Admission Arrangements for Year 7 (11+) entry into Denbigh School in September 2015

Status of the School

Denbigh School is an Academy and, as such, is its own admission authority. It is the Governing Body of the School that determines the admission criteria and operates the admission process.

Admission Numbers

The admission number for Denbigh School in Year 7 in September 2015 is 260.

This is the number of children who will be admitted to the School in Year 7 in 2015. This number reflects the amount of accommodation available at the School and also 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.

11+ Admission Policy

Pupils who have a statement of special educational needs, naming Denbigh School will be given priority within the normal admissions round at 11+.

You have a right to say which school you prefer, but you do not have the right to choose a school place. For example, Denbigh School has an admission number of 260. 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 School is oversubscribed, the places are allocated based on the ‘oversubscription criteria’.

Oversubscription Criteria

1. Looked after children or previously looked after children whose parent/carer has named Denbigh School as their preferred school.

2. Priority by Aptitude: 26 places will be available on the basis of aptitude for design and technology and ICT. This is to be assessed by an appropriate aptitude test. The test is to be open to all.

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 Headteacher to determine when there is a demonstrable skill shortage.

4. The remaining places (up to the limit of 260) will be allocated in the following priority order:
   a. Pupils who live in the defined area and attend a partner school and have an older sibling currently in attendance at Denbigh School on the date of admission;
   b. Pupils who live within the defined area and attend a partner school;
   c. Pupils living within the defined area of the School;
d. Pupils who attend a partner school;
e. Pupils living outside the defined area who have an older sibling currently in attendance at Denbigh School on the date of admission;
f. Other pupils whose parents have made Denbigh a preferred choice of secondary school.

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.

Milton Keynes Council will operate a waiting list for Year 7 for the first term only of the 2015/16 academic year (September-December 2015). This waiting list will be ranked in order of the oversubscription criteria. From January 2016 onwards a fresh in-year application will need to be submitted should applicants wish to be considered for a place.

Additional notes:

1. Our ‘Partner’ schools are Caroline Haslett, Loughton and Two Mile Ash Junior/Primary schools.

2. The defined area includes Crownhill, Great Holm, Loughton, Shenley Church End, Shenley Lodge and Two Mile Ash.

3. You will be asked to provide proof of permanent residence in the defined area. Acceptable proof of residence may include a current Council Tax bill in the name of the parent and any other evidence e.g. tenancy agreement or solicitor’s letter.

4. 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).

5. In circumstances where the School’s admission number has been exceeded and the pupil applications meet the above criteria equally, preference will be given to those young people who live closest to the School measured in a straight line from the School’s main entrance to the front door of the child’s permanent place of residence. 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. This will be done using appropriate computer software which can provide suitably accurate measurements. 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 child is permanently resident.

6. The above criteria apply to all preferences equally.

7. Where applicants make a subsequent application during the same academic year there is no automatic right to a second appeal if unsuccessful on such subsequent applications unless the school, in accepting the application, considers that there has been a significant and material change in circumstances.
Admission Arrangements
for Year 12 (16+) entry into Denbigh School
in September 2015

Entry Requirements for both Internal and External students

Entry to the sixth form is subject to a student having achieved the entry requirements for the course they wish to pursue and demonstrated an aptitude for study. Students should refer to the Sixth Form Prospectus for individual subject requirements; individual subjects may be limited in the number of students they are able to accommodate.

Admission Criteria for Internal students

Applications are welcomed from all students who have attended the school in year 11 in 2014 and wish to transfer to the sixth form in September 2015. Application forms will be available in January 2015 and must be returned by February half term.

Admission Criteria for External students

The number of intended admissions is 100 (this figure does not include students who currently attend Denbigh and wish to transfer into the sixth form). The intended admission number of 100 refers to the number of pupils to be admitted to the School for the first time.

Entry to the sixth form is subject to a student having achieved the appropriate grades for their intended route of study. Prospective students should consult the Sixth Form Prospectus for individual subject requirements.

Note that sixth form places are offered on a year-on-year basis. Students entering the sixth form to study A-levels and equivalent qualifications will be offered a place for the first year of study with continuation into the second year subject to the achievement of acceptable academic performance.

On receipt of an application, and consideration of entry requirements, students will be made a conditional offer of a place in the sixth form. Where applications from suitable qualified external students exceed the number of places available, the following oversubscription criteria will be applied in the order set out below.

Oversubscription criteria

1. Students who are looked after or previously looked after and who meet the academic entry requirements.

2. Students who live in the defined area of Denbigh School.

3. Students for whom places on appropriate courses are available.

Additional notes:

1. The defined area includes Crownhill, Great Holm, Loughton, Shenley Church End, Shenley Lodge and Two Mile Ash.

2. You may be asked to provide proof of permanent residence in the defined area.
3. In circumstances where the School’s admission number has been exceeded and the pupil applications meet the above criteria equally, preference will be given to those young people who live closest to the school measured in a straight line from the School’s main entrance to the front door of the child’s permanent place of residence. 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. This will be done using appropriate computer software which can provide suitably accurate measurements. 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 child is permanently resident.

Application Process

Applications for entry to Denbigh School’s sixth form should be made on the appropriate application form available from the School and must be returned by February half term. Specific deadline dates are published annually in the Sixth Form Prospectus. Successful applicants will be notified of their conditional offers of a place by the school by July 2015. External candidates should provide proof of their GCSE examination results in August 2015 as notified in their conditional offers.

When an application is unsuccessful for either an internal or external applicant there is an automatic right of appeal to an Independent Appeal Panel. This appeal can be made either by the student or by the parent or jointly. In the event of both student and parent making an appeal for a place in Denbigh School’s sixth form, then the appeals will be heard at the same time and will be treated as a single appeal, as required under the School Admission Appeals Code. Information on appeals will be notified in writing to unsuccessful students and their parents.
In-year admission arrangements for Denbigh School  
Years 7-11 from September 2015

These arrangements relate to all admissions to Denbigh School in Years 7-11 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 Denbigh School are made on the Denbigh School In-Year Application Form which is available from the School. Verbal or telephone applications will not be accepted.

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

*Parents should be aware that this is an oversubscribed school with more applicants than places available and that every year many parents are unsuccessful in their application for a place.*

**Waiting lists**

Denbigh School will not operate a waiting list for any year group, other than for Year 7 for the first term only (September to December 2015), details of which are set out in ‘Admission Arrangements for Year 7 (11+) entry into Denbigh School in September 2015’.

**Planned Admission Numbers**

The School’s published admission number for each year is as follows:

<table>
<thead>
<tr>
<th>Year of Entry to Denbigh</th>
<th>Year Group In September 2015</th>
<th>Published Number</th>
<th>Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 2015</td>
<td>Year 7</td>
<td>260</td>
<td></td>
</tr>
<tr>
<td>September 2014</td>
<td>Year 8</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>September 2013</td>
<td>Year 9</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>September 2012</td>
<td>Year 10</td>
<td>200</td>
<td></td>
</tr>
<tr>
<td>September 2011</td>
<td>Year 11</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

For a place to be available the number of students in the relevant year group will have fallen below the published admission number.

**How places are allocated**

Denbigh School will consider applications for admissions in Years 7 to 11 throughout the year, with any available places allocated strictly in accordance with the process and criteria set out in ‘Admission Arrangements for Year 7 (11+) entry into Denbigh School in September 2015’.
During term time, the School aims to respond to applications within twenty school days. Applications made during the School holidays will be processed when School 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.

Note that beyond the initial point of admissions into Year 7 in September the criteria relating to priority by aptitude and choice of partner school will no longer apply. In this context, where an in-year application is made, the oversubscription criteria 2), 4a), 4b) and 4d) set out in ‘Admission Arrangements for Year 7 (11+) entry into Denbigh School in September 2015’ will not apply and the remaining criteria will be applied in order.

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 tie-breaker

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 School will be used as a tie-breaker with those living nearest to the School given priority.

Distance from the School is measured from the main entrance to the front door of the applicant’s residence in a straight line using appropriate computer software which 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.

Additional notes:

1. The School reserves the right to make its own enquiries to verify any information supplied by the applicant in support of their application. If the School 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. 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.

4. 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 a copy of the award notice for child benefit or equivalent documentation to prove parental responsibility and/or their permanent residence.
5. Applicants should note it is not Denbigh School’s policy to allocate a place to a child in a year above or below their chronological age, subject to consideration of the facts of each case.

6. Applicants seeking a transfer from another school in Years 10 and 11 will be reminded that this is not recommended by the Governors due to the impact on the student’s education, nor can Denbigh School guarantee to offer an equivalent combination of subject choices or exam boards.

7. Applicants seeking to transfer late into Year 9 will be reminded that it may not be possible to accommodate option choices where option groups are already full.

8. Denbigh School will comply with the agreed Milton Keynes Council’s Fair Access Protocols, including the placement of children that the Local Authority may direct Denbigh to admit. Only under these circumstances would the Published Admission Number be exceeded.

9. In the case of an application from a student who has been permanently excluded from their previous school, Denbigh School will carry out a risk assessment before the application is considered.

10. Applicants may apply to the School and if unsuccessful have the right to an appeal before an independent appeal panel. Applicants may apply again during the same academic year however there is no automatic right to a second appeal if unsuccessful on such subsequent applications unless the school, in accepting the application, considers that there has been a significant and material change in circumstances.