



GUIDANCE NOTES FOR IN-YEAR APPLICATIONS 2023-2024

Dear Parent/Carer

Thank you for your interest in Shenley Brook End School. The attached form should be completed and returned to Shenley Brook End School either by post for the attention of Admissions or via email to admissions@sbe5d.com. Please note that in order for your application to be considered, all relevant sections of the form **must** be completed, and copies of the appropriate documentation enclosed. (Please note we do not offer a copying service) If your child has a statutory statement of special educational needs please contact the Special Educational Needs Team at the Local Authority on 01908 253414 for further information on how to apply.

Shenley Brook End School requires confirmation of your child's date of birth, and proof that you and your child are living at the address stated on the application form. **Please attach the following documentation to your completed application form;**

- A current council tax statement or recent utility bill to confirm your address
- A recent official document which confirms your child's date of birth and also that he/she lives with you at the address stated.
- If you are moving into or within Milton Keynes, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement is required to support your application.

Please read the important information below BEFORE completing the application form.

- The attached application form is for "in year" places only. Places at Shenley Brook End School cannot be reserved.
- Shenley Brook End School reserves the right to make its own enquiries to verify any information supplied by you. If the school discovers that it has given a child a place based on false, inaccurate, or misleading information (e.g., parental address), the school reserves the right to withdraw the place.
- You should be aware that Shenley Brook End School is oversubscribed, and completion of the application form does not mean that your application will be successful. Please note that when a place does become available in an existing year group, it is allocated strictly in accordance with the school's admissions criteria and applications are not considered based on the date that they are received.
- If The Board of Directors of Shenley Brook End School is unable to offer a place to your child, you will be advised in writing and informed of your right to request an independent appeal.
- If the child is currently attending a Milton Keynes School, you **MUST** get the **school section** of the form completed by your child's current school. Failure to do so will result in a delay in processing your application.

All enquiries regarding admission to Shenley Brook End School should be addressed to:

The Board of Directors of Shenley Brook End School
c/o Admissions

Shenley Brook End School
Walbank Grove
Shenley Brook End
Milton Keynes
MK5 7ZT

If your child is not in school at this time, you should contact the admissions section at Milton Keynes Council on 01908 253338 for further advice.



ADMISSION CRITERIA FOR SHENLEY BROOK END SCHOOL SEPT 2023

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

Places are allocated at Shenley Brook End School in line with the criteria shown below:

1. Looked After Children (LAC) and all Previously Looked After Children (PLAC) including those children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted (IAPLAC)
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. Up to 10% of places will be allocated on the basis of aptitude for physical education or sport, with a focus on netball or basketball.
7. Pupils living outside of the defined area.

Oversubscription: Distance Tiebreaker

In the event of there being more applicants meeting one of the above criteria than remaining places available, proximity to the school will be used as the tie breaker, with places being allocated according to distance from the school as measured in a straight line from the school's main entrance to the student's normal home address, using the Local Authority's computerised measuring system. For prospective students living in flats or multi occupancy dwellings, the distance will be measured from the school's main entrance to the front door of the prospective student's residence. In the event of there being two or more applicants at a flat or multi occupancy dwelling vying for the last available place the tie breaker of a random lottery will be used.

The full version of the 2024 In Year Admission Policy for Years 7 - 11 is available to view on the school website (Admission Criteria for mid-year entry 2024) or can be provided upon request.

Admissions Officer
Shenley Brook End School