

IN-YEAR ADMISSION CRITERIA – SHENLEY BROOK END
FOR YEARS 7-11 FROM SEPTEMBER 2027

This policy relates to all **in-year** admissions to Shenley Brook End in years 7-11, except for the initial September entry into Year 7, which is managed as part of the Coordinated Admissions Programme for the Local Authority that is explained in the document “Admission Arrangements for the Shenley Brook End Year 7 September 2027”.

Parents should be aware that this is an oversubscribed school with more applicants than places available and many parents are unsuccessful in their application for a place.

Shenley Brook End will consider applications for admission in year 7 to 11 at times other than the normal transfer from primary to secondary school, which is managed by Milton Keynes City Council, strictly in accordance with its stated admissions policy. It will apply the admissions criteria as is appropriate for each relevant year group. For children who wish to attend Shenley Brook End after the September in which they enter Year 7, parents will be asked to complete the application form on the school's website under Admissions. Where no place is available the applicant will be advised in writing and informed of their right to request an independent appeal.

Verbal or telephone applications will not be accepted.

The school does maintain a waiting list. Parents should request in writing if they wish their child's name to be put on the waiting list for the relevant year group. The waiting list will be operated in accordance with the applicable admissions criteria, and length of time on the list will not be a factor in offering a place. Places **will not** be allocated by date order in which they are received.

The waiting list will be retained for the remainder of the academic year.

Shenley Brook End will keep Secondary Admissions at Milton Keynes City Council informed of applications received for all in-year admissions, and the subsequent outcome concerning those applications.

Planned Admissions Number

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

Year 7: 300
Year 8: 300
Year 9: 300
Year 10: 300
Year 11: 300

It should be noted that these are the original numbers assigned to these years on their original entry at Year 7 and are indicative and may reduce if the number is no longer practicable.

How places are allocated

For a place to be available for a mid-year admission then the number for the relevant year group will have to have fallen below the planned admissions number. When this occurs, the place will be allocated strictly in accordance with the process and definitions of the oversubscription criteria as set out in the Admissions arrangements for “Shenley Brook End Year 7 September 2027”.

For the purposes of in-year admissions, the applicants in the application process are considered to be:

- Those who have applied by letter within the previous 21 days and whose applications have not yet been determined.
- Those who have returned their forms requesting an Independent Appeal to the Clerk of the Independent Appeal Panel and are awaiting a date for the appeal to be heard.
- Applicants who have not pursued their applications by returning the appropriate forms by the relevant stated deadline will **not** be considered to be in the process.

Prospective applicants should also note:

- Prospective applicants should also note it is not the school's policy to allocate a place for a child to a year above or below that of a child's chronological age, subject to consideration of the facts of each case which should be set out clearly within the application. Where such an application is made, the board of governors will assemble an admissions committee to consider the facts submitted and determine whether an admission outside of the normal age group will be made.
- The school reserves the right to make its own enquiries to verify any information supplied by the applicant. If, subsequently, the school finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g., the parental address or the applicant's date of birth) and the place would not have been offered if the information had been correct, the Board of Trustees may withdraw the offer, even if the applicant has already started at the school.
- Applicants, who are seeking a transfer from another School or Academy in Milton Keynes, particularly in year 10 and 11, will be reminded that this is not recommended by the Board of Trustees due to the impact on the pupil's education nor can the Board of Trustees guarantee to offer an equivalent combination of subject choices or exam boards.
- Applicants who are seeking a transfer late in year 9 will be advised that it is not always possible to accommodate additional students into option choices that are already full.
- When an application is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel
- Applicants who pursue their application to an independent appeal and are then unsuccessful at independent appeal are no longer considered to be in the application process unless they write to Shenley Brook End asking to be retained on the waiting list.
- Applicants **will not** be placed on the waiting list for the relevant year group unless they advise Shenley Brook End in writing that they wish to be placed on the list. The list will be retained for the remainder of the academic year.
- Applicants may only apply to the school **once** for each academic year and if unsuccessful at independent appeal **may not** reapply until the following academic year unless there has been a material change of circumstance. However, applicants may request that their child's name be added to the waiting list.