



Dear Parent/Carer,

WATLING ACADEMY IN-YEAR ADMISSIONS 2025/2026

Thank you for your interest in applying for a place at Watling Academy.

In order to make an application please complete the in-year application form and return it to the Academy by post to the address below or by email to admissions@watling.academy. Please note that when a place does become available in an existing year group, it is allocated strictly in accordance with the Academy's in-year admissions arrangements, which are explained further below.

If your child has an Education Health and Care Plan, please **do not** complete this form. Instead, you should contact Milton Keynes Council Schools Team on 01908 6 9 1 6 9 1 for further advice regarding the admissions process. Similarly, if your child is not currently in a local school you should first contact Milton Keynes Council for further advice.

In order to process your application, Watling Academy requires the following documentation:

- A current Council Tax bill or recent utility bill (e.g., within the last 3 months) as proof of address or, if you are moving within/into the area, a formal Solicitor's letter confirming the rental agreement or exchange of contracts.
- A recent official document or documents (e.g., Child Benefit statement, passport) which confirms your child's date of birth and also that they live with you at the address stated on the application form.

You are therefore asked to enclose this documentation with your completed application form. **It is important this documentation is provided in order to help us process your application.** Photocopies or scanned copies of the originals are acceptable.

An outcome decision following an in-year application will be made within 10 school days, with a decision issued within 15 school days.

Please read the important information below BEFORE completing the application form.

- The attached application form is for "in year" places only. Places at Watling Academy cannot be reserved.
- Watling Academy reserves the right to make its own enquiries to verify any information supplied by you. If the Academy discovers that it has given a child a place based on false, inaccurate, or misleading information (e.g., parental address, parental responsibility), the school reserves the right to withdraw the place, even if the child has already started at the Academy.
- You should be aware that Watling Academy is oversubscribed, and completion of the application form does not mean that your application will be successful.
- If Watling Academy is unable to offer a place to your child, you will be advised in writing and informed of your right to request an independent appeal.

All enquiries regarding admission to Watling Academy should be addressed to:

The Admissions Officer
Watling Academy
Barrosa Way
Milton Keynes
MK11 1EP
Email: admissions@watling.academy
Telephone: 01908 794094 option 2

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

Please note that beyond the initial point of admission into Year 7 in September, the criteria relating to choice of partner school will no longer apply.

IN-YEAR ADMISSIONS ARRANGEMENTS WATLING ACADEMY 2025/2026

All applications for places in Years 7, 8, 9, 10 and 11 outside of the normal admissions round are allocated strictly in accordance with the Watling Academy Admissions Policy for September 2025. A full copy of the policy can be found on our website at: www.watlingacademy.net

In-Year Admission into Years 7, 8, 9, 10 and 11

Watling Academy will consider applications for admissions in Years 7, 8, 9, 10 and 11 throughout the year in accordance with the published admissions policy. The arrangements for allocating in-year places are set out below.

Planned Admission Number (PAN)

Watling Academy's published admission number for each year group is as follows:

Year of Entry to Watling Academy	Year Group	PAN
September 2025	Year 7	300*
September 2024	Year 8	300
September 2023	Year 9	300*
September 2022	Year 10	300*
September 2021	Year 11	300

Allocation of places

For Years 7, 8, 9, 10 and 11, a waiting list is held by Watling Academy. For a place to be available, the number of students in year 7, 8, 9, 10 or 11 will have fallen below the published admission number. When this occurs, the place will be allocated to the student whose application is the highest ranked on the waiting list. Where a year group is full, unsuccessful applicants are informed of their right to an independent appeal.

Please note that you cannot submit another application for the same child in the same academic year. This does not affect your right to request an appeal against a decision not to offer your child a place at Watling Academy. In line with the Appeals Code section 5.1, "Appellants do not have the right to a second appeal in respect of the same school for the same academic year unless, in exceptional circumstances, the admission authority has accepted a second application from the appellant because of a significant and material change in the circumstances of the parent, child or school but still refused admission."

In-year appeals will be heard within 30 school days from the date the appeal application has been received by the Academy.

In Year Admissions Criteria Year 7, 8, 9, 10 and 11

1. Children who have an Education Health Care Plan that names Watling 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.

Yours faithfully,

Mr Rob Simpson
Chair of Governors
Watling Academy

Prospective applicants should note:

1. Proof of residence is required for applicants. The child's home is the permanent address where they live with their legal guardian. Acceptable proof of residence is a Council Tax or utility bill.
2. Home address: this should be a child's home address - that is the child's permanent address where both the parent 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 with both parents 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.
3. Applications must be completed by parents/carers with parental responsibility.
4. If the school discovers that they have given a child a place based on false, inaccurate, or misleading information, we will withdraw the place and may take legal action.
5. It is generally not the school's policy to allocate a place for a child to a year other than that of a child's chronological age, subject to consideration of the facts of each case.
6. If an application meets the criteria to be considered under the Fair Access Protocol the school will refer the application to the Local Authority to be considered in line with locally agreed protocols.
7. Applicants who do not return the relevant forms by the deadline dates are no longer considered to be in the application process.
8. Looked after child: a child who is in the care of a local authority or 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).
9. 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.
10. 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 also has parental responsibility.
11. 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.
12. Applicants may only apply to the Academy once for each academic year and if unsuccessful at an independent appeal may not reapply until the following academic year unless there has been a material change of circumstances. However, applicants may request that their child's name be added to the waiting list.
13. In the event of a school place being offered from the waiting list, immediate uptake is required. Watling Academy will allow parents/carers 24 hours to accept the school place, and 5 days to complete enrolment. If this time frame cannot be adhered to, Watling Academy reserves the right to revoke the school place offer and extend this to the next family on the waiting list.
14. An Academy place offered and subsequently turned down will result in the applicant being unable to submit an additional in-year application within that same academic year.

*An additional 60 pupils admitted as agreed with Milton Keynes Council. Total year group number 360.