



**Bishop
Hogarth**

Catholic Education Trust

In-Year Admissions Policy

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Change Log	
Update:	Additional timescale for applications for in-year admissions appeals must be heard within 30 school days of the appeal being lodged.
Location:	Timescales
Summary Date:	24/10/2025
Completed by:	Julian Kenshole – Director of Governance

Bishop Hogarth Catholic Education Trust In-year Admissions Policy

1.0 Scope

An in-year admission is the admission of a pupil to a school which takes place outside of the normal entry times. This includes pupils changing schools, pupils coming from a different country or from other parts of the UK, pupils returning to a school from living elsewhere or those who have not been in school.

Any parent can apply for a place for their child at any time to any of the Trust's Academies outside the normal admissions round. On receipt of an application for an in-year admission the Academy **must** inform the relevant Local Authority of both the application and its outcome, to allow it to keep up to date figures on the availability of school places in its area. The Academy will also inform parents of their right to appeal against any decision to refuse a place.

The Academy will offer a place to any child who applies, provided that the number of children in that year group will not exceed the published pupil admission number for the year of entry to the school. If there are a number of applications for in-year admissions that would take the number above the published pupil admission number for the year of entry, then the published over-subscription criteria must be applied to rank each child and their name will be added to the waiting list in ranked order.

Applications for In-Year Admission during the Normal Year of Entry to the School

For in-year admissions for the normal year of entry to the school i.e. Reception, Year 7 and & Year 12 the Academy may decide to admit over the Published Admission Number for the year of entry in certain limited circumstances. The Academy must take into consideration whether the circumstances of the case are compelling and whether the admission of an additional child would prejudice the provision of efficient education or the efficient use of resources at the school. If the Academy believe it would cause prejudice then they can still admit the child if they consider the argument to do so to be strong. They must balance the prejudice to the school against the reasons for admission. They should consider carefully the reasons for expressing a preference for the school and what the school can offer that another school may not. It is at the discretion of the Local Governing Committee to approve additional admissions that take an Academy over its Published Admission Number for its year of entry.

Applications for In-Year Admission outside the Normal Year of Entry to the School

For in-year admissions outside the normal year of entry the Academy must determine their pupil capacity by reference to pupil numbers and whether to admit a pupil would prejudice the education of other pupils at the school.

All admissions decisions will be recorded on the form attached at **Appendix 1**. Those parties signing the Recording Decision and acting on behalf of the Admissions Authority must either meet in person to discuss the application or agree to participate in such discussion by telephone/video conferencing e.g. Microsoft Teams subject to 48 hours' notice.

2.0 Academies that have reached the Infant Class Size Limit

The School Admissions Code requires that infant classes must not contain more than 30 pupils. However, additional children may be admitted under "limited exceptional circumstances". These include:

- a) children admitted outside the normal admissions round with statements of special educational needs or Education, Health and Care Plans specifying a school;
- b) looked after children and previously looked after children admitted outside the normal admissions round;
- c) children admitted, after initial allocation of places, because of a procedural error made by the admission authority or local authority in the original application process;
- d) children admitted after an independent appeals panel upholds an appeal;
- e) children who move into the area outside the normal admissions round for whom there is no other available school within reasonable distance;
- f) children of UK service personnel admitted outside the normal admissions round;
- g) children whose twin or sibling from a multiple birth is admitted otherwise than as an excepted pupil;
- h) children with special educational needs who are normally taught in a special educational needs unit attached to the school, or registered at a special school, who attend some infant classes within the mainstream school.

These children will remain an 'excepted pupil' for the time they are in an infant class or until the class numbers fall back to the current infant class size limit.

3.0 Pupils with poor behaviour at other schools

Where the Local Governing Committee does not wish to admit a child with challenging behaviour outside the normal admissions round, even though places are available, it will refer the case to the relevant local authority for action under the Fair Access Protocol. This will **normally only** be appropriate where an Academy has a particularly high proportion of children with challenging behaviour or previously permanently excluded children on roll compared to other local schools and it considers that admitting another child with challenging behaviour would prejudice the provision of efficient education or the efficient use of resources. This provision **will not** apply to a looked after child, a previously looked after child or a child with a statement of special educational needs or Education, Health and Care Plan naming the school in question, as these children **must** be admitted. The Local Governing Committee **must not** refuse to admit a child thought to be potentially disruptive, or likely to exhibit challenging behaviour, on the grounds that the child is first to be assessed for special educational needs. Decisions about admitting children under the Fair Access Protocol can be made by the Headteacher.

It is at the discretion of the Headteacher and Local Governing Committee to approve additional admissions that take an Academy over its Published Admission Number. Such decisions will be recorded on the form attached at **Appendix 1**.

Timescales

[New] Where the Local Authority co-ordinates in-year admission on behalf the school the link to appeal process including timescales will be included on school websites. Where applications for in-year admissions are administered by the school the school will arrange an Appeal Panel for the application to be heard within 30 school days of the appeal being lodged. A suitable appeal form will be provided by the school.

Academies should aim to notify parents of the outcome of an in-year application within 10 school days with the **maximum** timescale of 15 school days.

Academies should notify the Local Authority of application made and the outcome of those applications within 2 school days.

In-Year Admission Application: Record of Decision

1. Name of Child:

2. Date of Application:

3. School Named:
 - i. Looked After Child? - Yes/ No
 - ii. SEN/EHCP? – Yes / No

4. Application within school capacity? - Yes /No

5. Headteacher / Principal Recommendation:
 - i. Approve Admission

Reasons:

- ii. Reject Admission

Reasons:

7. Name added to Waiting List? Yes/No
8. Parents informed of their Right to Appeal: Yes / No
9. Local Authority notified of the outcome: Yes / No

Signed:

Headteacher	Governor 1	Governor 2
Date:	Date:	Date: