

IN-YEAR ADMISSIONS ARRANGEMENTS FOR ENTRY TO SHENLEY BROOK END SCHOOL FOR YEARS 7 – 11 APPLICABLE FROM 2011

Information on the school admissions policy is available on the school website.

For the purpose of admissions, Shenley Brook End School follows the guidance and regulations detailed in School Admissions Code, published by the DoE. The school subscribes to 'Primary and secondary in-year admissions, incorporating the Fair Access Protocol' guidance and policy produced by the Milton Keynes School Admissions Transport Team.

In year admissions are coordinated by the Local Authority (LA) on behalf of the school. Application forms and other details are available from the LA and must be returned to the LA. Further information on the process can be obtained from the Local Authority School Admissions and Transport Team and is available on the Milton Keynes Website.

No forms are available from the school. No form will be accepted at the school.

Parents should be aware that Shenley Brook End School is a heavily oversubscribed school with more applicants than places available and that every year many parents are unsuccessful in their application for a place.

Shenley Brook End School will consider applications for admissions in years 7 to 11 at times other than the normal transfer from primary to secondary school strictly in accordance with its stated admissions policy. It will apply the admissions criteria as appropriate for each relevant year group. Such admissions are referred to in this document as 'in year admissions.'

If a parent wishes to apply to the school for an in year transfer, an application form, available from the LA, will need to be completed before the application can be processed. Application forms will not be processed without proof of residency. If a parent wishes to apply, they should provide the following documents to support their application:

- A council tax bill which proves the applicant's residency
- A copy of the child benefit award as evidence that the child lives with the applicant at the address on the council tax bill

Utility bills, letters, bank statements etc will not be accepted as proof of residency. If applicants are unable to provide a child benefit statement because they have come recently from abroad, they should provide a valid passport with evidence that the child is entitled to education in this country. The LA, on behalf of the governors, will need to have sight of the original documents. If this is the case, they should contact the Local Authority School Admissions Team.

As the school is heavily over-subscribed many applicants will be unsuccessful, in which case the LA will advise parents of alternatives. Applications made during the school holidays will generally be processed when school resumes.

Once an application form and the necessary proof of residency have been returned to the LA the application will be considered strictly in line with the school admission criteria. If there are no vacancies in the relevant year group the Local Authority will notify applicants with the school's decision. The letter will be sent to the address on the application form and will also inform applicants of their right to proceed to an independent appeal. Details of this process will be provided. If there are vacancies in the relevant year group,

successful applicants will be notified by the Local Authority by telephone in the first instance.

Planned Admissions Number

The school's planned admissions number for each year is as follows

Year 7	240
Year 8	240
Year 9	240
Year 10	240
Year 11	240

How places are allocated

For a place to be available for an in year admission, the number for the relevant year group will have to have fallen below the planned admissions number - 239. When this occurs, the place will be allocated strictly in line with the school's admissions criteria.

Places that become available will be allocated to those applicants who meet the relevant criteria for the year group who are currently in the application process or in the case of year 7 the one at the top of the waiting list maintained until the end of the Autumn term in the first year of transfer. Places will not be allocated by the date order in which they are received.

For the purpose of in year admissions, the applicants in the process are considered to be:

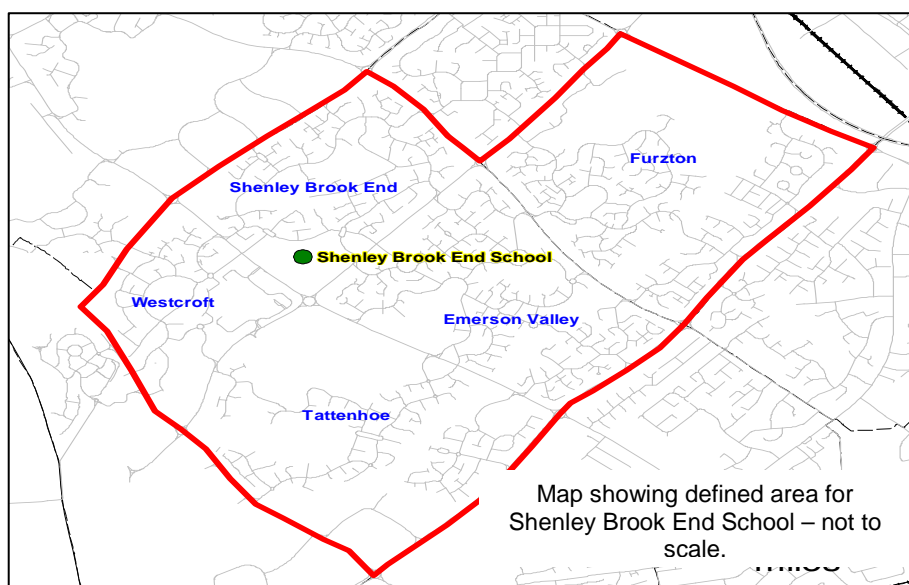
- those who have applied by application with the relevant proof of residence within the previous 21 days and who have not yet been offered an alternative school place by the Local Authority;
- those who have been unsuccessful in their application but who have returned their forms for an independent appeal to the Clerk of the Independent Appeal Panel and are awaiting a date for the appeal to be heard.

These applications will be considered to be 'live' applications and the place will be allocated to the applicant in the relevant year group strictly in accordance with the published admissions criteria. Applicants who have been offered alternative school places by the LA are no longer considered to be 'live' applications. The applicants who have not pursued their applications by returning the relevant forms by the relevant deadline will not be considered to be in the process.

Prospective applicants should note

1. Proof of residence will be required for all applicants. Application forms will not be processed without proof of residency. The child's home is the permanent address where they live with their legal guardian and where Child Benefit is addressed. Acceptable proof of residence is a Council Tax bill and evidence from the Child Benefit office that the child is resident at this address.
2. The home address is considered to be where the child spends the majority of the school week, Monday to Friday, including nights. If the school discovers that the school has given a child a place based on false, inaccurate or misleading information, it will withdraw the place and may take legal action.
3. It is generally not the school's policy to allocate a place for a child to a year below that of a child's chronological age.

4. The students at Shenley Brook End School start their GCSE and other level two courses in year 9. Moving schools during this time generally adversely affects the prospects of students in reaching their potential. Applicants who are seeking a transfer from another school in Milton Keynes, particularly in years 9, 10 and 11, are reminded that this is not recommended by the governors due to the impact on the child's education but should there be a vacancy then a place will be offered.
5. In the case of an application from a pupil who has been permanently excluded from their previous school, Shenley Brook End School reserves the right to refer the matter to the School Admissions Team at Milton Keynes Council and to carry out a risk assessment.
6. Applicants who do not return the relevant forms by the deadline dates are no longer considered to be in the application process.
7. Applicants who pursue their application to independent appeal and are then unsuccessful are no longer considered to be in the application process.
8. Waiting list: it is not the school's policy to maintain a waiting list. However, in line with the Admissions Code, a waiting list will be maintained by the LA on behalf of the school, for year 7 pupils only who transfer from primary to secondary school for the first time in September, until the end of the last day of the Autumn term, when it will then close. The waiting list will be ranked in the order of the over-subscription criteria and not in the order in which the applications were made. However, children who the Local Authority direct the school to admit or who are allocated a place at the school in accordance with the Fair Access Policy, will take precedence over those already on the waiting list. The ranking of applicants on the waiting list therefore may change as new applications are received.
9. Sibling: a sibling is a brother or sister of whole or half blood or any other child (including an adopted child) who permanently resides at the child's address and for whom the parent also has parental responsibility.
10. Multiple births: in cases where there is one remaining place available and the next child on the list is a one of a twin, triplet or other multiple birth group then the following will apply: both twins would be admitted (or all the siblings in the case of multiple births) even if this goes above the admissions number for the school.
11. The defined area: the area served by the school is Emerson Valley, Furzton, Tattenhoe, Shenley Brook End School and Westcroft.



Transfer arrangements from primary to secondary school

Admissions arrangements for entry to Shenley Brook End school for transfer from primary to secondary school are detailed in the 'Admissions Arrangements for entry to Shenley Brook End School for pupils aged 11+' available on the school website, the school prospectus and in the Local Authority's parents' handbook: 'Admissions to Secondary Schools in Milton Keynes: Information for Parents.'

Sixth form admissions

A separate policy is available for entry to Shenley Brook End school's sixth form.

Agreed by the Full Governing body

Signed by: Chair of Governors Date

Signed by: Headteacher Date