



DENBIGH SCHOOL



# **Admissions Arrangements for Denbigh School for September 2024**

# Admission Arrangements for Year 7 entry into Denbigh School in September 2024

## 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 admission number for Denbigh School in Year 7 in September 2024 is 260.

This is the number of children who will be admitted to the School in Year 7 in 2024. This number reflects the amount of accommodation available at the School and takes into consideration the available places at other local schools. In exceptional circumstances, it is possible, by agreement with the Trust and Milton Keynes Council, for a school to exceed its admission number.

## Year 7 Admission Policy

Procedures for applying to Denbigh School 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.

Pupils who have a statement of special educational needs or Education, Health and Care Plan\* that names Denbigh School will be given priority within the normal admissions round at Year 7.

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'.

\*Children who have an Education Health and Care Plan that names Denbigh School will be allocated a place in accordance with statutory regulations.

## Oversubscription Criteria

1. Children who were looked after (LAC) and all previously looked after children (PLAC) including those 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 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.
3. 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 with a sibling in attendance at the School 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 school with a sibling in attendance at the School at the time of application.
  - d. Pupils who live in the defined area
  - e. Pupils who live outside of the defined area but who attend a partner school with a sibling in attendance at the School at the time of application.
  - f. Pupils who live outside of the defined area but 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 School at the time of application
5. Other pupils whose parents have made Denbigh School 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.

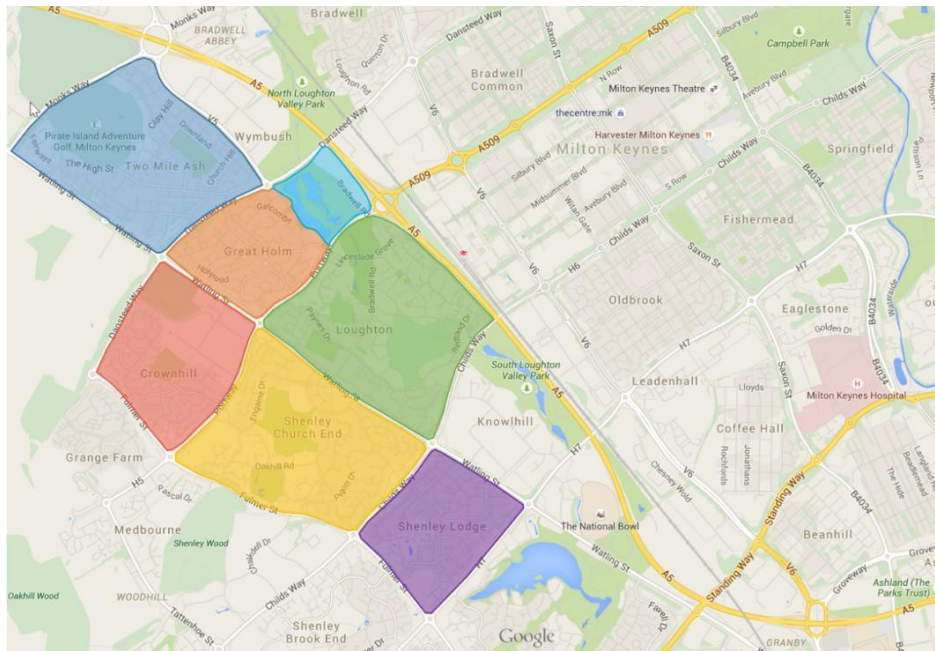
A waiting list will be held for Year 7 pupils from September 2024- This waiting list will be ranked in order of the oversubscription criteria.

### *Additional notes:*




1. *Priority will be given to applicants who have older siblings in attendance at Denbigh School at the time of application from Criteria 3a onwards.*
2. *Our 'Partner' schools are Caroline Haslett, Loughton and Two Mile Ash Junior/Primary schools.*
3. *The defined area is the areas of Crownhill, Great Holm, Loughton, Loughton Lodge, Shenley Church End, Shenley Lodge and Two Mile Ash.*
4. *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.*
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. 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 that 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.
  7. The above criteria apply to all preferences equally.
  8. Applicants may decide to appeal against the decision not to offer their child a place at the school. Appeal Forms are available upon request or from the school website. However, if unsuccessful at independent appeal, the appellant, 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 school, in accepting the application, considers that there has been a significant and material change in circumstance that alters the application of the oversubscription criteria.

### Defined Area used within the Oversubscription Criteria



#### Key

Two Mile Ash	
Great Holm	
Crownhill	
Shenley Church End	
Loughton	
Shenley Lodge	
Loughton Lodge	

# Admission Arrangements for Year 12 (16+) entry into Denbigh School in September 2024

## 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 Denbigh website for entry 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 Denbigh School in Year 11 in 2023/2024 and wish to transfer to the Sixth Form in September 2024. Application forms will be available in January 2024 and must be returned by February half term.

## Admission Criteria for External students

The number of intended admissions is 60 (this figure does not include students who currently attend Denbigh and wish to transfer into the Sixth Form). The intended admission number of 60 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 Denbigh website for entry requirements. Internal and external students must meet the same academic admissions criteria in order to be admitted to the Sixth Form.

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. (See additional note 2.)

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. Children who were looked after (LAC) and all previously looked after children (PLAC) including those 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 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.

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

4. Distance of permanent residence from Denbigh School.

*Additional notes:*

1. *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 that 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.*
2. *Acceptable academic performance is defined as achieving a pass grade for each subject studied (as outlined in our entry routes procedure).*

## **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 on the Denbigh website. Successful applicants will be notified of their conditional offers of a place by the school by July 2024. External candidates should provide proof of their GCSE examination results in August 2024 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 2024**

These arrangements relate to all admissions to Denbigh School in Years 7 to 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 that 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 Local School Board. 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**

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 School’s published admission number is as follows:

<b>Year of Entry to Denbigh</b>	<b>Year Group In September 2022</b>	<b>Published Admission Number (in the <u>first</u> year of entry – Year 7)</b>
September 2024	Year 7	260
September 2023	Year 8	260
September 2022	Year 9	260
September 2021	Year 10	260
September 2020	Year 11	260

### **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 below.

During term time, the School aims to respond to applications within ten school days. (The School Admissions Code 2021 (para 2.30) states that all applications must be replied to in writing within 15 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.

## **In-Year Admissions Criteria**

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

Children who have an Education Health and Care Plan that names Denbigh School will be allocated a place in accordance with statutory regulations.

1. Children who were looked after (LAC) and all previously looked after children (PLAC) including those 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 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.
3. Pupils who live within the defined area.
4. Pupils who have a sibling currently in attendance at Denbigh School on the date of admission.
5. 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 School will be used as a tiebreaker 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 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.

*Additional notes:*

1. *Priority will be given to applicants who have siblings in attendance at Denbigh School on the date of admission from Criteria 3 onwards.*
2. *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.*
3. *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.*
4. *The defined area is the areas of Crownhill, Great Holm, Loughton, Loughton Lodge, Shenley Church End, Shenley Lodge and Two Mile Ash.*
5. *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.*
6. *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.*
7. *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.*
8. *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.*
9. *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.*
10. *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.*
11. *Parents have the right to apply for a place for a child outside of their chronological age. The final decision will reside with the Headteacher who will consider each case individually.*
12. *Applicants, who are seeking a transfer from another School or Academy in Milton Keynes, particularly in Year 10 and 11, will be reminded that this is not recommended by the Governors of Denbigh School due to the impact on the pupil's education nor can the Governors of Denbigh School guarantee to offer an equivalent combination of subject choices or exam boards.*
13. *Applicants may decide to appeal against the decision not to offer their child a place at the school. Appeal Forms are available upon request or from the school website. However, if unsuccessful at independent appeal, the appellant, 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 school, in accepting the application, considers that there has been a significant and material change in circumstance that alters the application of the oversubscription criteria.*