered either at one of the preferences or at the nearest alternative school to applicant's home address with places available.

## Interpretation

**Home local authority:** The local authority in which the child is resident.

**Local authority (LA):** Your local council, which has responsibility for schools and education.

**Maintaining local authority:** The local authority in which the school is situated.

**ONE:** Database programme used by Milton Keynes Council to record and maintain student information.

**Own Admission Authority:** Any school which is responsible for its own admission arrangements. This includes Academy, Trust, Foundation and Voluntary Aided schools.

**MKC:** Milton Keynes Council

**Parent:** Refers to both individual parents as well as those with parental responsibility for the child, eg carers.

## SECTION 2 - Elements of the Scheme

### 2.1 Regulations

This scheme is formulated in line with the School Admissions Code 2011 which can be viewed at <http://www.education.gov.uk/sacocode>.

### 2.2 Applying for a school place outside of the normal transfer times

From September 2012 Milton Keynes Council (MKC) will coordinate **all** applications for school places for **all** schools, academies, trust, foundation, voluntary aided, voluntary controlled and community schools, for children resident in Milton Keynes.

Parents with children of statutory school age who move into or within Milton Keynes and require a school place outside of the normal transfer times should apply for a school place using the in year primary or secondary application form available on the council's website at [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions) also available contact the School Admissions Team for a paper in year application form. The completed form should be submitted with any additional supplementary papers including proof of residence documents for the parent and child before their application can be considered.

School places cannot be allocated on the basis of intended future changes of address unless house moves have been confirmed through the exchange of contracts or the signing of formal lease agreement (Crown/Forces personnel are exempt).

We are unable to consider applications for schools whereby the date that the place is required from is more than two months from the date of the application. (eg applying in January but not requiring a place until May; we will only consider an application from March). Children **must** be resident within the country before an application can be considered. Service and Crown Personnel are exempt from the above.

Documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a rental agreement will be required. Proof of residence for the child/young person

will also be required by providing a copy of the child benefit statement or working tax credit. Parents resident in Milton Keynes who are requesting a change of school must provide proof of their home address and provide a copy of their latest council tax statement. Please see the cover sheet provided with the application for details of all documents required. This is also explained in the online guidance. For further details see [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions).

The council reserves the right to seek further documentary evidence to support a claim to residence.

## 2.3 Application forms

Parents **must** apply to their local authority regardless of the school they are applying for. The online or paper application form allows parents to apply for any school (excluding independent schools) and to give reasons for their preferences. If parents apply direct to a school the governing body should inform the home local authority who will co-ordinate across borders with neighbouring local authorities.

The in year primary or secondary application form is available to download from the council's website at [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions). A paper in year application form is also available from the School Admissions Team.

The application form will ask the parent for the following information:

- To express up to three preferences
- List their preferences in rank order
- Give details of siblings who currently attend the preferred school
- Give details of the child for whom the application is being made (address, date of birth, any relevant medical information or special social circumstances)
- Indicate if the child has a statement of special educational needs
- Confirm whether the child is in care to a local authority.
- Give any reasons for their preferences
- Name the child's current school
- Give details about the person completing the application (name, address, relationship to the child, contact details)

If additional information is required by the governing body of a foundation, voluntary aided school or academy in order to apply its oversubscription criteria, parents will need to complete a supplementary form. A list of schools that require the completion of supplementary forms is available on the Milton Keynes Council – School Admissions website. Supplementary forms for voluntary aided church schools are available on the Milton Keynes Council School Admissions website or direct from the school(s). Applications may not be considered until these forms have been received. Supplementary forms need to be returned along with the application form to the School Admissions Team.

Parents applying to a faith school on faith grounds may need to complete an additional form available from the school or provide any necessary proof from their minister or parish priest to confirm their faith commitment. This information should be returned direct to the preferred school.

Parents are required to return the completed paper application form, with any appropriate supplementary information/evidence, to the School Admissions Team at

Milton Keynes Council, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS.

The School Admissions Team will ensure that all parents' preferences are logged on the CAPITA ONE admissions database within five school days of receipt of application.

## **2.4 Applications for community or voluntary controlled Schools**

Applications for a community or voluntary controlled school will be processed by the School Admissions Team within a further ten school days for a child without a school place (requiring school place immediately, eg child has no current school).

If there are more applications than places available the School Admissions Team will apply the oversubscription criteria.

If the local authority is unable to meet any of the preferences requested by the parents, a place will be allocated at the school nearest to the child's home address that has a place available unless the child already has a school place within close proximity to their home address. In this case no alternative offer will be made unless requested by the parent.

The School Admissions Team will inform parents in writing of the outcome of their application.

## **2.5 Applications for foundation, voluntary aided schools and academies**

The School Admissions Team will send details of all applications received, including any supplementary information, to the relevant foundation, voluntary aided schools and academies within five school days of receipt.

Foundation, voluntary aided schools and academies should consider all applications within 5 days. The school or academy should admit the child if there is a space available (unless exempt under 3.32 of the School Admissions Code). If there are more applications than places available the school or academy is required to apply its oversubscription criteria and advise the local authority within five school days if a place can be offered.

If the school is oversubscribed they should place the child on the waiting list, if the school holds one (over and above the statutory time limit of December for children in the academic year of admission) and refer back to the local authority. To maintain public confidence and to ensure transparency the local authority will periodically, in agreement with schools, check school waiting lists to ensure correct application of the oversubscription criteria.

It may be that some children, determined to be eligible for admission, will be allocated places at alternative schools for which they are also eligible and which have been placed higher in the rank order of parental preference.

Schools and academies in Milton Keynes that are their own admission authority should forward applications made directly to them onto the School Admissions Team and inform the parent of the application process as detailed on the School Admissions webpage. Own admission authority schools and academies are required to advise parents that they need to apply for a school place through the local authority and for safeguarding purposes take details of the pupil(s) forwarding this to the School Admissions Team.

## **2.6 Applications for schools in other local authorities (LAs)**

Parents resident in Milton Keynes who wish to apply for a place at a school maintained by another local authority should apply to the local authority in which they live. The home local authority will then co-ordinate the application and contact the authority which maintains the school to advise of the application. Timescales in this situation may be extended from those above. However; the home local authority will endeavour to keep in contact with the family to communicate progress.

The offer of a school place will be made by the home local authority following confirmation from the maintaining local authority that a place is available for the child.

A maintaining local authority should exchange information on applications made directly to them for children resident in Milton Keynes and **must** inform the home local authority if a place is available at one of its schools for the pupil. The home authority will issue the offer of a school place letter.

Children moving house into a different local authority to which they currently live should consider the local authority that they are moving into as their home authority for the purpose of their application for a school place.

## **2.7 Children with statements of special educational needs**

Children with a current statement of special educational needs will be referred to their local Special Educational Needs (SEN) Team. The SEN Team will work with the School Admissions Team and parents of the child to secure a place at a school where the specific needs of the child can be met.

## **2.8 School placement offers**

The council will inform parents in writing of the outcome of their application. Offer letters will be sent out by the local authority for all schools for in year applications. These will be done in conjunction with information supplied by schools and academies that are their own admission authority once the School Admissions Team has received written or email confirmation from the school.

The School Admissions Team will post out a letter to the child's home address to inform them of the outcome of their application and the right to appeal if applicable.

## **2.9 Information for parents**

The 'Admission to Secondary Schools in Milton Keynes' and 'Admission to Primary Schools in Milton Keynes' booklets will be available in PDF format on the Milton Keynes Council website – school admissions. They contain the following information:

- A list of schools by local area
- The published admission number for each school
- Each schools oversubscription criteria
- Information relating to children with special educational needs
- Home-to-school transport information
- Details on where to access further information
- Details regarding in-year applications (those received outside of the normal transfer period)

- Information and important dates for applying for school places during the normal transfer round, eg applying for a primary school place, applying to transfer from primary to secondary school etc
- Contact details for the Milton Keynes Council School Admissions Team

Paper application forms and copies of the 'Admission to Schools' booklets can be obtained by request from:

School Admissions Team  
Milton Keynes Council  
Saxon Court  
502 Avebury Boulevard  
Central Milton Keynes  
MK9 3HS

Email [schooladmissions@milton-keynes.gov.uk](mailto:schooladmissions@milton-keynes.gov.uk)

Reference copies will also be available within all libraries and schools across Milton Keynes.

### **IN YEAR COORDINATION FROM September 2013**

The Draft School Admissions Code states that local authorities will no longer be required to carry out in year admissions for admissions outside the normal round from September 2013.

It is proposed to continue to provide in year coordination for all community and voluntary controlled primary schools and to engage with schools and academies which are their "Own Admissions Authorities" to discuss options during the spring term 2012.

Following these discussions the 2012 in year coordination scheme shown above will be amended for 2013 onwards as necessary.