

APPLICATIONS MID YEAR ADMISSIONS 2024/2025

Thank you for your interest in The Hazeley Academy. The mid-year application form should be completed and returned to The Hazeley Academy either by post for the attention of The Admissions Officer c/o the academy address or via email to admissions@haz5d.com

Please note that for your application to be considered, all relevant sections of the form **must** be completed in black pen, and copies of the appropriate documentation enclosed. **(Please note we do not offer a copying service)**

If your child has an Educational Health Care Plan, please contact the Special Educational Needs Team at the Local Authority on **01908 253414** for further information on how to apply.

The Hazeley Academy requires confirmation of your child's date of birth, and also requires proof that you and your child are living at the address stated on the application form. **Please attach copies of the following documentation to your completed application form.**

- A current council tax statement or recent utility bill to confirm your address.
- A recent official document which confirms your child's date of birth and also that he/she lives with you at the address stated.
- 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.

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

- The attached application form is for "mid-year" places only. Places at The Hazeley Academy cannot be reserved.
- The Hazeley Academy reserves the right to make its own enquiries to verify any information supplied by you. If the academy discovers that it has given a child a place based on false, inaccurate, or misleading information (e.g. parental address), the academy reserves the right to withdraw the place.
- You should be aware that The Hazeley Academy is oversubscribed, and completion of the application form does not mean that your application will be successful. Please note that when a place does become available in an existing year group, it is allocated strictly in accordance with the Academy's admissions criteria and applications are not considered based on the date that they are received.
- If The Board of Governors of The Hazeley Academy is unable to offer a place to your child, you will be advised in writing and informed of your right to request an independent appeal.
- 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.
- Prospective applicants should also note it is not the academy's 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 of each case which should be set out clearly within the application.

All enquiries regarding admission to The Hazeley Academy should be addressed to:

The Board of Governors of The Hazeley Academy
c/o the Admissions Officer
The Hazeley Academy
Emperor Drive, Hazeley
Milton Keynes, MK8 0PT

If your child is not in school at this time, you should contact the admissions section at Milton Keynes Council on 01908 253338 for further advice.

ADMISSION CRITERIA FOR THE HAZELEY ACADEMY SEPT 2024

The area normally served by the Academy is Grange Farm, Medbourne, Oakhill, Oxley Park, Kingsmead, Tattenhoe Park.

Places are allocated at The Hazeley Academy in line with the criteria shown below:

1. Looked After Children (LAC) and all Previously Looked After Children (PLAC) including those children 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. Children who live in the defined area and have a sibling attending the Academy at the time of application. Proof of residence required.
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 academy 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 Board of Directors to determine when there is a demonstrable skill shortage.
4. Children attending partner primary schools.
5. Children who live in the defined area served by the Academy. Proof of residence will be required.
6. Up to 10% of places will be allocated on the basis of aptitude for physical education or sport, with a focus on netball or basketball. Applicants will be assessed on three metrics. To have your child considered for a place on these grounds it will be necessary to register for the aptitude assessment by 30th September via the form in the admissions area of the Academy's website and attend the assessment on the second Saturday of October. No other tests for admission into Year 7 will take place after this date. See explanation under metrics for in year admissions.
7. Children who live outside of the Academy's defined area and have a sibling attending the Academy at the time of application.
8. Children living outside of the defined area.

Oversubscription: Distance Tiebreaker

In the event of there being more applicants meeting one of the above criteria than remaining places available, proximity to the Academy will be used as the tie breaker, with places being allocated according to distance from the Academy as measured in a straight line from the Academy's main entrance to the student's normal home address, using the Local Authority's computerised measuring system. For prospective students living in flats or multi occupancy dwellings, the distance will be measured from the Academy's main entrance to the front door of the prospective student's residence. 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 random lottery will be used.

The full version of the 2024 Mid-Year Admission Policy for Years 7 - 11 is available to view on the Academy website or can be provided upon request.

Admissions Office
The Hazeley Academy

APPLICATION FOR MID-YEAR ADMISSION TO THE HAZELEY ACADEMY



This form should be completed if you are seeking admission to The Hazeley Academy (Years 7-11) after the normal point of admission.

If you are applying for more than one child, a separate form **must** be completed for each child.

Please complete the details in block capitals using black pen. Please read the accompanying Guidelines before completing this form and ensure copies of ALL requested documentation is enclosed.

Child's Legal Surname		Child's Legal Forename(s)	
Gender:	Date of Birth	Year Group Applying For:	Date Admission Required:
Child's normal home address (This is the address at which the child normally lives):			
Postcode:			
Is there a sibling currently in attendance at The Hazeley Academy in Years 7-13 Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please provide sibling's name, date of birth and year group:			
Name and address of child's current school;			
If now left this school, please give last date of attendance: /...../.....			
Name of Parent/Carer(s) living at home address (this must be person(s) with parental responsibility for the child)			
Title(s): Mr/Mrs/Ms/Miss/Dr			
Address:			
Relationship to child:		Email address:	
Home telephone number:		Mobile telephone number:	
If another adult has parental responsibility but does not live at the same address as the child, please include details here. Name: Address: Telephone number:			
Is your child looked after, or has been previously looked after, by a local authority? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please provide details;			
Name of the local authority:			
Contact name:			
Telephone number:			
Does your child have an Education Health & Care Plan (EHCP)? Yes <input type="checkbox"/> No <input type="checkbox"/> If 'Yes', please contact the Local Authority on 01908 253414 for further advice. Please do not return this form to the School.			
Is your child currently undergoing assessment for an EHCP? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If Yes, please state which Local Authority is involved:.....			

<u>Additional Information</u>	<u>YES</u>	<u>NO</u>
<p>Has your child been permanently excluded from two schools within the last two years?</p> <p>Has your child ever received a fixed term exclusion or internal isolation?</p> <p>Have you withdrawn your child from school?</p> <p>Is your child subject to a court order (if yes provide details)</p> <p>Separate to this application are you applying for a place at any other school(s) in the Milton Keynes area? If your answer is "Yes" please provide details:.....</p> <p>Does your child speak English?</p> <p>Are you or your partner a serving member of the Armed forces or Crown Servant? <i>If yes, please provide an official letter that declares a relocation date allocated postal address or quartering area address.</i></p>		

Please provide any further supporting information explaining your reasons for applying (you may continue on a separate sheet if you wish)

The Hazeley Academy reserves the right to make its own enquiries to verify any information supplied by you. If, subsequently, we find that a place has been offered in reliance on information that was materially incorrect or misleading (e.g. the parental address) and the place would not have been offered if the information had been correct, the Academy may withdraw the offer, even if the child has already started at the Academy. If that happens, you have a right of appeal to an Independent Appeal Panel.

- ❖ If you are seeking a transfer from another school in Milton Keynes we request that the school section is completed by the current school.**
- In all cases you will need to provide proof of address in the form of:**
1. Council Tax Bill
 2. Utility Bill
 3. Formal letter confirming tenancy agreement/exchange of contracts
 4. Short form of birth certificate.
 5. If you are moving from overseas you will also need to provide a copy of the child's passport and visa where applicable

School Section (To be completed by Headteacher/Principal of current school)

If you are applying for an Academy place and have not moved address The Headteacher /Principal of the child's current school **MUST** complete this section **BEFORE** the application can be processed. 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?

Is the child included on the Special Needs Register? Yes/No

Statement or Educational and Healthcare Plan (EHCP) Yes/No

School Concern (code K) Yes/No

Under Assessment Yes/No

Does the child have any exclusions? Yes/No

Are there any attendance related issues? Please give % attendance and number of unauthorised absences during the last 4 consecutive half term periods.

Other information which may be relevant to the application

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

Name.....

Position.....

Signed..... Date.....

School Stamp

Declaration:

- I certify that I have parental responsibility for the child named.
- I confirm that the information I have provided, is to the best of my knowledge correct and up to date. I understand that if I give false or 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 place at the academy for my child.
- I hereby authorise The Hazeley Academy to contact my child's previous school if required.

Signed.....

Date.....

Name (please print)

Documentation Checklist: Before returning this form, please ensure that you have:

- Completed all relevant sections of the form, including the reason for your application
- Included School Section if applicable
- Enclosed copies of all relevant supporting documentation i.e. Child Benefit/Council Tax Bill/Tenancy Agreement/Exchange of Contracts
- Copy of UK Citizen: Short form of Birth Certificate
- Copy of Non-UK Citizen: Birth Certificate and Passport details including Visa where applicable.

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

Once completed, please return the form, together with supporting documentation, to:

The Admissions Officer
The Hazeley Academy
Emperor Drive
Hazeley
Milton Keynes
MK8 0PT
Or via email to admissions@haz5d.com

The personal information in this form is collected in order to enable our admissions process and the maintenance of a waiting list. It is processed in order to fulfil our legitimate interest, public interest and our legal obligations under the General Data Protection Regulations. You can find our privacy notices on the Academy's website in the policies section. If you are successful in obtaining a place, we will keep this information as per our records and retention policy. If you join our waiting list, we will keep the information until the next the biannual review of the list. If you do not wish to pursue a place on the waiting list or participate in the appeals process we will destroy all information apart from that needed to maintain our record of applications which consists of: name of person making the application, name of student and their current school and year.

FOR OFFICE USE ONLY

Date Form Received:

All relevant sections completed: Yes No

All relevant documentation enclosed: Yes No