

# **Stantonbury School**

## **In-Year admissions arrangements 2024-25**

### **Introduction**

This policy relates to all **in-year** admissions to Stantonbury School 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. An in-year admission is when a parent applies for a school place after the academic year has started and in most cases the child is already attending another secondary school.

Milton Keynes City Council co-ordinates the School's In-Year admissions therefore, if you wish to apply for an in-year admission you should apply via Milton Keynes City Council's web page <https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>. Stantonbury School itself will not accept applications directly.

Milton Keynes City Council will forward the application to Stantonbury School for consideration. Applications will be processed during the term time only and will be processed in the order that we receive them from Milton Keynes City Council. Stantonbury School holds a waiting list for each year group - details are explained below.

### **Published Admissions Number (PAN)**

All schools have a limit to the number of students that they admit as the buildings will only cater for a certain size of student population. The Published Admission Number is the number of students that can be admitted and accommodated in year 7.

The Published Admission Number (PAN) for year 7 at Stantonbury is 300.

The number of students in other years is as follows.

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**

Applications are considered individually and take account of movements in and out of the Academy. For a place to be available in any given year group the number of students will need to have fallen below 300 students.

Applications for in year admissions are processed in date receipt order from when the school receives the application from Milton Keynes City Council. If the academy has vacancies it will admit children up to the number in the year group as shown above. If there are more applications received than the number of vacancies available the oversubscription criteria, as set out in the Admissions arrangements for Stantonbury School, will be applied to determine who can be allocated a place.

### **How we communicate with parents following an in-year admissions application.**

If the application is successful you will be contacted by Milton Keynes City Council.

If the application is unsuccessful you will be contacted by Milton Keynes City Council. Unsuccessful applicants can make an appeal about the decision and further information about this can be found on the school website.

### **Waiting List**

Stantonbury School maintains a waiting list for each year group which lasts until the end of the academic year for which the application is made. If a place is unavailable then parents can ask for their application to be placed on the waiting list by emailing ? at Stantonbury School (insert email address) confirming the child's name and address. The waiting list is ranked in accordance with the oversubscription criteria and the length of time on the waiting list will not be a factor in offering a place. This means that applications will move up and down the waiting list as others are added or removed. The waiting list will be maintained for the remainder of the academic year and if you wish to keep your child on the waiting list for any subsequent academic year, you must re-apply. Being on the waiting list does not guarantee a place at the school. The school will only contact the parents directly when a place becomes vacant and their application is at the top of the waiting list in accordance with the oversubscription criteria. The place will need to be accepted within 1 week, if parents fail to accept the place within the stipulated period, the offer will be declined and the applicant will be removed from the waiting list for the rest of the academic year.

Please note, there are three circumstances where applications will take precedence over the waiting list:

- Milton Keynes City Council may direct the School to admit children through the Fair Access Protocol.
- Applications for Children who are looked after (LAC) by a Local Authority
- Applications for children who have an Education Health Care Plan (EHCP) that names Stantonbury School

### **Notes for prospective applicants**

1. Stantonbury School will only admit children out of their chronological age year group in exceptional circumstances. Parents should write to the Chair of the Local Governing Body if they wish to make such a request. Decisions will be made based on the individual circumstances of each case and will take into account the parents' wishes, educational advice, information about the child's academic, social and emotional development, and whether they have been previously educated out of their normal age group. Stantonbury School is responsible for making the final decision on which year a child is to be admitted into.
2. Stantonbury School cannot reserve places for children. If a place is available the child must be able to start at school within a week.
3. Applicants who are seeking a transfer from another school in Years 9, 10 and 11, should be reminded that this is not recommended by the Trust due to the impact on the student's

education. It is unlikely that a student joining from another school will be able to follow the same subject combinations or same examination board specifications.