



STANTONBURY
International School

In-Year Admissions Policy

Date: September 2018
Review Due: September 2019

Reviewed Annually

This policy relates to all admissions to Stantonbury International School in years 7 to 11, except for the initial September entry into Year 7 which is managed as part of the Co-ordinated Admissions Programme for the Local Authority.

All applications for places to Stantonbury International School should be made via Milton Keynes Council. You can find out more from the [In Year admissions page](#) on the council website.

If you are moving into Milton Keynes or moving within Milton Keynes and want to apply for a school place you will need to complete either a [Secondary School Application Form \(PDF, 205KB\)](#) providing up to **four** preference schools. Once completed, return to the Education Access Team – [Email Secondary School application](#)

Although the school will decide its own admissions policy, the Local Authority co-ordinate all admissions in its area and will communicate all admission decisions to parents. Where no place is available the applicant will be advised in writing and informed of their right to request an independent appeal.

Admissions Number from September 2018

The schools' published admissions number for each year is as follows:

Year 7	360
Year 8	360
Year 9	360
Year 10	360
Year 11	360

How places are allocated

For a place to be available for an in-year admission then the number for the relevant year group will have to have fallen below the planned admissions number. When this occurs, the place will be allocated strictly in accordance with the process and definitions of the over-subscription criteria as set out in the prospectus for entry at 11+.

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. For the purposes of in-year admissions, the applicants in the application process are considered to be:

- Those who have applied and whose applications have not yet been determined;
- Those who have returned their forms for an independent appeal to the Clerk of the Independent Appeal Panel and are awaiting a date for the appeal to be heard

Applicants who have not pursued their applications by returning the relevant forms by the relevant stated deadline will not be considered to be in the process.

Prospective applicants should also note the following:

1. The school reserves the right to make its own enquiries to verify any information supplied by the applicants. If subsequently the school finds that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address or the applicant's date of birth) and the place would not have

been offered if the information had been correct, the Governing Body Admissions Committee may withdraw the offer, even if the applicant has already started school.

2. Prospective applicants should note it is not the schools' policy to allocate a place for a child to a year above or below that of a child's chronological age, subject to consideration of the facts in each case.
3. Applicants who are seeking to transfer from another school in Milton Keynes, particularly in Year 10 or 11, will be reminded that this is not recommended by the Governors due to the impact on the student's education, nor can the Governors guarantee to offer an equivalent combination of subject choices or exam boards.
4. Applicants who seek to transfer late in Year 9 will be advised that it is not always possible to accommodate additional students into option choices that are already full.
5. When an application is unsuccessful there is an automatic right of appeal to an Independent Appeal Panel.
6. Applicants who pursue their application to independent appeal and are then unsuccessful at independent appeal are no longer considered to be in the application process.

Following the refusal of an application, only one appeal is allowed in the same academic year, unless there has been a significant change in circumstances, e.g. a house move.