

SHENLEY BROOK END SCHOOL



IN-YEAR ADMISSION POLICY FOR YEARS 7-11 FROM SEPTEMBER 2025

Review Information

Adopted by full governing body on
Date for Review:
Review Frequency
Leadership responsibility

December 2023
December 2024
Annually
Deputy Headteacher

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) for each relevant year group.

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 and the original Planned Admissions Number (PAN) as determined at the point of entry. Such admissions are referred to in this document as 'in year admissions.'

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 by Admissions committee.

Policy Implementation

IN-YEAR ADMISSIONS ARRANGEMENTS FOR ENTRY TO SHENLEY BROOK END SCHOOL FOR YEARS 7 – 11 APPLICABLE FROM SEPTEMBER 2025

For the purpose of admissions, Shenley Brook End School follows the guidance and regulations detailed in the School Admissions Code, published by the DfE.

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.

If a parent wishes to apply to the school for an in-year transfer, they will be asked to contact the Admissions Officer and request an application form, they will be asked to provide the following documents to support their application:

- A council tax bill which proves the applicant's residency
- A utility bill

If a parent or child has recently come from abroad, they should provide a copy of a valid passport and visa where appropriate and 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 the application will be considered strictly in line with the school admission criteria. If there are no vacancies in the relevant year group, the applicant will be advised in writing and informed 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 telephone in the first instance.

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

Planned Admissions Number (PAN)

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

Year of entry	Year group	PAN
2025	Year 7	300
2024	Year 8	300
2023	Year 9	300
2022	Year 10	300
2021	Year 11	300

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 e.g. 299. 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. 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 may be required for applicants. The child's home is the permanent address where they live with their legal guardian. Acceptable proof of residence is a Council Tax or utility bill.
2. Home address: this should be a child's home address - that is the child's permanent address where both the parent 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 with both parents 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.
3. If the school discovers that they have given a child a place based on false, inaccurate or misleading information, we will withdraw the place and may take legal action.

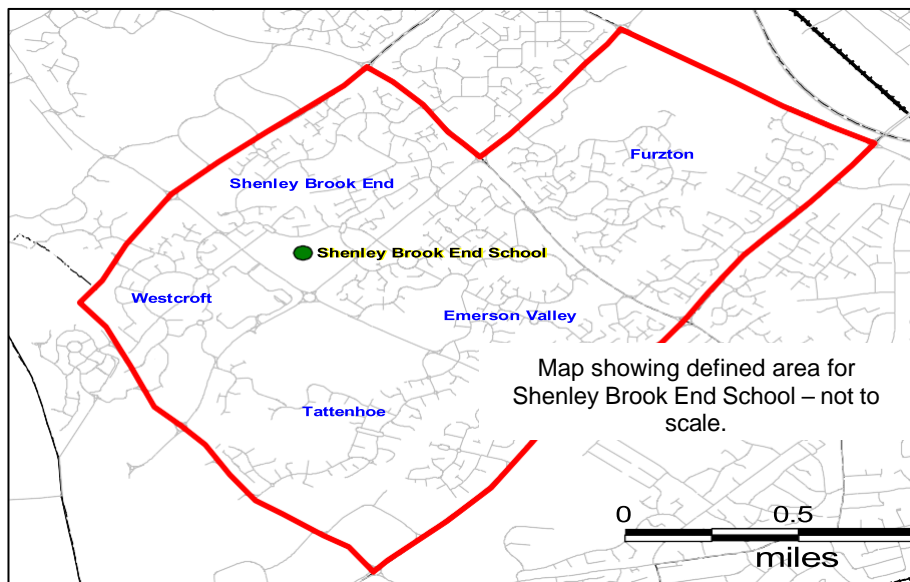
4. It is generally not the school's policy to allocate a place for a child to a year other than that of a child's chronological age, subject to consideration of the facts of each case.
5. The students at Shenley Brook End School start their GCSE and other level two courses in year 9. Moving schools during 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 nor can the governors guarantee to offer an equivalent combination of subject choices or exam boards, but should there be a vacancy then a place will be offered.
6. If an application meets the criteria to be considered under the Fair Access Protocol the school will refer the application to the Local Authority to be considered in line with locally agreed protocols.
7. Applicants who do not return the relevant forms by the deadline dates are no longer considered to be in the application process.
8. A looked after child is a child who is (a) in the care of the local authority, or (b) being provided with accommodation by a local authority in the exercise of its social services functions (see the definition in section 22(1) of the Children Act 1989). An adoption order is an order under the Adoption Act 1976 (see section 12 adoption orders) and children who were adopted under the Adoption and Children's Act 2002 (see section 46 adoption orders) Children Act 2002. A 'child arrangements order' is an order settling the arrangements to be made as to the person with whom the child is to live under Section 8 of the Children Act 1989 as amended by s.14 of the Children and Families Act 2014. Section 14A of the Children Act 1989 defines a 'special guardianship order' as an order appointing one or more individuals to be a child's special guardian (or special guardians).
9. A Previously Looked After Child is a child who was previously looked after but immediately after being looked after became subject to an adoption, child arrangements, or special guardianship order including those who appear to the admission authority of the academy to have been in state care outside of England and ceased to be in state care as a result of being adopted. 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.
10. 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.
11. 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.
12. Applicants who pursue their application to independent appeal and are then unsuccessful are no longer considered to be in the application process.
13. 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.
14. Applicants may only apply to the school once for each academic year and if unsuccessful at an independent appeal may not reapply until the following academic year unless there has been a material change of circumstances. However, applicants may request that their child's name be added to the waiting list.

15. Netball and Basketball aptitude: Applicants will be assessed on three metrics. To have your child considered for a place on these grounds it will be necessary to register for the aptitude assessment by 30th September via the form in the admissions area of the Academy's website, and attend the assessment on the second Saturday of October. No other tests for admission into Year 7 will take place after this date. Children will be assessed in the following areas:

- Illinois Agility test
- Hand-eye coordination
- Adapted game scenario

Their performance in each area will be assigned a percentile score, these will be combined together to give an overall score out of 100. The minimum score to be offered a place on these grounds will be 80. Where more children achieve this score than places available, the places will be offered to the top performers as determined by their overall score. In the event that scores are tied for the last place available the tie-breaker will be distance from the Academy. Parents will be informed by 20th October so that they can make an informed selection of schools by the national deadline. Those who achieved the minimum score required but were not offered a place will be held on the reserve list under criterion 6 of the oversubscription criteria. For late and in year admissions, where less than the number of places available are taken, a request for the assessment can be made. It is at the School's discretion as to whether an aptitude assessment will be offered.

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 website: '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.