



**THE RADCLIFFE SCHOOL**  
INSPIRE AND ACHIEVE

# Admissions Policy

## September 2023

Headteacher: P Lawson      Review frequency: Annual

Chair of Governors: P Critchley      Date reviewed: May 2023



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# Admissions Arrangements for the September 2023 Intake

## 1 Introduction

Transferring to a new school is a very important stage in the life of any young person.

This information has been prepared to help you understand the admission arrangements for your son or daughter if you wish him or her to attend The Radcliffe School. It is intended to provide advice and guidance on some of the difficult decisions you may have to make in choosing a secondary school.

You should also read the Council's booklet, 'Admission to Secondary Schools in Milton Keynes – Information for Parents,' which will be provided by the council together with an application form and other useful information.

## General Information

The Radcliffe School is a foundation school and, as such, is its own admissions authority. The Governing Body determines the admissions criteria and operates the admissions process.

## Making up your Mind

Before deciding that you wish your child to attend The Radcliffe School you should read the school prospectus and visit the school on its open evening date, to be confirmed.

You also need to bear in mind the following:

- The aims of the school and its general ethos
- Behaviour policies
- How the students relate to each other and adults
- How your child will travel to school
- Whether you are likely to be offered a place taking into account the oversubscription criteria.

## 2 Admission number

The Radcliffe School admission number for children transferring from middle and primary schools at the end of Year 6 in September 2023 is 210. This is the number of places available at the school for children transferring at the start of Year 7.

## 3 Admissions policy

Parents should note that for Milton Keynes secondary schools there is no automatic right to a place at the local school and it is essential that the correct application form is completed and returned by the set deadline date. You have a right to say which school you prefer but you do not have the right to choose a school place. For example, if the admission number is 210 and over 300 apply then some children could not be admitted. Places are decided by applying the oversubscription criteria shown below.

Children with Educational Health Care Plans naming The Radcliffe School will be given priority for admission within the normal admission round at 11+.

Places are allocated in line with the following oversubscription criteria:

1. Looked after children and all previously looked after children, including those children who appear to have been in state care outside of England and ceased to be in state care as a result of being adopted.
2. Children who live in the area served by the school – (Wolverton, Old Wolverton, Greenleys, Hodge Lea, Fullers Slade, Galley Hill, Stony Stratford, Haversham, Castlethorpe, Hanslope, Stacey Bushes and Calverton), with a brother or sister in attendance at the school at the date of admission. Proof of residence will be required.
3. Children living in the area served by the school, – (Wolverton, Old Wolverton, Greenleys, Hodge Lea, Fullers Slade, Galley Hill, Stony Stratford, Haversham, Castlethorpe, Hanslope, Stacey Bushes and Calverton). Proof of residence will be required.
4. Children of staff at the school. Where a 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, and/or the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
5. Children living outside the defined area served by the school with a brother or sister in attendance at the school at the date of admission.
6. Children living outside the defined area served by the school and attending one of the named feeder schools: Bushfield, Greenleys, Hanslope and St Mary & St Giles.
7. Other young people living outside the defined area served by the school.

### 3.1 Sibling Criteria

A sibling is a brother or sister, which for admission purposes means brothers and sisters of whole or half blood or any other child (including an adopted child) who permanently resides at the same address and for whom the parent also has parental responsibility.

### 3.2 Multiple Births

In cases where there is one remaining place available and the next child on the waiting list is one of a twin, triplet or other multiple birth groups, 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 admission number for the school.

In the event of oversubscription, once a place has been allocated under the criteria above, the remaining places will be awarded according to the proximity of the child's home to the school's main entrance gate measured in a straight line using the Local Authority's computerised measuring system with those living closest to the school receiving the higher priority.

## 4 Completing an Application

The Local Authority will send all the parents of Year 6 children living in Milton Keynes a common application form either via the child's Milton Keynes primary school or to the home address if the child attends another authority's or independent school. If you live in Milton Keynes and have not received a form please contact the School Admissions Team at Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS or telephone (01908) 253489/253085.

You can also apply online, which is explained in the council's booklet.

If you are not resident in this area, please do NOT complete the Milton Keynes form. You should contact the Local Authority where you live to obtain an admissions pack and your Local Authority's admissions form.

The application form asks for straightforward information about you and your child. The address you give us should be your child's permanent address at the time you fill in the application form. This should be where you and your child live. You will be asked to provide proof of permanent residence. If there are reasons why a child does not live at his or her parent's address, eg. if mother and father do not live together, the parents need to let the Local Authority know on the application form.

If you are about to move into the defined area of the school for the September admission you must, by 31 October 2022, provide written proof that you will be resident on 1 September 2023. This evidence should either be confirmation of legal exchange of contracts and a moving date or a lease of at least twelve months on a property in which you and your family will be living. Failure to do so will mean that a place will no longer be held open for your child.

### **Returning the Application Form**

Completed forms should be signed and returned, together with proof of your address, to your child's current school, if attending a Milton Keynes school.

If your child attends an independent school or another authority's school please return the form to the School Admissions Team, Milton Keynes Council, Saxon Court, 502 Avebury Boulevard, Central Milton Keynes, MK9 3HS.

All forms must be returned by the closing date, 30 October 2022.

### **5 Your Preferred School**

The Courts have ruled that an admission authority must first consider only those who have chosen the school as a preference. If you do not express a preference by the deadline date, you may go to the back of the queue and risk not being allocated a place in one of your preferred schools.

If there are any special reasons why you want a place in a particular school for your child, you should indicate them on the application form and provide independent professional advice in support of any exceptional and extenuating circumstances.

### **6 Notification of School Place**

The Local Authority will write to you to confirm your child's school place for September 2023.

If your child is not offered a place at The Radcliffe School, you will be given information about the appeal procedure.

## 7 In-Year Admission

The Radcliffe School is its own admission authority and if you wish to apply for a place for your child during the year or into any other year groups please contact the school by e-mail to: [admissions@radcliffeschool.org.uk](mailto:admissions@radcliffeschool.org.uk) or telephone: 01908 682223, to ask for an application form.

The planned admission number for Year 7 to 10 is 210 and for Year 11 is 205.

The school can place a student in the year below their chronological age only if they consider this to be in their best interest, this will be with consultation with parents/carers.

## 8 Special Education Needs and Disabilities

The School Admissions Code of Practice requires children and young people with Special Educational Needs to be treated fairly. The Radcliffe School will:

- Consider applications from parents and children who have Special Educational Needs and Disabilities but do not have an Education Health Care plan on the basis of the school's published admissions criteria as part of normal admissions procedures
- Not refuse to admit a child who has Special Educational Needs and/or Disabilities but does not have an Education Health Care plan because they do not feel able to cater for those needs
- Not refuse to admit a child on the grounds that they do not have an Education Health Care plan.

Admission to the school's Social Communication unit will be placed by the Local Authority and will be written into the Education Health Care plan

## 9 Post Sixteen

All students seeking entry to Post 16 courses will be treated individually. We admit students to the Sixth Form if we believe that they will benefit from the courses we offer and are able to meet the expectations of the high standards of full-time education in the Sixth Form. To ensure that students are able to access the courses on offer and be successful, we require that all students have five or more 9-4 grades at GCSE (or BTEC Merits) including either English or Maths and the specific entry grade for the subject they wish to study.

All sixth formers are asked to sign a 'Partnership of Sixth Form Expectations' at their enrolment to ensure that the conditions governing entry to the Sixth Form courses are understood.

The Radcliffe School admission number for students transferring to our Sixth Form at the end of Year 11 in September 2023 is 125. This is the number of places available at the school for children transferring at the start of Year 12.

## Amendments

Date	Page	Item	Detail
25.01.17			Change of year throughout.
15.11.17			Change of year throughout
02.05.18	7	8	Inclusion of Disabilities in first two bullet points and the title
02.05.18	5	3	Include previously looked after children in oversubscription criteria
06.02.19	7	7	Addition of second paragraph regarding no admissions into Year 11.
06.02.19			Change of year throughout
13.08.20	4/5	3	Change to update terminology
13.08.20	7	9	Addition of entry to Sixth Form requirements and planned admission number.
09.12.20			Change of date throughout
09.12.20	4	3	Amendments highlighted
09.12.20	5	3	Amendments highlighted
09.12.20	7	9	Amendments highlighted
01.09.21	5	3	First admission criteria change in line with new School Admission code 2021.
13.07.22			Change of date throughout.
03.03.23	7	7	Change of PAN for Year 11 and removal of paragraph regarding no admission into Year 11.