



Dear Parent/Carer

Thank you for your interest in The Hazeley Academy. The attached 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 cnott@thehazeleyacademy.com

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

If your child has a statutory statement of special educational needs 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 "in 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 Directors 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 Directors 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 2019

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

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

1. Looked After Children: Including children that were previously looked after but immediately after being looked after became subject to an adoption, child arrangements or special guardianship order.
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. Children who live outside of the Academy's defined area and have a sibling attending the Academy at the time of application.
7. 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 2019 In Year Admission Policy for Years 7 - 11 is available to view on the Academy website or can be provided upon request.