

Dear Parent/Carer,

DENBIGH SCHOOL IN-YEAR ADMISSIONS 2022/23

Thank you for your interest in applying for a place at Denbigh School, an academy within the Denbigh Alliance Multi Academy Trust. You should be aware that Denbigh School is an oversubscribed school with more applicants than places available and, should you wish to apply, there is no guarantee that your application will be successful.

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

If your child has a statement of special educational needs please do not complete this form. Instead you should contact Milton Keynes Council Schools Team on 01908 691691 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 Denbigh School 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 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 he/she lives 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.

Denbigh School reserves the right to make enquiries to verify any information supplied by you. If subsequently the School finds that a place has been offered based on information that was materially incorrect or misleading and the place would not have been offered had the information had been correct, the School Board may withdraw the place even if the child has already started at the school.

If the school is unable to offer a place to your child you will be informed in writing within 20 school days and notified of your right to request an independent appeal.

All applications and enquiries regarding admission to Denbigh School should be addressed to:

The Local School Board c/o
The Admissions Officer
Denbigh School
Burchard Crescent
Milton Keynes MK5 6EX.
Email: admissions@denbigh.net
Telephone: 01908 505030

Yours faithfully

A handwritten signature in black ink, appearing to read 'Akhtar Jan', written in a cursive style.

Mrs Akhtar Jan
Chair of Governors
Denbigh School



IN-YEAR ADMISSIONS ARRANGEMENTS FOR DENBIGH SCHOOL 2022/23

All applications for places in Years 7-11 outside of the normal admissions round are allocated strictly in accordance with the Denbigh School Admissions Policy for September 2022. A full copy of the policy can be found on our website at www.denbigh.net.

In-Year Admission into Years 7-11

Denbigh School will consider applications for admissions in Years 7 to 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

Denbigh School's published admission number for each year group is as follows:

Year of Entry to Denbigh	Year Group in September 2016	Published Admission Number
September 2022	Year 7	260
September 2021	Year 8	260
September 2020	Year 9	260
September 2019	Year 10	260
September 2018	Year 11	260

Allocation of places

From September 2014, Denbigh School no longer holds a waiting list for in-year applications. For Year 7, a waiting list is held by Denbigh School until the end of the first term (Sept-Dec).

For a place to be available, the number of students in the relevant year group will have fallen below the published admission number. When this occurs, the place will be allocated to the student whose application is the highest ranking in the published in-year criteria for the relevant year group. 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 son or daughter a place at Denbigh School. 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 school.



IN-YEAR ADMISSIONS APPLICATION TO DENBIGH SCHOOL

For admissions from September 2022 to July 2023

IMPORTANT INFORMATION

Please ensure you have read and understood the guidance on in-year secondary school admissions, which is available on the Milton Keynes Council website at: www.miltonkeynes.gov.uk/schooladmissions.

If you are considering moving to the Milton Keynes area and applying for a place at Denbigh we strongly recommend you first contact Milton Keynes Council to discuss the admissions process and the options open to you before you move.

The attached application form should only be completed if you are applying for a place at Denbigh School either during or at the start of the academic year outside of the normal secondary school transfer (from Year 6 into Year 7). This may be due to a house move or to seek a transfer from another school.

If the child has a statement of special educational needs, please do not complete the attached form, but instead contact Milton Keynes Council on 01908 691691 for further information.

GUIDANCE ON COMPLETING THE APPLICATION FORM

Please ensure you have read and understood the following before completing the application form:

- Applications for in-year places at Denbigh School must be made on the attached Denbigh School In-Year Application Form. If you have applied for places at other schools in the Milton Keynes area using the local authority application form, we would request you notify us when you apply.
- A School place will normally be required within 6 weeks of the application date. School places cannot be reserved and so we process applications where possible close to the required start date. Once a school place is offered we request the child starts attending on the date agreed with the School. Please note: if you are seeking a place for a September 2022 start you are requested to apply as close as possible to the end of preceding the summer term.
- You must provide the requested documentation to show proof of address, proof of the child's date of birth and that he/she lives with the parent at the stated address.
- Acceptable proof of address is a Council Tax bill or, if you do not pay Council Tax on the property, a recent utility bill (preferably relating to the last 3 months).
- If you are moving into or within the area, acceptable proof of address is a solicitor's letter confirming exchange of contracts or a copy of your signed lease agreement.
- Acceptable proof of the child's date of birth and residence at the stated address includes a Child Benefit statement however depending on circumstances a combination of passport and other official documentation may be accepted. If you are moving to the area from overseas you must provide a copy of the child's passport. Note we will assume for the purposes of this application that all appropriate visa documentation has been sought and obtained. If this is not the case Denbigh School reserves the right to withdraw the offer of a place.
- If you are seeking a transfer from another school, we request that you get Section E completed by the child's current school. This will help expedite the processing of your application. Forms will not be considered unless this section is completed.

DENBIGH SCHOOL IN-YEAR ADMISSIONS APPLICATION FORM

PLEASE COMPLETE THIS FORM IF YOU ARE APPLYING FOR A PLACE AT DENBIGH SCHOOL IN YEARS 7-11 OUTSIDE OF THE NORMAL ADMISSIONS ROUND.

PLEASE READ THE GUIDANCE ATTACHED TO THIS DOCUMENT FIRST AND THEN COMPLETE ALL RELEVANT SECTIONS IN BLOCK CAPITALS AND BLACK INK AND RETURN BY EMAIL TO ADMISSIONS@DENBIGH.NET OR BY POST TO DENBIGH SCHOOL.

SECTION A: CHILD'S DETAILS

Child's legal surname:	Child's legal forename:
Date of birth: DD/MM/YYYY	Male <input type="checkbox"/> Female <input type="checkbox"/>
Year group applying for:	Date admission required:
Address (note this is the address the child normally resides at)	House number:
	Street:
	District:
	Town/City:
	County:
	Postcode:
Does the child have a sibling attending Denbigh School in Year 7-13?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give name(s) and year group(s):
Name and address of current or most recent school (if now left please also provide date of leaving)	
If applying for a place in <u>Year 7</u> please provide name and address of primary school attended	

SECTION B: YOUR DETAILS

(Note: this section should be completed by the parent/carer residing at the child's home address stated above)

Title: Mr/Mrs/Ms/Miss (*delete as appropriate)	Legal surname:	Legal forename:
Relationship to child:	Email address:	
Home tel. no:	Mobile tel. no:	
If another adult has parental responsibility for the child but lives at a different address please provide details	Name:	
	Address:	

SECTION C: ADDITIONAL INFORMATION

<p>Is your child looked after or has your child been previously been looked after by a local authority?</p> <p>(Note: A 'looked after' child is a child who is (a) in the care of a local authority or (b) being provided with accommodation by a local authority at the time of making an application to a school. Previously looked after children are children who were looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your answer is 'Yes', please provide details:</p> <p>Name of local authority:</p> <p>Contact name:</p> <p>Contact number:</p>
<p>Does your child have a Statement of Special Educational Needs/Educational Health and Care Plan?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your answer is 'Yes' please <u>do not</u> complete this form but instead contact Milton Keynes Council for more information.</p>
<p>Has your child been permanently excluded from their last school?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your answer is 'Yes' please provide details:</p>
<p>Separate to this application are you applying for a place at any other school(s) in the Milton Keynes area?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If your answer is 'Yes' please provide details:</p>

SECTION D: REASON FOR YOUR APPLICATION

<p>Please specify the reason for your application</p> <p>(Note: in all cases you will need to provide proof of address in the form of a council tax bill, utility bill or formal letter confirming tenancy agreement/exchange of contracts. If you are moving from overseas you will also need to provide a copy of the child's passport.)</p>	<p>House move into/within the Milton Keynes area <input type="checkbox"/></p> <p>Move from overseas <input type="checkbox"/></p> <p>Transfer from another school within Milton Keynes <input type="checkbox"/></p> <p>(Note: If you are seeking a transfer from another school in Milton Keynes we request that you <u>complete Section E</u> in conjunction with the current school).</p> <p>If moving house or moving from overseas please specify expected move date: DD/MM/YYYY</p>
<p>Please provide any further supporting information explaining your reasons for applying (you may continue on a separate sheet if you wish)</p>	

SECTION E: TRANSFERS FROM A LOCAL SCHOOL

If you are seeking to transfer to Denbigh from another School within the Milton Keynes area we request that this section is completed by the Headteacher or Deputy Headteacher from the child's current school.

Child's name:

Year group:

Has the parent/carer discussed the transfer with you and are there any reasons why you feel a transfer would be detrimental to the child in any way?

Name of teacher:

Position:

Signature:

Date:

SECTION F: DECLARATION

I confirm that I am the parent/carer of the child named in Section A and that this application has the consent of all parents/carers listed in Section B.

I confirm that I have read and understood the guidance contained in this document and I confirm that all information provided is to the best of my knowledge correct and up to date. I understand that if I give any false or deliberately misleading information or withhold any relevant information this may lead to the withdrawal of an offer of a place for my child.

I hereby authorise Denbigh School to contact my child's existing/previous school.

Signature:

Date:

DOCUMENTATION CHECKLIST

Before submitting your application please check you have included the following documentation with your application:

- Proof of address (e.g. Council Tax bill or recent utility bill)
- Proof of the child's date of birth and that he/she lives at the stated address (e.g. passport, Child Benefit statement)

PLEASE NOTE: The application cannot be processed without receipt of these documents.

FOR OFFICE USE ONLY

Date form received:

All relevant sections completed:

All relevant documentation enclosed:

Ref: