

# IN YEAR ADMISSIONS TWO MILE ASH SCHOOL September 2023 to July 2024



## **IMPORTANT INFORMATION**

Please read the guidance on In Year Admissions which is available on the council's website [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions) and on the Two Mile Ash Website [www.tmaschool.com](http://www.tmaschool.com)

This form should be used for all primary aged pupils who require a place in Two Mile Ash school, either during or at the start of the school year and who are not in the normal 7+ transfer group or due to start school for the first time. This may be due to a house move or to request an alternative school place. If the child has a statutory statement of special educational needs please contact the Special Educational Needs Team for information on how to apply.

### **Before you apply**

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

- Applications for in year school places should be made by completing the attached form.
- The school place will normally be required within two months of the application date. Applications will be accepted for a September admission from the preceding April. School places cannot be reserved therefore we process and allocate places, where possible, close to the date the school place is required. Once a school place has been offered the child should start attending by the date agreed with the school otherwise the place may be withdrawn.
- If you are moving into or within Milton Keynes documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed lease agreement is required to support your application along with proof of residence of the child/children.
- If you have moved to Milton Keynes from overseas you must provide a copy of your child's passport and visa.
- Your application will not be processed until your child/ren is/are resident within the country.
- Two Mile Ash School reserves the right to seek further documentary evidence if appropriate.

### **School Section**

If the child is currently attending a Milton Keynes school you **must** get the school section of the form completed by your child's current school. Failure to do so will result in a delay in processing your application.

### **Useful Information**

You can print this form and notes as a PDF document from our website:  
[www.tma.schoool.com](http://www.tma.schoool.com)

# IN-YEAR APPLICATION FOR TWO MILE ASH SCHOOL

## September 2023 to July 2024



### PLEASE ALLOW 15 SCHOOL WORKING DAYS TO PROCESS

For Milton Keynes residents who are seeking admission to Two Mile Ash School after the normal point of admission

### PLEASE WRITE CLEARLY IN BLACK INK

#### 1. Child's details

Child's legal surname		First name(s)		
Child's date of birth		Year group		Male / Female
Child's normal home address (This is the address at which the child named above normally lives)	Postcode			
Council tax is paid to	If you do not pay Council Tax on this property please enclose a utility bill with your application for this address			
Council tax account number				
Name of current (or most recent) school/nursery	If now left this school/nursery, please give last date of attendance ____/____/____			
Address of school			Telephone	
Language spoken at home				

#### 2. Your details

Name(s) of parents/carers living at home address above	Title: Mr / Mrs / Miss / Ms		
Relationship to child			
Email address			
Home/daytime telephone number		Alternative telephone number (e.g. mobile)	
If another adult has parental responsibility but does not live at the same address as the child, please include details			

### 3. Your school preference

Is your child in the care of a local authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Local Authority	
	If the answer above is 'Yes' please tell us which local authority supports the child and give a social worker contact name and telephone number Name Telephone		
Does your child have any brothers or sisters attending Two Mile Ash School?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Name	Date of birth School
Are you applying on religious grounds?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you will need to complete a supplementary form (obtainable from the school) and return it to the address given on the form		

### 4. Reason for request for admission or transfer

Date admission required	
Recent move to Milton Keynes <input type="checkbox"/> Please tick if applicable Move date ____/____/____	Please give new address and provide evidence of residence in form of the council tax bill for the property and a utility bill
Transferring school within Milton Keynes (and neighbouring authorities) <input type="checkbox"/> Please tick if applicable You must ensure that Section 8 is completed and signed by the Headteacher of your child's current school	Please tell us your reasons for requesting a school transfer

## 5. Educational factors we should be aware of

Does your child hold a statement of special educational needs	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is your child currently undergoing assessment for a statement of special educational needs	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered yes to either question above, which local authority is involved?	
Does your child speak English?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you withdrawn your child from a school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been excluded from school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has your child been supported by any other agencies i.e. Education Welfare Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the child subject to a court order or known to any other agency, i.e. Children's Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please add any information you would like us to know before we process your application	

## 6. Ethnic monitoring

If your child is not currently in a Milton Keynes school we will not hold this information and would be grateful if you could indicate your child's ethnic background. The information provided here is only used for monitoring purposes.

		Tick			Tick
<b>White</b>	English		<b>Other Groups</b>	Chinese	
	Scottish			Japanese	
	Welsh			Any Other Ethnic Group	
	Other White British		<b>Black or Black British</b>	Black Caribbean Background	
	Irish			Ghanaian	
	Traveller of Irish Heritage			Nigerian	
	Gypsy/Roma			Sierra Leonean	
	Italian			Somali	
	Eastern European			Other Black African	
	Western European			Any Other Black Background	
	Any Other White Background		<b>Asian or Asian British</b>	Indian	
<b>Mixed or Dual Background</b>	White and Black Caribbean			Pakistani	
	White and Black African			Bangladeshi	
	White and Pakistani			Asian Other	
	White and Indian		<b>I do not wish for an ethnic category to be recorded</b> <input type="checkbox"/>		
	White and Other Asian				
	Any Other Mixed Background				

## 7. Parental declaration

I certify that I have parental responsibility for the child named in Section 1 and that this application has the agreement of all parents/carers listed in Section 2.

I confirm that the information I have provided is to the best of my knowledge correct and up to date. I understand if I give any false or deliberately misleading information on this form and/or supporting papers or withhold any relevant information, this may lead to the withdrawal of an offer of a school place for my child.

I hereby authorise Two Mile Ash School to contact my child's previous school.

Signature of parent/carer	Date
---------------------------	------

**Information supplied will be used for registration purposes under the Data Protection Act 1998**  
**Once completed you should return this form to:**

School Admissions, Two Mile Ash School, The High Street, Milton Keynes, MK8 8LH

Email: chubbard@tma.bucks.sch.uk

**8. School section (To be completed by Headteacher of current school)**

If you are applying for a school place and have not moved address the headteacher (or head of year) of the child's current school must complete this section before we can process your application. The form needs to be stamped with the school stamp.

Child's name

Has the parent discussed the transfer request with you and are there any reasons why you feel the change of school would be detrimental to the child in any way?

**Does the child have any special needs?**

School Action Yes ☐

School Action Plus Yes ☐

Under Assessment Yes ☐

Statemented Yes ☐

Does the child have any exclusions? Yes ☐

**Are there any attendance related issues?**

Please give % attendance and number of unauthorised absences in the last twelve months %

**Other information which may be relevant to the application**

(Behavioural issues, if applicable, previous schools attended in the last two years, if known)

Name \_\_\_\_\_

Position \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

Detailed information on schools in Milton Keynes can be found at [www.milton-keynes.gov.uk/schooladmissions](http://www.milton-keynes.gov.uk/schooladmissions)

Or

[www.tma.bucks.sch.uk](http://www.tma.bucks.sch.uk)

School stamp

