



## **Admission Arrangements for Year 7 entry into Watling Academy in September 2025**

### **Status of the School**

As a Multi-Academy Trust (MAT) the Denbigh Alliance Multi Academy Trust is the Admissions Authority for its academies/schools. This means the Trust is responsible for consulting on and determining the admission arrangements, which includes the admissions criteria for each school, which is used to determine which criteria each applicant meets.

Parents should note that for Milton Keynes' Secondary Schools including Academies there is no automatic right to a place at the 'defined area' School. It is essential that application forms are completed and returned by the deadline date. If you make an application for a school that is not your local school and subsequently are not allocated a place, there is no guarantee that secondary education will be available for your child at the defined area School/Academy.

### **Admission Numbers**

The published admission number (PAN) for Watling Academy in Year 7 in September 2025 is 300.

This is the number of children who will be admitted to the Academy in 2025. This number reflects the amount of accommodation available at the Academy and takes into consideration the available places at other local schools. In exceptional circumstances, it is possible, by agreement with the Governors and Milton Keynes Council, for a school to exceed its admission number.

### **Year 7 Admission Policy**

Procedures for applying to Watling Academy are explained in the "Admission to secondary schools in Milton Keynes – a guide for parents and carers". Parents should make themselves familiar with this information and take particular note of the definitions provided, dates and deadlines which apply to the Academies admissions arrangements, unless otherwise stated.

You have a right to say which school you prefer, but you do not have the right to choose a school place. For example, Watling Academy has an admission number of 300. If 600 parents apply for a place as the preferred choice for their child, it is clearly necessary to apply the oversubscription criteria for entry shown below. When the Academy is oversubscribed, the places are allocated based on the 'oversubscription criteria'.

**Children who have an Education Health Care Plan that names Watling Academy will be allocated a place in accordance with statutory regulations and will count towards the Published Admission Number.**

### **Oversubscription Criteria**

1. Children who are looked after (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.
  - a. Children of staff who have been employed at the Academy for two or more years at the time at which the application for admission to the Academy 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 Headteacher to determine when there is a demonstrable skill shortage.
3. The remaining places (up to the limit of 300) will be allocated in the following priority order:
  - a. Pupils who live in the defined area **and** attend a partner school with a sibling in attendance at the Academy at the time of application.
  - b. Pupils who live in the defined area **and** attend a partner school.
  - c. Pupils who live within the defined area of the Academy with a sibling in attendance at the Academy at the time of application.
  - d. Pupils who live in the defined area.
  - e. Pupils who attend a partner school with a sibling in attendance at the Academy at the time of application.
  - f. Pupils who attend a partner school.
4. Pupils who do not satisfy any of the criteria above in 1-3 but who have a sibling at the Academy at the time of application.
5. Pupils who attend another Primary School within the Denbigh Alliance Multi-Academy Trust
6. Other pupils whose parents have made Watling Academy a preferred choice of secondary school.

Any application for a place at the Academy received after the published date for return will only be considered after all prior applications have been processed in line with the above.

A waiting list will be held for all year groups during the academic year within which the application was made - this waiting list will be ranked in order of the oversubscription criteria.

## **Distance tiebreaker**

In the event there are more applicants than places available and applicants meet the above criteria equally, distance between the applicant's residence and the Academy will be used as a tiebreaker with those living nearest to the Academy given priority.

Distance from the Academy is measured from the main entrance to the front door of the applicant's permanent residence in a straight line using appropriate computer software that can provide suitably accurate measurements. In the case of multi-occupancy residence e.g. a block of flats, this would be measured to the main entrance to the building from the street. Where the software produces the same distance measurement, stairways, corridors and walkways will be measured to the front door of the specific flat or apartment in which the applicant is permanently resident.

In the event of there being two or more applicants at a flat or multi occupancy dwelling vying for the last available place the tie breaker of a lottery will be used which will be independently supervised as is required by the Admissions Code\*. \*The School Admissions code has been issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). The Code has been made following consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

## **Admitting children outside of the normal age range**

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested (and the year group in which they wish their child to be allocated a place). When such a request is made, the Academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## **Appeals**

Applicants may decide to appeal against the decision not to offer their child a place at the Academy. Appeal Forms are available on request from the Admissions Officer, Watling Academy, Barrosa Way, Milton Keynes, MK8 1EP, or from the website <https://watlingacademy.net> However, if unsuccessful at independent appeal they may not reapply until the following academic year unless there has been a material change of circumstance. There is no right to a second appeal on subsequent applications, unless the Academy, in accepting the application, considers that there has been a significant and material change in circumstance that alters the application of the oversubscription criteria.

### *Additional notes:*

- 1. The Academy reserves the right to make its own enquiries to verify any information supplied by the applicant in support of their application. If the Academy subsequently discovers that a place has been given to a child based on false, inaccurate or misleading information, it will withdraw the place and may take legal action.*
- 2. Proof of residence will be required for all applicants. The child's home is the permanent address where they live with their legal guardian and where any documentation is addressed. Acceptable proof of residence may include a Council Tax bill in the name of the parent and any other evidence e.g. tenancy agreement or solicitor's letter.*
- 3. Our 'Partner' schools are located within the Western Area Expansion. They are Whitehouse*

*Primary School, Fairfield's Primary school and Watling Primary School.*

4. *The defined area covers the Western Expansion area (Area 10 and Area 11), including Whitehouse, Whitehouse Park and Fairfield's. It also includes the villages of Upper Weald, Middle Weald, Lower Weald and Calverton.*
5. *Siblings are defined as children who permanently reside at the same address and for whom the parent/carer also has parental responsibility, whether or not they are blood related. For the purposes of these criteria, it does not include blood-related brothers or sisters who live at separate addresses. If there is any doubt, parents may be asked to provide documentary evidence e.g. a copy of the award notice for child benefit or equivalent documentation to prove parental responsibility and/or their permanent residence. Where a place is awarded to a twin, triplet or other member of a multiple birth group, all their multiple birth siblings who have applied will be offered a place even if this takes the year group above the published admission number (PAN).*
6. *The above criteria apply to all preferences equally.*
7. *Applicants may appeal against the decision not to offer their child a place at the Academy. However, if unsuccessful at independent appeal they may not reapply until the following academic year unless there has been a material change of circumstance. There is no right to a second appeal on subsequent applications, unless the Academy, in accepting the application, considers that there has been a significant and material change in circumstance that alters the application of the oversubscription criteria.*
8. *\* "Looked After Child"*

*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 their social services functions (see the definition in section 22(1) of the Children Act 1989) at the time of making an application to the School.*

*\*\* "Previously Looked After Children"*

*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 school to have been in state care outside of England and ceased to be in state care as a result of being adopted.*

## **In-year admission arrangements for Watling Academy Year 7 from September 2025**

These arrangements relate to all admissions to Watling Academy in Years 7, 8, 9, 10 and 11 outside of the initial September entry into Year 7 which is managed as part of the Coordinated Admissions Programme by the Local Authority, and which is explained in the Milton Keynes Council document '*Admission to Secondary Schools in Milton Keynes – Information for Parents*'. Such admissions are defined herein as 'in-year admissions'.

All in-year applications for places at Watling Academy are made on the Watling Academy In-Year Application Form that is available from the Academy. Verbal or telephone applications will **not** be accepted.

Applications for places are co-ordinated by Watling Academy and the outcome of the application will be advised in writing by the Academy on behalf of the Governing Body. If there are no places available parents will be informed of their right to request an independent appeal.

### **Waiting lists**

A waiting list will be held for all year groups during the academic year within which the application was made - this waiting list will be ranked in order of the oversubscription criteria.

### **Planned Admission Numbers**

The Academy's published admission number (PAN) for Year 7 in September 2025 is 300.

<b>Year of Entry to Watling Academy</b>	<b>Year Group in September 2025</b>	<b>Published Admission Number</b>
September 2025	Year 7	300
September 2024	Year 8	300
September 2023	Year 9	300 (360 in agreement with MKC)
September 2022	Year 10	300 (360 in agreement with MKC)
September 2021	Year 11	300

### **How places are allocated**

Watling Academy will consider applications for admissions in Years 7, 8, 9, 10 and 11 throughout the year, with any available places allocated strictly in accordance with the process and criteria set out below.

During term time, the Academy aims to respond to applications within twenty school days. Applications made during the holidays will be processed when the Academy resumes.

Places that become available will be allocated to those applicants who meet the relevant criteria for the year group and who are currently in the application process.

## **In Year Admissions Criteria**

Note that beyond the initial point of admissions into Year 7 in September the criteria relating to choice of partner school will no longer apply.

1. Children who have an Education Health Care Plan that names Watling Academy will be allocated a place in accordance with statutory regulations.
2. Children who are looked after (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).
3.
  - a. Children of staff who have been employed at the Academy for two or more years at the time at which the application for admission to the Academy 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 Headteacher to determine when there is a demonstrable skill shortage.
4. Pupils who do not satisfy any of the criteria above in 1-3 but who have a sibling at the Academy at the time of application.
5. Pupils who live within the defined area.
6. All other applicants.

For the purposes of in-year admissions the applicants in the application process are defined as those who have applied and who have not had their applications determined (note an application must include a completed in-year application form and a complete set of required supporting documentation). Applicants who have not pursued their applications by returning the relevant, completed forms by the relevant stated deadline will not be considered to be in the process.

## **Distance tiebreaker**

In the event there are more applicants than places available and applicants meet the above criteria equally, distance between the applicant's residence and the Academy will be used as a tiebreaker with those living nearest to the Academy given priority.

Distance from the Academy is measured from the main entrance to the front door of the applicant's permanent residence in a straight line using appropriate computer software that can provide suitably accurate measurements. In the case of multi-occupancy residence e.g. a block of flats, this would be measured to the main entrance to the building from the street. Where the software produces the same distance measurement, stairways, corridors and walkways will be measured to the front door of the specific flat or apartment in which the applicant is permanently resident.

In the event of there being two or more applicants at a flat or multi occupancy dwelling vying for the last available place the tie breaker of a lottery will be used which will be independently supervised as is required by the Admissions Code\*. \*The School Admissions code has been issued under Section 84 of the School Standards and Framework Act 1998 (SSFA 1998). The Code has been made following consultation under Section 85(2) of the SSFA 1998 and after being laid before Parliament for forty days.

## Admitting children outside of the normal age range

Parents may request that their child is admitted outside their normal age group. To do so parents should include a request with their application, specifying why admission out of normal year group is being requested [and the year group in which they wish their child to be allocated a place]. When such a request is made, the Academy trust will make a decision on the basis of the circumstances of the case and in the best interests of the child concerned, taking into account the views of the headteacher and any supporting evidence provided by the parent.

## Appeals

Applicants may appeal against the decision not to offer their child a place at the academy. Appeal Forms are available on request from the Admissions Officer, Watling Academy, Barrosa Way, Milton Keynes, MK8 1EP, or from the website <https://watlingacademy.net>. However, if unsuccessful at independent appeal they may not reapply until the following academic year unless there has been a material change of circumstance. There is no right to a second appeal on subsequent applications, unless the Academy, in accepting the application, considers that there has been a significant and material change in circumstance that alters the application of the oversubscription criteria.

*Additional notes:*

- 1. The Academy reserves the right to make its own enquiries to verify any information supplied by the applicant in support of their application. If the Academy subsequently discovers that a place has been given to a child based on false, inaccurate or misleading information, it will withdraw the place and may take legal action.*
- 2. Proof of residence will be required for all applicants. The child's home is the permanent address where they live with their legal guardian and where any documentation is addressed. Acceptable proof of residence may include a Council Tax bill in the name of the parent and any other evidence e.g. tenancy agreement or solicitor's letter.*
- 3. The defined area covers the Western Expansion area (Area 10 and Area 11), including Whitehouse, Whitehouse Park and Fairfields. It also includes the villages of Upper Weald, Middle Weald, Lower Weald and Calverton.*
- 4. In the case of a family who is moving house to live in the defined area, proof of residence will only be considered once copies of documents confirming the 'exchange of contracts' on the new property have been provided. If the move is to a rented property a copy of the rental agreement showing the length of time that the property will be initially rented for will be requested.*
- 5. Siblings are defined as children who permanently reside at the same address and for whom the parent/carer also has parental responsibility, whether or not they are blood related. For the purposes of these criteria, it does not include blood-related brothers or sisters who live at separate addresses. If there is any doubt, parents may be asked to provide documentary evidence e.g. a copy of the award notice for child benefit or equivalent documentation to prove parental responsibility and/or their permanent residence. Where a place is awarded to a twin, triplet or other member of a multiple birth group, all their multiple birth siblings who have applied will be offered a place even if this takes the year group above the published admission number (PAN).*
- 6. Watling Academy will comply with the agreed Milton Keynes Council's Fair Access Protocols, including the placement of children that the Local Authority may direct Watling*



*to admit. Only under these circumstances would the Published Admission Number (PAN) be exceeded.*

- 7. In the case of an application from a student who has been permanently excluded from their previous school, Watling Academy will carry out a risk assessment before the application is considered.*
- 8. Applicants may appeal against the decision not to offer their child a place at the Academy. However, if unsuccessful at independent appeal they may not reapply until the following academic year unless there has been a material change of circumstance. There is no right to a second appeal on subsequent applications, unless the Academy, in accepting the application, considers that there has been a significant and material change in circumstance that alters the application of the oversubscription criteria.*

## Appendix

Map showing 'Defined Area' used within the Oversubscription Criteria



