

**IN-YEAR
DETERMINED
ADMISSION ARRANGEMENTS
FOR ALL
SCHOOLS MAINTAINED BY CAMBRIDGESHIRE
LOCAL AUTHORITY (LA)
AND
ACADEMY SCHOOLS
FOR THE ACADEMIC YEAR
2020/2021**

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IN-YEAR ADMISSION ARRANGEMENTS 2020-2021

Introduction

The School Admissions Code which came into force in December 2014 states that there is no requirement for local authorities to co-ordinate In Year applications for the offer year 2013/14 and all subsequent years for own admission authority schools, but they must provide in the composite prospectus how in year applications can be made and will be dealt with.

Cambridgeshire Local Authority (LA) currently provides an in-year co-ordination service to all schools free of charge.

This document provides information and guidance about how an application received by the LA Admissions Team will be processed.

This document also brings together locally agreed protocols already in place in relation to the in-year admission of children to state-funded schools in Cambridgeshire. These are set out in the appendices at the end of this document.

SECTION 1 – Statutory Requirements

The School Admission Code is issued under Section 84 of the School Standards and Framework Act 1998. The School Admissions Code came into force on December 2014 and applies to admissions to all maintained schools in England. It imposes mandatory requirements on all admission authorities.

Academies are required by their funding agreements to comply with the School Admissions Code and the law relating to admissions.

Point 2.21 of The School Admissions Code requires that,
“Local authorities **must**, on request, provide information to a parent about the places still available in all schools within the area, and a suitable form for parents to complete when applying for a place for their child at any school for which they are not the admission authority.

Any parent can apply for a place for their child at any time to any school outside the normal admissions round.”

Point 2.22 of The School Admissions Code requires that;
“Own admission authority schools, who choose not to use the LA Admissions In Year Service, **must**, on receipt of an In Year application, notify the LA of both the application and its outcome in order to allow the LA to keep up to date figures on the availability of places in the area. The admission authority **must** also inform parents of their right of appeal against the refusal of a place.”

The governing body or trust of those voluntary aided and foundation schools and academies, which have chosen not to use the LA Admissions Team service, will be responsible for considering and determining all applications in which their school is named in accordance with this scheme and in accordance with the School Admissions Code. They must also ensure that their arrangements for managing In-Year applications are published on their school’s website and is included in the school’s admission policy.

OOA schools will need to inform the LA admissions on a weekly basis of all the applications they have received.

Please note: A Guide is available from the LA Admissions Team to assist the governing body or trust in this function.

SECTION 2 – Elements of the Scheme

For entry in the 2020/21 academic year, the LA Admissions Team will manage **all** In Year applications for school places at all community and voluntary controlled schools within Cambridgeshire and for those own admission authority schools, for whom the governing body or trust has requested this service by signing and returning the Service Level Agreement for Admission services for the 2020 – 21 academic year.

This document explains how those applications will be processed.

1. Application Forms

In accordance with the School Admissions Code the LA will provide an application form to be used by all parents with school age children who move into or within Cambridgeshire and require a school place outside of the normal transfer round.

Parents of children with an Education Health Care Plan (EHCP) should refer to Appendix 2 for more information as to how their application will be processed.

All applications are encouraged to be made online. A paper application form can be requested by contacting the LA Admissions Team or parent/s could contact the school at which they are seeking a place to request assistance to complete online.

School places cannot be allocated on the basis of intended future changes of address unless the house move to a new build has been confirmed by sight of a solicitor's letter stating contracts have been exchanged. If the move is to an established property (previously occupied) it is necessary for a completion date to be provided. For rentals a signed tenancy agreement by all parties.

Please note: Applications for school places will not be considered more than 6 teaching weeks before the date that the place is required.

Exemption to the above requirement is provided to UK service personnel (UK Armed Forces) by point 2.18 of the School Admissions Code.

2. Requirement on Schools

In order to be able to meet parental expectations and the requirements of the School Admissions Code regarding In Year applications excellent communication between all schools and the LA Admissions Team will be essential.

To support this regular bi weekly communication with the school will take place to ensure they complete any necessary tasks leading up to the In Year period, but the following will be required:

2.1 Class Organisation Charts

Schools' proposed class organisation charts for the new academic year should be sent to the LA Admissions Team no later than the 1st April to assist in the allocation of In Year school places for the Autumn Term. These must accurately reflect the numbers of children in each year group and the way in which classes will be organised within the school. If no organisation chart is received applications will be refused and the student will be placed on the waiting list and offered the right to appeal.

The LA admissions will contact the schools on regular intervals to remind the schools of this requirement. An email will be sent to all schools with the information that the team holds and schools should update this as necessary to reflect the current situation at the school. When responding to this request, schools will be expected to send any leaver information.

In order to accurately reflect pupil movement which may have occurred during the summer holidays, schools will be requested to send an updated class organisation chart by the end of the third full week of the Autumn Term of the new academic year, and to provide updated numbers on request.

Throughout the rest of the academic year on a weekly basis, schools will be asked to confirm the joiners and leavers which the Admissions Team holds for their school.

2.2 Applications for the school

Applications for community and voluntary controlled schools and own admission authority schools which have chosen to use the LA Admissions Team service will be processed by the LA Admissions Team.

Applications for own admission authority schools, who have chosen to manage their own in-year applications, will be told to apply direct to the school.

Schools are responsible for checking their portal during the school term and holidays.

2.3 Children leaving/joining the school

Children must only be withdrawn from the school roll in accordance with the “Guidance for Headteachers on Pupil Registration” issued in September 2011.

In cases where schools have followed this guidance, they must inform the LA Admissions Team immediately of the child leaving. This should be done by email to admissions@cambridgeshire.gov.uk. The information in the email should be as follows:-
Using the leavers form;

- subject heading – name of the school;
- confirmation that the procedures within the “Guidance for Headteachers on Pupil Registration” have been followed;

3. Requirements on LA Admissions Team

3.1 Class Organisation Charts

In order to meet the requirements of the Code regarding availability of places the LA Admissions Team will maintain the class organisation charts for schools based on information received both in terms of children to be offered a place, and children who have left the school. Please see point 2.1 above.

3.2 Waiting (Continuing Interest) Lists

Waiting Lists will be held by the LA Admissions Team for all year groups for all community and voluntary controlled schools, and for schools for whom the governing body has arranged for the LA Admissions Team to determine applications on their behalf.

Ranking of applications received for an oversubscribed school will be carried out by the LA Admissions Team for all Community and Voluntary controlled schools, and those who have

signed a Service Level Agreement for the LA admissions to complete on their behalf. Schools must rank any religious criteria which form part of the over-subscription criteria and where a Supplementary Information Form (SIF) has been completed. In these circumstances details of the child applying will be sent to the governing body/admissions committee to rank against their published criteria.

Own admission authority schools who choose not to sign to a Service Level Agreement with the LA Admissions Team will need to maintain their own waiting lists in those cases where they have published information that they will hold such a list.

SECTION 3 - Application Process

The table below shows how applications managed by the LA Admissions Team will be processed.

On receipt of an application form the LA Admissions Team will load the application to the admissions database.

Where any information or documentation is missing the applicant will be emailed if applied online, or written to (2nd class postage) if paper application, stating information is missing and to reapply with the correct documentation. The application will be closed.

Part 2 is a section of the application form that is required to be completed when looking to move schools **within** Cambridgeshire and not house. The applicant is responsible for the completion and submission of Part 2 of the application.

Where part 2 is required and is not attached to the application when submitted the application will be closed. The applicant will be emailed if applied online, or written to (2nd class postage) if paper application, stating Part 2 is missing and to reapply with the all the documentation.

There is no obligation on other LA schools to complete Part 2.

Fair Access:

Admission officers will consider the applications on receipt and where there is evidence and information on challenging behavior under the description of the Fair Access protocol 2019 the application will be referred to the next available panel.

Own Admission Authority schools:

- School respond on whether a place can be offered within 3 school days
- Schools can mark on the portal whether they are making an offer or on waiting list
- If no response received an officer will email school on the morning of the 4th day
- If no response received after 2pm on 5th day the application will be refused and the parent will be offered the right of appeal. Where a place is confirmed as available the Team will write to the parent to advise that a place is available and how the applicant can make arrangements for the admission of their child.
- If a school advises that there is no availability, the application will be ranked and the child's name will then be added to the school's waiting (Continuing Interest) list

Community and VC schools:

- A school place is confirmed as available
- Offer is made where place is available
- If a place is not available the application will be ranked and the child's name will then be added to the school's waiting (Continuing Interest) list.

In Year Applications for September 2020 entry

1st round:

In Year online applications will be accepted from 4th May 2020 until 19th June 2020. Offers for round 1 will be made by 17th July 2020.

Following this round applications will be dealt with on an individual basis in date order of receipt.

Parents will be advised which schools are not open during the summer holidays and the Admissions team will not be able to make any offers during the holiday period.

Allocation from September 2020

Following on from offers over the summer, applications will continue to be allocated on an individual basis in date order of receipt.

Where a place cannot be offered at a preferred school the LA Admissions Team will approach the catchment school for a place. If the catchment school was a named preference a further approach will be made to see if they are able to meet catchment need.

Where a place cannot be offered at a school the LA Admissions Team will consider the application again under the list of 'other' criteria and based on the information whether to refer to Fair Access Protocol (FAP), see section 4 below.

The Team will aim to issue an offer letter or inform parent of a FAP referral no later than 10 school days of receipt of application.

SECTION 4 - Fair Access Protocol and In Year Admissions

4.1 The School Admissions Code

Point 3.9 of The School Admissions Code requires that;

“Each local authority **must** have a Fair Access Protocol, agreed with the majority of schools in its area to ensure that – outside the normal admissions round – unplaced children, especially the most vulnerable, are offered a place at a suitable school as quickly as possible. In agreeing a protocol, the local authority **must** ensure that no school – including those with available places – is asked to take a disproportionate number of children who have been excluded from another school, or who have challenging behaviour.”

Point 3.10 of The School Admissions Code requires that;

“The operation of Fair Access Protocols is outside the arrangements of co-ordination (at point of entry) and is triggered when a parent of an eligible child has not secured a school place under in-year admission arrangements”

Point 3.12 of The School Admissions Code requires that;

“... a looked after child, a previously looked after child, or a child with an EHCP naming the school in question, **must** be admitted”

All admissions made in accordance with this document will not be considered as Fair Access admissions, unless they have been identified as such following the process outlined above.

It is acknowledged that, children admitted “in year” under the protocols outlined in appendices 1 and 3 may require significant support when joining a new school.

As stated in point 3.12 of the School Admissions Code, these children must be admitted. However, their admission will be reflected in management information presented to, and considered by, the Fair Access Panel, when making decisions about the admission of children who are being placed in accordance with the Cambridgeshire Fair Access Protocol.

Full details of the proposed Cambridgeshire Fair Access Protocol can be found in a separate document entitled, “Fair Access Protocol 2019-20”.

4.2 Procedure for Referral and Consideration by Officer Panel of Fair Access and Year 11 Cambridge City requests submitted by Admission Officer:

During 2020 In Year admissions will be trialling, in partnership with Cambridge City secondary schools, placing Year 11 students by using a Fair Access approach. All Year 11 admission requests for a place at a Cambridge City secondary school will be forwarded to the City In Year Fair Access panel. Panel members representing the City secondary schools will use the Fair Access approach to determine the placement of a Year 11 student and admissions will then process the applications accordingly.

The schools included are:

Chesterton Community College
North Cambridge Academy
Parkside Community College
Coleridge Community College
St Bede’s Inter Church School
Cambridge Academy for Science and Technology
The Netherhall School
Trumpington Community College

Impington Village College – (due to proximity to city and Behaviour Attendance and Improvement Partnership (BAIP) lead).

The trial will run from January 2020 to January 2021. Information will be available on the Cambridgeshire County Website and the individual schools websites.

4.3 Procedure for Referral and Consideration by Officer Panel of Fair Access and Mid- Phase Transfer Cases submitted by Admission Officer

The Admission Officer will identify the criterion under which they feel the case should be considered as a Fair Access case recording this on the child's record. The request will be considered by the Policy and Operations Manager. If agreed to go to panel, the admission officer will then notify the parent and the application will be forward for the next available panel. The fair access panel meet fortnightly, term time.

SECTION 5 – Co-ordination with Other LAs

There is no longer a legal requirement for local authorities to co-ordinate applications across county borders. The following procedures will apply.

5.1 Cambridgeshire resident moving to another LA area

Where a Cambridgeshire child is moving to another LA area, the LA Admissions Team will advise the parent that they need to apply to that authority using that LA's application form.

5.2 Applying for a place in a Cambridgeshire school from other LA areas

The LA In-Year Admissions Team will accept applications for places in Cambridgeshire schools for children outside the LA area where the child is able to access the school within the travel timescales in the home to school transport policy.

SECTION 6 - Contact

Admissions Team

Email: admissions@cambridgeshire.gov.uk

Tel: 03450 451370

Appendix 1 - Looked After Children – Admission requirements

- 1.1 Regulations made under the School Standards and Framework Act 1998 require admission authorities to give Looked After Children (LAC) and Previously Looked After Children (those who were looked after, but ceased to be so because they were adopted or became subject to a residence order or special guardianship order) highest priority in their admission arrangements. This will ensure that they are guaranteed admission to preferred schools at the normal time of entry.
- 1.2 Outside the normal admissions round, local authorities may direct other admission authorities for any maintained school to admit a child in their care to the school best suited to his or her needs. Such action must be taken in the best interests of the child. Before giving a direction, the LA must consult the admission authority for the school they propose to specify in the direction. This will be undertaken by the LA issuing a Notice of Intention to Direct Letter setting out the reasons why it believes the child should be admitted. The admission authority then has seven days to inform the LA whether it is willing to admit the child without being directed to do so.
- 1.3 If the LA decides to issue the direction it must first inform the admission authority, the governing body or trust (if the governing body is not the admission authority), the head teacher and, if the school is in another LA's, the maintaining LA. If the admission authority (or the governing body or trust if it is not the admission authority and only in relation to a LAC who has previously been excluded from at least two schools) considers that admission of the child would seriously prejudice the provision of efficient education or efficient use of resources, the admission authority has seven days in which to refer the case to the Schools' Adjudicator. The Adjudicator may either uphold the direction or, if the LA that looks after the child agrees, determine that another school in England must admit the child. The Adjudicator's decision is binding.
- 1.4 In case of the Academies the LA will follow the process outlined in 1.2 above and if unable to reach a resolution will then make a request to the Education Skills and Funding Agency to seek a direction for the admission of a LAC child, in addition to pursuing the right of appeal against that decision.
- 1.5 Applications for school places for LAC are treated as a priority and completed before all other applications. In addition;
 - a) Parents**

Applications are accepted from any adult who has parental responsibility for the child. This is usually a social worker acting as corporate parent.
 - b) Priority**

LAC are given top priority in the oversubscription criteria at all schools. This is a legal requirement. The only exception to this is for faith schools, where schools must give priority to LAC of faith above other children of faith. Where any element of priority is given within a school's admission arrangements for children not of the faith they must give priority to looked after children above children above other children not of the faith.
- In Year applications**
- 1.6 All in-year applications for LAC, and for a period of 6 months after the date of an Adoption Order, must be made through the LA Admissions team, who will then coordinate with The Head of the Virtual School in order to determine a place for the child.

- 1.7 Where an application is made by Cambridgeshire County Council (as corporate parent) for a school place, consideration will be given to the most appropriate school and take into account various factors, including Ofsted rating and travel distance.
- 1.8 Once a school has been identified, and the place agreed with the school and offered by the LA Admissions Team, the Admissions Officer will inform the Head of the Virtual School. The Head of the Virtual School will then contact the school to discuss the admission of the child, and ensure that the appropriate strategies are in place to support the admission to the school.
- 1.9 The placement will be recorded for management information purposes only.
- 1.10 Where an application is made by another LA for a place in a Cambridgeshire school, The Head of the Virtual School will be informed that given the opportunity to identify any concerns or issues this may create.
- 1.11 If there are any transport costs associated with travel to school, these are considered at the point of placement and funded through the LAC transport budget.

Appendix 2 - Process for the admission of children with an Education Health and Care Plan (EHCP) transferring into Cambridgeshire where the previous EHCP names another Local Authority (LA) school/Independent Provision

The SEN Code Of Practice January 2015 now states:

1.1 9.157 Where a child or young person moves to another local authority, the 'old' authority must transfer the EHC plan to the 'new' authority. The old authority must transfer the EHC plan to the new authority on the day of the move, unless the following condition applies. Where the old authority has not been provided with 15 working days' notice of the move, the old authority must transfer the EHC plan within 15 working days beginning with the day on which it did become aware.

1.2 When a parent/carer of a child with an EHC Plan decides to move from another LA to Cambridgeshire they should contact the Statutory Assessment Team (SAT) to advise them of their intention to move into the county giving details of their child's special educational needs. Parent/carer's will be asked for specific details regarding their child's needs and will contact their current LA for copies of the EHC Plan and associated paperwork.

When a mainstream school is named in Section I of the EHC Plan:-

1.3 If the EHC Plan issued by the old authority names a maintained local mainstream school in Section I, the statutory assessment team will ascertain the parents/carer's preference of school and will then formally consult with the local mainstream school and parents preference of school if not their local school. Once a place has been confirmed SAT will arrange the provision outlined in Section F of the EHC Plan to the school offered. The Admissions Team will receive confirmation of the placement.

When a state funded special school is named in Section I:-

1.4 If the EHC Plan issued by the old authority names a state funded special school in Section I the statutory assessment team will formally consult with the local area special school for consideration. Once a school place has been identified parents will be asked to arrange a visit to the school. Following the visit, the school, parents and the LA will liaise and by agreement will confirm the offer of a school place. It will be important for Cambridgeshire LA to consider the needs of the child against the criteria for admission to an area special school/specialist provision, as LAs may have different criteria and thresholds for placing in special schools. In these instances the papers will be submitted to the County Resourcing Panel for consideration.

When an independent or non-maintained special school or a residential school is named in Section I of the EHC Plan:

1.5 If the EHC Plan issued by the old authority names an independent or non-maintained special school or residential school. Cambridgeshire LA will continue to maintain the school placement, if practical to do so, until such time that an Annual Review has taken place and the EHC Plan has been amended. Any change of placement would be considered by the County Resourcing Panel.

When a parent/carer expresses a preference for a type of provision that is different to that named in Section I:

1.6 If the parent/carer is requesting a change in the type of provision to the type of provision named in Section I, this will need to be discussed in detail with the statutory assessment team who will then arrange for the paperwork to be considered by the County Resourcing Panel. Following the move to Cambridgeshire a Transfer In Notice is issued which confirms that Cambridgeshire LA have adopted the EHC Plan issued by the

previous LA. It will then be the responsibility of Cambridgeshire LA to arrange the provision outlined in the Plan

The Code Of Practice paragraph 9:160 states that:

- 1.7 The new authority may, on the transfer of the EHC plan, bring forward the arrangements for the review of the plan, and may conduct a new EHC needs assessment regardless of when the previous EHC needs assessment took place. This will be particularly important where the plan includes provision that is secured through the use of a direct payment, where local variations may mean that arrangements in the original EHC plan are no longer appropriate. The new authority must tell the child's parent or the young person, within six weeks of the date of transfer, when they will review the plan (as below) and whether they propose to make an EHC needs assessment.

Appendix 3 - Protocol for a Change of Placement for a Child/Young Person with an EHC Plan

Purpose

- 1.1 A child/young person with an EHC Plan cannot be subject to a Managed Move as described in appendix 4.
- 1.2 The following sets out the protocol for changing the placement named in a child's EHC Plan when it is agreed that the current setting can no longer meet the child's needs. This should be considered as an exceptional situation and every effort taken to resolve difficulties so that the child can remain within the setting. While a change of setting is being agreed responsibility for the full time education of the child remains with the current setting.

Annual or Emergency Review

- 1.3 If a headteacher is seeking an exit strategy an Annual Review must be called and the SEN Casework Officer (CWO) invited. It may not be possible at short notice for a CWO to attend the meeting but every effort to re-arrange appointments will be made. The review must consider all the issues relating to the situation and ensure that the EHC Plan has been implemented and all possible strategies and managed solutions explored. Having completed this and, if there is still concern that the current setting cannot meet the child's needs, the review needs to document that there is a recommendation for an alternative placement. Responsibility for the full time education of the child remains with the current setting until enrolment at a new setting is agreed and confirmed.
- 1.4 The review documentation will be received by the Statutory Assessment Team (SAT) and forwarded to the next available County Resourcing Panel (CRP) for consideration. If parents were not at the review meeting the school and CWO should liaise with parents/carer's about the outcome of the meeting. CRP will consider all relevant documentation and decide on the next steps. These may include recommending additional resources in the current setting, a specialist placement or a move to another mainstream school.

Process when the recommendation is that a move to another mainstream school is required

- 1.5 When the recommendation of the CRP is for a change in placement, the CWO will write to parents advising them of the recommendation from CRP that a move to another school is proposed and ascertain whether the parents/carer's have a preference of a mainstream school placement. The statutory assessment team will then formally consult with the nearest mainstream school and the parents/carer's preference of school (if not their local school). Schools have 15 days in which to respond to the consultation. If the school confirms that they are able to meet the child/young person's needs as outlined in their EHCP or the Local Authority do not receive a response to the consultation, arrangements will be made for the school to be named in Section I of the EHCP.
- 1.6 Should the school raise concerns regarding the proposed admission SAT will consider each case on an individual basis.
- 1.7 It must be remembered that the child's name remains on roll at their current setting until advised by the CWO to remove the name from their roll.
- 1.8 The Local Authority must provide the parent/carer choice of maintained school, mainstream or special, for a child with an EHC Plan provided it can be clearly identified that:

- the school is suitable for the child's age, ability and aptitude and the special educational needs set out in Section B of the EHC Plan;
- the child's attendance is not incompatible with the efficient education of other children in the school; and
- the placement is an efficient use of the Local Authority's resources.

Appendix 4 - Local Protocol on Overadmission Checklist

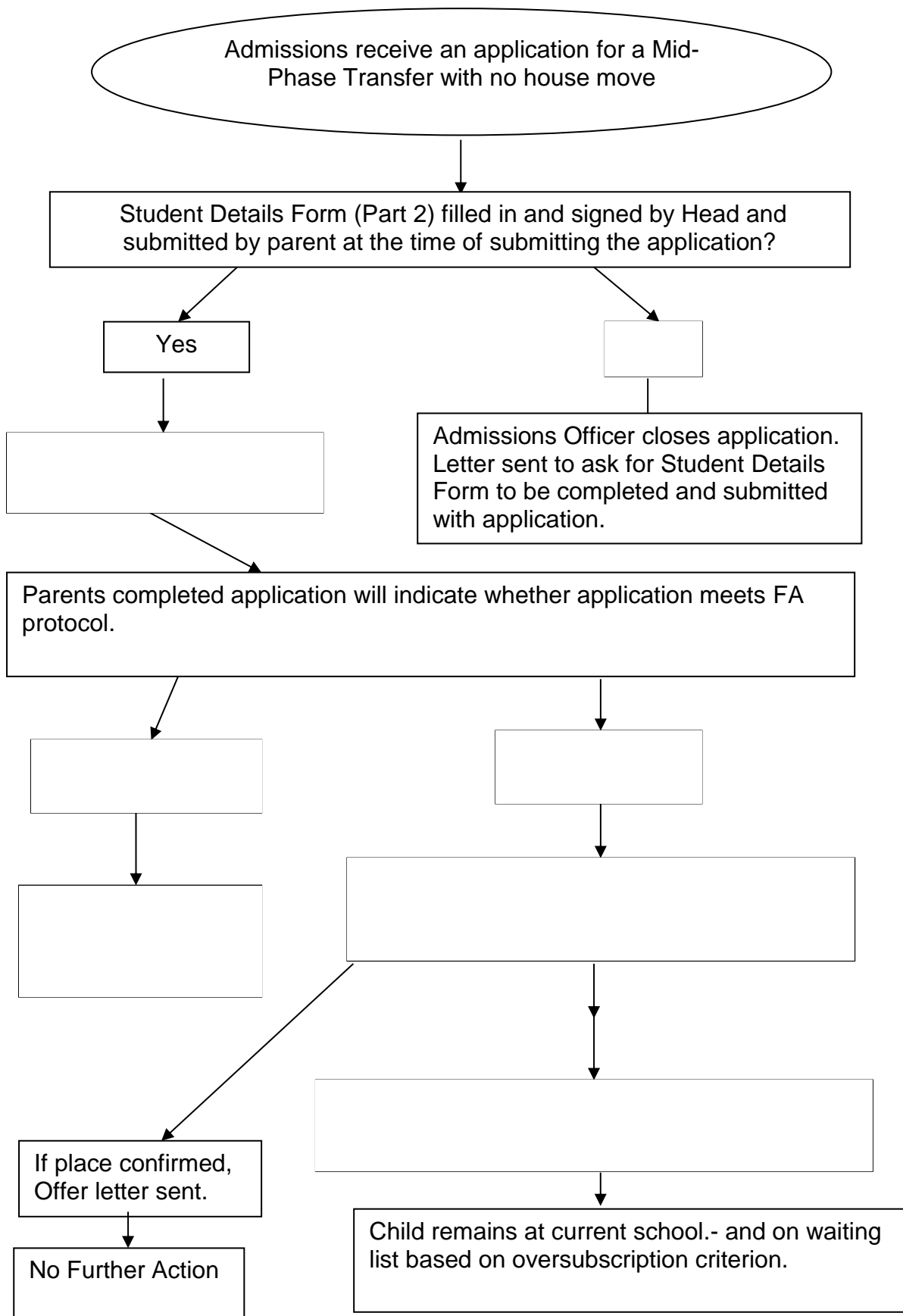
Child: D.O.B.
 Over admitting school: Application Date:

From the start of each Academic Year overadmissions may be made for applications as follows:	Condition met?
1. in all circumstances, and all year groups, where the “exceptions” to Infant Class Size Legislation would apply (2.15 of the School Admissions Code);	
2. for any child where the admission has been made under the Fair Access Protocol or is a Looked After or previously Looked After child;	
3. for a catchment child where there are no other children on the continuing interest list and if there are this child would be at the top without any others in the same criterion;	
4. for an out of catchment child, where the catchment area school is unable to accommodate and there is no reasonable alternative (can be legitimate exception to ICS, but usually only in Y2);	
5. for an out of catchment child whose older sibling was allocated a place at the school due to oversubscription at the catchment area school ¹ ; Parent will need to notify admissions at the time of application.	
6. for an out of catchment child whose sibling attends the school, where ALL the following conditions are met:	
<ul style="list-style-type: none"> • the overadmission will not result in the total number of children exceeding the net capacity of the school; and • the overadmission will not result in the school being unable to take the next catchment area child who applies for that year group; and • the overadmission will not result in the school being able to accommodate all catchment area children the following September; and • the headteacher and governing body of the catchment area school have no objection to the overadmission; and • the headteacher and governing body of the preference school support the overadmission; and • there is no concern about the school's ability to meet infant class size legislation, either at the time or in the future; and • class sizes in KS2 are not expected to exceed 32 for a mixed year group class or 34 for a single year group class. 	
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¹ The older sibling must have applied on time and still be in attendance at the school at the time of admission of **the younger sibling**.

Appendix 5 - Mid Phase Transfer Request – in cases where the family are not moving house

Following receipt of an in year application where a change of school is being requested but where the child has not moved home addresses the following process should be followed:



Appendix 6 – In Year Request – applications where the family are moving house

Following receipt of an in year application where a change of school is being requested because a child is moving home address the following process should be followed:

