Dear Parent/Carer,

APPLICATION FOR IN-YEAR ADMISSION TO OAKGROVE SCHOOL YEARS 7-11 (2020-21) ONLY

Thank you for your interest in Oakgrove School. The attached form should be completed and returned to the school by email to admissions@oakgrove.school. Please note that in order for your application to be considered, all relevant sections of the form must be completed and the appropriate documentation enclosed. If your child has an Education, Health & Care (EHC) Plan, please do not complete this form. You should contact the Local Authority on 01908 253414 for further advice regarding the admissions process.

The school requires confirmation of your child's date of birth, and also requires proof that you and your child are living at the address stated on the application form. You are therefore asked to 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 would like the documents copied by the school, please telephone to make an appointment.

The school reserves the right to make its own enquiries to verify any information supplied by you. 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) and the place would not have been offered if the information had been correct, the Local Governing Body Admissions Committee may withdraw the offer, even if the child has already started at the school.

You should be aware that the 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 (see below) and applications are not considered based on the date they are received. Parent/Carers will be asked to confirm by email if they wish their child's name to be put on the waiting list for the relevant year group. The waiting list will be ranked in accordance with the oversubscription criteria, and length of time on the list will not be a factor in offering a place. This means that children will move up and down the list as other children are added or removed. The waiting list will be retained for the remainder of the academic year. **Being on the waiting list does not guarantee a place at the school.** Children whom the Local Authority directs the School to admit and 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. If the school is unable to offer a place to your child, you will be informed in writing and informed of your right to request an independent appeal.

All enquiries regarding admission to Oakgrove School should be addressed to:
Admissions Office, Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ
Email: admissions@oakgrove.school
Telephone01908 533710 option 1 (admissions)

If your child is not in a local school at this time, you should contact the Education Access Team at Milton Keynes Council on 01908 253338 for further advice.

Admissions Office
Oakgrove School

Oakgrove School is part of Kingsbridge Educational Trust, a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ

ADMISSION CRITERIA FOR OAKGROVE SCHOOL (Secondary) 2020-2021

Children who have a statement of special educational needs or Education, Health and Care Plan which names the School will be admitted and will count towards the planned admission number.

"Defined Area"
The defined area for the School is: Middleton, Monkston, Monkston Park, Milton Keynes Village, Woolstone, Broughton, Broughton Gate, Kingston, Atterbury, Oakgrove and Woughton on the Green.

If the School is oversubscribed, the following criteria will be applied in the order set out below to decide which applicants will be admitted:

1. 'Looked After' children or children who were previously looked after but immediately after being looked after became subject to an adoption, residence or child arrangement order, or special guardianship order.
2. Children who live in the Oakgrove Secondary School defined area and will have a sibling attending Oakgrove School* at the time of application with a reasonable expectation that the sibling will be attending at the start of the new academic year of proposed admission.
3. (a) Children of staff who have been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
   (b) Children of staff who are recruited to fill a vacant post for which there is a demonstrable skill shortage. It is at the absolute discretion of the School's Chair of the Governing Body Finance, Audit & Personnel Committee to determine when there is a demonstrable skill shortage.
4. Children who live in the defined area at the time of application. Proof of residence will be required.
5. Children who attended at the end of Year 6 the feeder schools of Middleton Primary School or Monkston Primary.
6. Children who live outside the defined area, but will have a sibling attending the School* at the time of application.
7. Children who live outside the defined area and attended one of the other primary schools within the defined area** at the end of Year 6.
8. Children who live outside the defined area. Proof of residence will be required.

* This refers to all year groups from Year R through to Year 13.
** Other schools in the defined area: Broughton Fields Primary School and St Bernadette's Primary School.

In the event of there being more applicants meeting any of the above criteria than remaining places available, distance between the applicant's principal residence and Oakgrove Secondary School will be used as a tie breaker, with those living nearest being given priority. Distance is measured from the main entrance of Oakgrove Secondary School to the front door of the applicant's residence in a straight line using a computerised measuring system. For applicants living in flats, the distance will be measured from Oakgrove Secondary School's main entrance to the front door of the ground floor flat underneath the applicant's residence with priority given to the lower flat door number if more than one applicant from a block of flats. In other cases, where it is necessary to determine the order of priority between two or more applicants at the same distance, independently supervised random allocation will be use.

Oakgrove School holds a waiting list. This is operated in accordance with the admissions criteria and length of time on the list will not be a factor in offering a place. The waiting list will be held for the remainder of the academic year. The waiting list closes at the end of each academic year and it is the responsibility of the parent/carer to make a further applications for the new academic year. **Being on the waiting list does not guarantee a place at the school.** Children whom the Local Authority approaches the School to admit and 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 full 2019 - 20 in-year admissions policy can be viewed on the school's website.

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APPLICATION FOR IN-YEAR ADMISSION TO OAKGROVE SCHOOL (Years 7 – 11 only)

This form should be completed if you are seeking admission to Oakgrove School (Years 7-11) after the normal point of admission. Please complete the details in block capitals using black pen. Please read the accompanying letter before completing the form.

Child's Legal Surname:		**Child's Legal Forename(s):**	
Male/Female: Please select	**Date of Birth:**	**Year Group Applying For:** Please select	**Date Admission Required:**

Child's normal home address:

Postcode:

If you are moving home, please give your new address and provide evidence of your move in the form of a tenancy agreement or letter from a solicitor confirming exchange of contracts:

Is there a sibling currently in attendance at Oakgrove School? No

If 'Yes', please provide sibling's name, date of birth and year group:

Name, address and telephone number of child's current school:

(If now left this school, please give last date of attendance:

Name of primary school attended in Year 6:

Name of Parent/Carer(s) living at home address (*this must be the person(s) with parental responsibility for the child*): Title(s): Mr / Mrs / Miss / Ms

Relationship to child:	**Email address:**
Home telephone number:	**Mobile telephone number:**

If another adult has parental responsibility but does not live at the same address as the child, please include details here: Name:

Address:

Telephone Number:

Is your child looked after, or has been previously looked after, by a local authority? No

If 'Yes', please provide details,
including the name of the local authority
and a contact name and telephone number:

Does your child have a statement of special educational needs or Education Health & Care Plan (EHCP)?
If 'Yes', please contact the Local Authority on 01908 253414 for further advice. Please do not return this form to the school. Thank you.
Is your child currently undergoing assessment for an EHCP? No

If Yes, please state which Local Authority is involved:

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Additional information:	
Does your child speak English?	Yes
Has your child been permanently excluded from school?	No
Have you withdrawn your child from school?	No
Is your child subject to a court order (If yes, please provide details)?	No
Are you or your partner a serving member of the Armed Forces or Crown Servant? *If yes, please provide an official letter that declares a relocation date allocated postal address or quartering area address*	No

Please explain the reason for your application – you may complete this on a separate sheet if you wish.

The school reserves the right to make its own enquiries to verify any information supplied by you. If, subsequently, we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the school may withdraw the offer, even if the child has already started at the school. If that happens, you have a right of appeal to an Independent Appeal Panel.

Declaration:

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided is, to the best of my knowledge, correct and up to date. I understand that if I give any false or misleading information on this form and/or supporting papers, or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.
- I hereby authorise Oakgrove School to contact my child's previous school if required.

Signed: **Date:**

Name (please print):

Before returning this form, please ensure you have:

- completed all relevant sections of the form, including page 3 if applicable;
- enclosed all relevant supporting documentation, including passport/visa details if applicable.

Once completed, please return the form, together with any supporting documentation, to:

Admissions Office, Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ

or via email to admissions@oakgrove.school

For office use only:

- date form received:
- all sections completed:
- evidence enclosed:
- date reply sent:

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School section (To be completed by Headteacher/Principal of current school)	
If you are applying for a school place and have not moved address, the Headteacher/Principal of the child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp.	
Child's name:	DOB:
Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?	
Does the child have any special needs?	
School Action	No
School Action Plus	No
Under Assessment	No
Statemented/EHCP	No
Does the child have any exclusions?	No
Are there any attendance issues? Please give % attendance and number of unauthorised absences in the last twelve months?	%
Other information which may be relevant to the application (Behavioural issues, if applicable, previous schools attended in the last two years, if known)	

Name:

Position:

Signed:

Date

School Stamp