

# In year school admissions

## Information for parents and carers

All children in England between the ages of five and 16 are entitled to a free place at a state school. The way in which places are allocated varies depending on the type of school.

Three categories of schools are maintained by Milton Keynes Council:

1. **Community** and **voluntary controlled** schools where the council (known as the Local Authority) is the admissions authority.
2. **Voluntary (Aided)** schools where the governing body is the admissions authority.
3. **Foundation** schools where the governing body is the admissions authority.

A fourth category is maintained directly by central government:

#### 4. **Academies**

Milton Keynes Council is the admissions authority for all **community** and **voluntary controlled schools**. This means that the Local Authority sets the admissions criteria and manages the admissions process.

At **voluntary aided, foundation schools** and **academies** the governing body is responsible for the admissions arrangements. This applies to all secondary schools in Milton Keynes who consult on and set their own admissions criteria. All secondary schools in Milton Keynes are either foundation, voluntary aided or an academy so in all our secondary schools the governing body is the admissions authority, not the Local Authority.

### Preferences

Parents have the right to express a preference for the school that they would like their child to go to. While their preference must be taken into account, it doesn't mean they have a right to receive a place at that school. The exception is for children with statements of special educational needs who must be admitted to the school named on their statement, whether that school has places or not.

### In year admissions

Milton Keynes Council is responsible for coordinating 'in year' admissions in all four categories of schools set out above. In year admissions are for those children who require a school place during the academic year.

If you are moving to Milton Keynes from an address within England and are applying for a school place in Milton Keynes in advance of that move then you should apply through your current Local Authority who will then liaise with us.

If you are moving to Milton Keynes from outside England then you should apply to us direct, and can do so before you move. We will need to see proof of your move:

- Confirmation that your house purchase is legally binding (in other words, you have already exchanged and completed and are living in your new home) or a formal lease agreement
- Council tax bill for new property

If you are moving within Milton Keynes you will need to tell us your anticipated new address and proposed date of move. We will ask for confirmation of your new address as above.

We aim to offer a school place for immediate admission within 15 working days. We may delay any offer in line with your anticipated move date. The furthest ahead we will offer a place is one half a term.

If your child already attends a school in Milton Keynes and the reason for changing schools is not as a result of an address move, you will need to give us your reasons for wanting to move your child. If this is due to problems at your child's current school we would expect you to have tried to resolve these difficulties with the school and we will contact your child's current headteacher to confirm this.

### **The application process**

If you are resident in Milton Keynes and wish to apply for a primary or secondary school place then please complete the in-year primary or secondary application form.

The completed form should be returned to the School Admissions and Transport Team, Saxon Court, Avebury Boulevard, Milton Keynes, MK9 3HS.

A hard copy may be requested from the School Admissions and Transport Team 01908 253733 or email [education@milton-keynes.gov.uk](mailto:education@milton-keynes.gov.uk)

### **What happens next?**

We aim to offer school places within 21 working days of receiving an application.

Where a school is not over subscribed we would process the application immediately. In certain instances we need to request information from you or your child's current school which may result in a delay. Applications may also be delayed if we are unable to confirm, with individual schools or other local authorities, accurate information about school vacancies.

Where the first preference school is over subscribed but your second or third preference school has a place available we will process the application as above. We will still process

the application for your higher preference school(s) to ensure the child is appropriately placed on any waiting list (where one exists).

Where the first, second and third preference schools are all oversubscribed we will ask the relevant admissions authorities (this could be up to three) to apply their oversubscription criteria and inform us of their priority order should places become available.

If it is not possible to offer a place at the first, second or third preference school parents and carers will then be offered a place at an alternative school. Parents and carers also have the right to appeal against any decision not to offer a place at any of your preferences. Information about the independent appeal procedure will be provided to parents and carers with the allocation response form.

Milton Keynes Council will send you an offer letter which will include an 'allocation response form' which you must return to the School Admissions and Transport Team within 10 working days. If you do not return the allocation response form the place may be withdrawn or the start date delayed.

In many cases community, voluntary aided, foundation schools and academies will also contact families direct when an allocation has been made.

### **Fair Access Protocol**

Milton Keynes Council has a Fair Access Protocol which is set out in our Primary and Secondary In-Year Admissions Policy. The Fair Access Protocol ensures that vulnerable groups of children are able to access a school place and that all schools take an equal number of children who may need a higher level of support. These children can take precedence over all other children on a school's waiting list.

Removing your child from their current school when you do not have an alternative school place for them will not give them priority under our Fair Access Protocol.

Some of the questions on the in-year application form are included to identify children with more complex needs and to try and ensure appropriate support is put in place for them at their new school. More information about the Fair Access Protocol is available on our website [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions)

For more information call 01908 253733 or email [education@milton-keynes.gov.uk](mailto:education@milton-keynes.gov.uk)