

# **SHENLEY BROOK END SCHOOL**



## **ADMISSIONS POLICY FOR ENTRY INTO YEAR 7 SEPTEMBER 2025**

### **Review Information Review Information**

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

December 2022  
Annually  
Deputy Headteacher  
December 2023

## **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).

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

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**

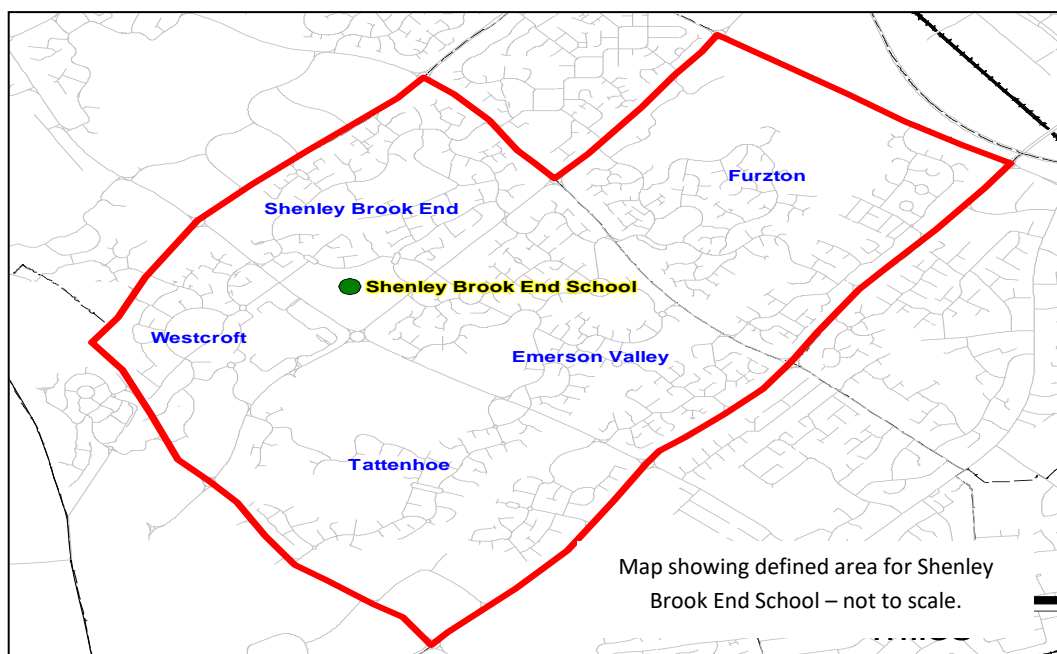
- Monitored by reviewing actual admissions data and exception reporting.
- Governor report based on attendance at appeals.

## Policy Implementation

### **ADMISSIONS ARRANGEMENTS FOR ENTRY TO SHENLEY BROOK END SCHOOL FOR SEPTEMBER 2025 FOR PUPILS AGED 11+**

The planned admission number (PAN) for September 2025 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 (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 at Shenley Brook End School 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 Shenley Brook End School 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, which equates to 30 places with the PAN of 300, will be allocated on the basis of aptitude for physical education or sport, with a focus on netball or basketball.

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

7. 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. 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).
2. 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.
3. 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.
4. 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 2025, 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.
5. It is not the school's policy to allocate a place to a child 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 and admissions outside of the normal age group will be made.

6. Home address: this should be a child's home address - that is the child's permanent address where both the parent/carer 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.
7. Proof of residency may be required.
8. 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.
9. 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/carer also has parental responsibility.
10. 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.
11. The defined area and allocation of places in previous years: a map of the defined area is on page 3 of this document.
12. 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. 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

The students' performance in each area will be assigned a percentile score, these will be combined 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 tiebreaker will be distance from the Academy. Parents will be informed 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.

## **Admission at 11+**

The Local Authority (LA) coordinates the admissions arrangements for children starting secondary school in September. All applications should be made on-line by visiting the Milton Keynes website at:

<https://www.milton-keynes.gov.uk/schools-and-lifelong-learning/school-admissions>

### **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.

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