



IN YEAR ADMISSION GUIDANCE

Guidance and Advice on In-Year Admission

The information below is for parents who require an in-year admission for their child at the school. You will find it useful to read it alongside the information, which is available on Lancashire County Council's website at www.lancashire.gov.uk/children-education-families/schools/

In-Year Admission

1. In-year admission is process of applying for admission into an existing year group within a school.
2. If your child has an education, health and care plan, the in-year admission process will not apply. You are advised instead to contact your Local Authority's Special Educational Needs Team.
3. The in-year admission process will apply in the following circumstances
 - Children wishing to change from one school to another school within the area
 - Children wishing to change from one school to another school in another area
 - Children wishing to transfer from an independent school to a state funded school
 - Children who have arrived into the area and do not have a school place

4. If you wish your child's application to be considered for admission, please follow the procedure outlined below.

Application Process

1. The in-year admission process is managed by Apex Collaborative Trust. Application forms are obtainable from and returnable to the school. You can also download the application from the schools website page.
2. Following return of the completed application form, we aim to advise you in writing with the outcome within 10 school days, but no later than 15 school days. This will include a decision where the application is referred to Lancashire County Council for consideration under the Fair Access Protocol.
3. Where a place is offered, you will receive a formal offer from the Trust. If the place is accepted, we shall make arrangements for your child to start school as soon as possible.
4. If the decision letter informs you that a place cannot be offered to your child at the school, you will be advised of your right of appeal to an independent appeal panel. For guidance and advice on the appeals process please visit the schools website page.
5. Details of children refused admission at the school will be included on the school's waiting list should parents have indicated this. The school maintains the waiting list, in accordance with the school's oversubscription criteria.
6. Parents will need to complete a new in-year application each academic year if they wish for their child's details to remain on the waiting list.

Fair Access Protocol

For children that are unplaced and vulnerable, and those who are having difficulty in securing a place are allocated a place under Lancashire County Council's Fair Access Protocol. The Department for Education required that the children listed below who have a difficulty in securing a school place, and it can be demonstrated that reasonable measures have been taken to secure a place through the usual in-year admission procedures are included in the Fair Access Protocol:

- Children with a Child in Need Plan or a Child Protection Plan or having had a Child in Need Plan or a Child Protection Plan within 12 months at the point of being referred to the Protocol.
- Children living in a refuge or in other Relevant Accommodation at the point of being referred to the Protocol.
- Children from the criminal justice system.
- Children in alternative provision who need to be reintegrated into mainstream education or who have been permanently excluded but are deemed suitable for mainstream education.
- Children with SEND or medical conditions, that do not have an EHC plan.
- Children who are carers.
- Children who are homeless.
- Children in formal kinship care arrangements.
- Children of, or who are, Gypsies, Roma, Travellers, refugees, and asylum seekers.

- Children who have been refused a school place on the grounds of their challenging behaviour.
- Children for whom a place has not been sought due to exceptional circumstances.
- Children who have been out of education for four or more weeks where it can be demonstrated that there are no places available at any school within a reasonable distance of their home; this does not include circumstances where a suitable place has been offered to a child and this has not been accepted.
- Previously LAC for whom the LA has been unable to allocate a school place.