

In Year Admission Policy 20262027

Reviewed: July 2026

Date of Next Review: September 2027

Review History				
Review Date	Reviewer	Approved by	Date Approved	Implemented
	Head of Governance, Compliance & Policy	Standards Committee	1 July 2026	September 2026
September 2027				
Recent Revisions				
Issue No.	Date	Revisions made		
1	July 2026	New policy		

1. Introduction

Bishop Hogarth Catholic Education Trust (BHCET) is the Admissions Authority for all schools in the Trust. In year admissions are those involving a transfer into a school outside of the normal admission round. This policy applies to all schools within BHCET.

2. Links to other policies

This policy must be read alongside the admission policy for the school you are applying to.

The policies are published on the Trust and school websites, if you require a hard copy, please contact governance@bhcet.org.uk

3. Points to consider before making your application

2.1 Teaching and school organisation

Each school teaches the national curriculum in different ways and at different times of the academic year. It may be the case that the part of the curriculum currently being studied at one of our schools was covered by your child's current school earlier in the academic year. This may impact your child's education as they may be repeating work your child has already completed. Alternatively, it could be that areas of the curriculum have been covered in our schools but not yet covered at the current school. This means your child will completely miss some areas of the curriculum.

Older children, who transfer school after option subjects have been chosen may find that they cannot do the same subjects in one of our schools, or the exam boards and courses are different. Parents/carers should consider the impact this may have on your child's education.

In the last two years of secondary school, children have prepared for their GCSE examinations. This is an extremely important time, and it is considered where possible that changing schools at this stage should be avoided because it may impact GCSE results. The same options may not be available.

Examination requirements differ from school to school, and schools do not always use the same examination boards. Problems may arise in subjects involving course work that must be submitted to examination boards by set dates. Students who have not completed essential course work may be unable to complete the examination.

3.2 Friendships

Forming friendships is an especially important aspect of school life. Children should feel happy and content at school, and relationships with friends and teachers are a key part of any child's social development and educational progression. If relationships have broken down at your child's current school, you must discuss this with your child's school before deciding to transfer to another school. Problems that your child may be experiencing may not go away simply following a change of school.

3.3 A Fresh start

Sometimes a change in school can enable children who are suffering from an unwanted reputation or a clash of personalities in their local school or community, to start again. However, this does not always happen – especially if old habits or ways of behaving or

dealing with problems do not change. Sometimes the difficulties can transfer too, particularly if the previous school had not been given time to resolve the situation.

3.4 Resolving present difficulties

Sometimes a change is considered because there has been a disagreement between the parents or child and the school. There are very few differences that cannot be resolved if an issue is discussed openly and reasonably between a school and parent/carer. Parents/carers are encouraged to settle any differences with schools and only move their children to another school as a last resort.

2.5 Is there a best time for a child to change school?

If you must change school, it is better for a change of school to take place at the end of a term or at the end of a school year to minimise the disruption to the child's education.

2.6 Uniform

It may be necessary to buy a completely new uniform, including a PE kit, for your child if you decide to transfer school. It should be noted that the school is unable to provide any subsidy, even for low-income families, in connection with uniform costs.

2.7 Transport

The Local Authority is required by law to provide or pay for free transport for pupils who must travel more than the statutory distance to their nearest suitable school.

For pupils of primary age this distance is two miles and for secondary pupils this distance is three miles.

It is important that you do not confuse the right to express a preference for a school with an entitlement to travel assistance. If you have expressed a preference for a school which is further away from your home and the distance to this school is more than the statutory distance, you may not be entitled to travel assistance. If this is the case, you will need to think about the costs involved with getting your child from home to school and back on time and safely as this is your responsibility. For more information regarding home-to-school transport assistance, parents/carers should visit the website for the Local Authority where they reside.

4. Making an application

If, having considered all the points listed above, you decide to apply for a school transfer; you must:

- notify the child's current school of the intention to change school; and
- contact us to request an application form.

Application forms can be requested by email at governance@bhcet.org.uk or are available to download on the school website.

There are separate forms for primary and secondary in-year admissions, parents/carers must ensure they complete the correct form. Sections A and B must be fully completed by the parent/carer and Section C must be completed by the child's current school.

Forms that are not fully completed will be returned to the parent/carer and/or the current school; this may delay the in-year admission application process.

It is not possible to apply for a school place any further in advance than six school weeks, for example if you wish to apply for a place from the beginning of the Autumn Term, the earliest you could apply would be the beginning of June.

Parents/carers are legally required to ensure that their child maintains school attendance and therefore children should remain at their current school until a decision is made about the parental request for a change of school. If you do not ensure your child attends school and the absences are not authorised, you could be guilty of an offence and prosecuted for this offence.

Applications for an in-year admission must be completed by a person who has parental responsibility for the child. It is important that all those with parental responsibility agree to apply for the in-year transfer. If this is not the case, you should email the details of the parent who does not agree.

A parent, legal guardian, Local Authority Foster Carer, Private Foster Carer or Social Worker **MUST** complete the form. The following is a definition of each category:

- **Parent:** A child's father or mother.
- **Legal Guardian: A legal guardian is when a person (besides the child's parent or de facto custodian) has legal custody and control over a child.** The guardian has the right to make all decisions concerning the child and is legally responsible for the child.
- **Local Authority Foster Carer:** Usually long term but not exclusively. All children and young people in foster care are the responsibility of the council in the area where the child's birth family is resident at the time of being taken into care. The key responsibility remains with that council regardless of whether they are placed in local authority foster care or with an independent fostering provider.
- **Private Foster Carers:** Usually, short term but not exclusively. The parents and / or other person with parental responsibility (PR) retain PR during a private fostering arrangement. They are responsible for any decisions about the child although they may wish to delegate certain responsibilities to the private foster carer, for example giving permission for immunisations and routine health care and agreeing to the child going on a school trip. Even where some powers are delegated, the parent or person with PR retains the final responsibility for the child's care. A private fostering arrangement is one that is made privately (without the involvement of the council).
- **Social Worker:** Is a professional concerned with helping individuals, families, groups, and communities to enhance their individual and collective wellbeing.

Children Formerly in Care are defined as previously Looked After Children who have ceased to be so because they have been adopted or became subject to a Child Arrangement Order or Special Guardianship Order immediately following being looked after. If your child is a child formerly in care, then you must provide a copy of the

Adoption Certificate, Child Arrangement Order or Special Guardianship Order at the time of application for your child to be considered under this criterion.

When completing the application, the address given **MUST** be your child's current address at the time of application. You **MUST** include the postcode so that the application can be assessed correctly. You **MUST NOT** give the address of childminders or other members of your family who may care for your child.

If you own more than one property, you should only state the property where you and the child live or spend most of their time during the school year (such as Mondays to Fridays, term-time only). We will not consider temporary addresses as the child's address.

This means that if, for example, your child lives temporarily with other family members or moves to temporary accommodation for any reason, the child's address is the one where the child was living before the temporary move took place.

If parents are separated and the child lives for periods of time with each parent, the address used must be the property where the child is resident during the school year (such as Mondays to Fridays, term-time only). If the child lives with each parent for an equal amount of time during the school year, you must either agree with each other, or if this is not possible, provide a Court Order as to which address should be considered as the main address. You are not allowed to apply for a school place from two addresses. An offer of a school place will not be made until only one home address has been agreed.

If you are applying for a place for medical reasons, please make sure that you attach supporting evidence from a professional dealing with your case, such as a doctor. The evidence must explain why the school you wish your child to attend is the only one that can meet their medical or social needs and what difficulties would be caused if they had to attend an alternative school.

Reasons such as food allergies, asthma, anxiety, and attention deficit hyperactivity disorder (ADHD) will not be considered as exceptional medical factors as all schools are able to effectively manage these.

5. Application Process

The fully completed form must be returned by post to Governance Team, BHCET, c/o Carmel College, The Headlands, Darlington, DL3 8RW or by email to governance@bhcet.org.uk

Please be aware that photographs are not acceptable and will be returned.

If you have submitted the form via email, an email acknowledgement will automatically be generated to the sender's email address upon safe delivery to the mailbox.

If the sender does not receive an acknowledgement, there is no guarantee that the school has received it.

The Trust will aim to reply to all in-year admission applications within fifteen school days of receiving a complete application form. However, in certain circumstances some applications may take longer to process. Please be aware that applications cannot be processed during school holiday periods.

The school may contact parents/carers to arrange a meeting to discuss the in-year admission request. In some circumstances, representatives from the Local Authority and the current school may also attend.

6. Allocating places

Places are offered for in-year applications on a first come first served basis. If there is one place available at a school and more than one child has applied on the same day, the school's oversubscription criteria will be applied to determine which child has the highest priority and should be offered the place. Where applicants are within the same oversubscription category, distance from home to school will be the deciding factor.

7. Notification

You will receive written confirmation of the outcome of your application.

If you are offered a place, the school will contact you to arrange for admission. All offers are available for four school weeks only. If a child has not started by the date given in the offer letter, then the offer of a place will be withdrawn.

If the application is refused, the written notification will set out the reason for refusal and information regarding the applicant's right to appeal against the decision.

A copy of the notification will also be sent to the Local Authority.

8. Appeals procedure for in-year admissions

You have the right to appeal to an independent appeal panel if your application is unsuccessful. Further information about admission appeals on the school website.