

SHENLEY BROOK END SCHOOL



ADMISSIONS POLICY FOR ENTRY INTO YEAR 7 SEPTEMBER 2020

Review Information Review Information

Adopted by full governing body:
Review Frequency:
Leadership Responsibility:
Date for Review:

December 2018
Annually
Deputy Headteacher
December 2019

Policy Statement

The school aims to serve the local community by offering places to students in the defined area up to the school's planned admission number (PAN).

Children with an Education Health Care Plan naming Shenley Brook End School will be given priority for admission with the normal admission round at 11+.

Where there are more applications than the PAN the following over-subscription criteria will apply

1. Looked after Children: this includes children who were in care but have since been adopted or become subject to a residence order or special guardianship order.
2. Pupils who live within the defined area and who have a sibling in years 8 -11 at the time of admission. Proof of residence may be required.
3. Pupils who live in the area served by the school – the defined area. Proof of residence may be required.
4. Pupils who live outside of the school's defined area but have a sibling in years 8 - 11 in attendance at the time of admission.
5. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
6. Pupils living outside of the defined area.

The school will only admit students into the year group of their chronological age except in exceptional circumstances.

The school will always seek to ensure its actions are in accordance with relevant current legislation.

Policy Governance

- Monitored by reviewing actual admissions data and exception reporting.
- Governor report based on attendance at appeals.

Signed:

Chair of Governors

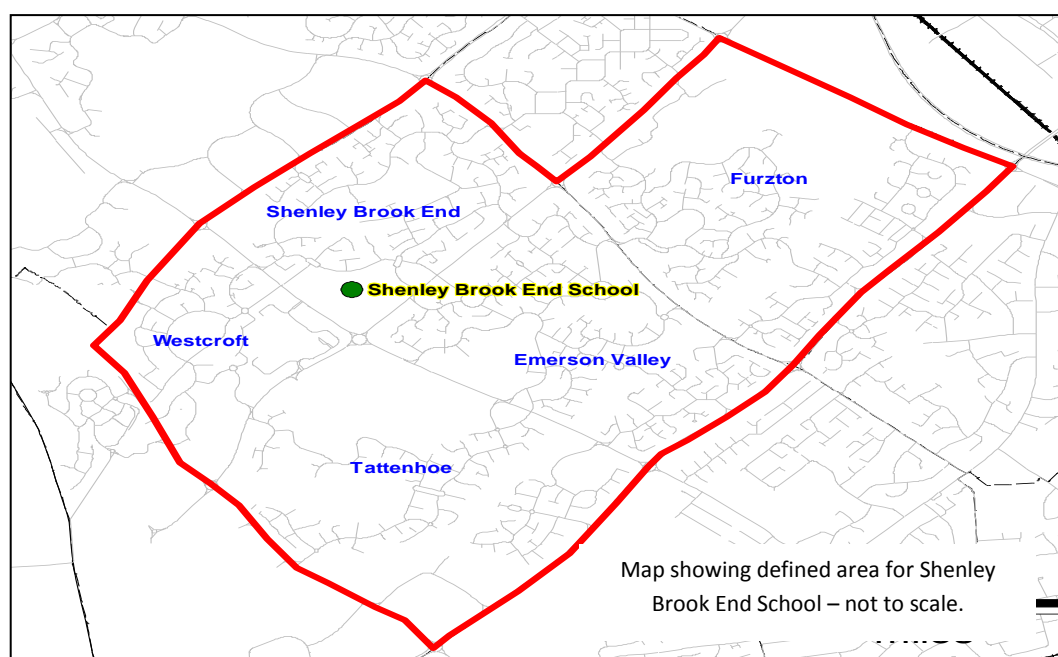
Date

Policy Implementation

ADMISSIONS ARRANGEMENTS FOR ENTRY TO SHENLEY BROOK END SCHOOL FOR SEPTEMBER 2020 FOR PUPILS AGED 11+

The planned admission number (PAN) for September 2020 is 300.

The area normally served by the school is Furzton, Emerson Valley, Tattenhoe, Westcroft and Shenley Brook End – the ‘defined area’.



Children with an Education Health Care Plan naming Shenley Brook End School will be given priority for admission with the normal admission round at 11+.

Where there are more than 300 applications there is over-subscription and the following criteria will apply prioritised as follows:

1. Looked after Children: this includes children who were in care but have since been adopted or become subject to a residence order or special guardianship order.
2. Pupils who live within the defined area and who have a sibling in years 8 -11 at the time of admission. Proof of residence may be required.
3. Pupils who live in the area served by the school – the defined area. Proof of residence may be required.
4. Pupils who live outside of the school's defined area but have a sibling in years 8 -11 in attendance at the time of admission.
5. Children of staff where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made.
6. Pupils living outside of the defined area.

Oversubscription

In the event of oversubscription in any category above, the places will be allocated according to the proximity of the child's main residence to the school's main entrance measuring the distance in a straight line by a computer application using a geographical information system. For applicants living in flats, the distance will be measured in a straight line from the school's main entrance, to the front door of the ground floor flat underneath the child's main residence.

NOTES

1. Late applications: any application for a place at the school received after the published date for return will only be considered after all prior applications have been processed in line with the above criteria
2. In line with the Admissions Code, after National Offer Day, prior to transfer, and for the first term (Autumn Term) in the first year of transfer, the school will maintain a waiting list until the end of December 2020, 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 Protocol, 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. It is not the policy of the school to maintain a waiting list after the closure of this waiting list for any year group.
3. It is not generally the school's policy to allocate a place for a child to a year below or above that of a child's chronological age.
4. Home address: this should be a child's home address - that is the child's permanent address where both the parent/carers and child reside. The home address is considered to be where the child spends the majority of the school week, Monday to Friday, including nights. In the case of shared custody where the child lives equally at with both at different addresses, it is the parents' responsibility to agree and make clear which address will be used and be able to provide supporting evidence in respect of that address. Only one address can be used.
5. Proof of residency may be required.
6. Looked after child: this is a child who is in the care of a local authority or being provided with accommodation by a local authority in the exercise of their social services functions (see the definition in section 22(1) of The Children Act 1989).
7. Previously looked after children: a copy of the adoption order, residence order or special guardianship order and a letter from the local authority that last looked after the child confirming that he or she was looked after immediately prior to that order being made will be required.
8. 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/carers also has parental responsibility.
9. 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.

10. The defined area and allocation of places in previous years: a map of the defined area is on page 3 of this document. The following information is based on the allocation of places on National Offer Day in 2019. There were 300 places available. There being more applications than places available the school was over-subscribed and therefore the school allocated places according to its over-subscription criteria. The places were allocated as follows.

There were 1 place allocated to students with a Statement of Special Educational Needs / Education Health Care Plan

- Criterion 1: There were 2 places allocated under the criterion of Children in Care
- Criterion 2: 86 places were allocated to students living in the area who would have a sibling in years 8 to 11 at the time of admission
- Criterion 3: 171 places were allocated to students living in the school's defined area
- Criterion 4: 26 places were allocated to students living outside the school's defined area but have siblings in years 8-11 at the time of admission
- Criterion 5: 1 place was allocated to children of staff
- Criterion 6: 13 places were allocated to students living outside the school's defined area
- The furthest student from the school allocated a place was 0.804 miles away

Admission at 11+

The Local Authority (LA) coordinates the admissions arrangements for children starting secondary school in September 2020. All applications should be made on-line by visiting the Milton Keynes website at <http://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admission>

A copy of the information booklet is also available on the website.

No forms will be accepted at the school.

Parents/carers and their children will have an opportunity to visit the school by attending a Prospective Parents' Evening that will take place during the Autumn term.

The deadline date for submitting an on-line application is the 31 October within the relevant year.

For children resident in Milton Keynes, attending Milton Keynes schools, the application form should be returned to the child's primary school, who will then forward it to the School Admissions Team at Milton Keynes Council. For students resident outside Milton Keynes, the home Local Authority form should be completed and returned as per the home LA instructions. For Milton Keynes resident children attending independent and other LA schools, the form should be returned to the School Admissions Team at Milton Keynes Council.

Applicants who apply online will be notified of their child's allocation by email. All applicants will be also informed by letter via the LA of the outcome of their application

The term "school" is used throughout this policy. Shenley Brook End School is registered as an academy under the Academies Act 2010.

according to the timeline agreed by the LA, and detailed in the parents' handbook, on National Offer Day.

Signed by:

Headteacher

Date