



Downholland Haskayne CE Primary School

In-Year Applications Policy

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to the school by completing the in year application form and returning it to **Downholland Haskayne CE Primary School**.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements will be applied. Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 10 school days of receipt, but the aim is to notify applicants of the outcome of their application within 5 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact Mrs Nicky Hains, **at our school**. You may also wish to discuss in-year applications with the local authority <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year>

Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address, e.g. exchange of contracts or tenancy agreement with rent book.

Appeals Procedure

If the Governors' delegate turns down an application for a child fulfilling the above conditions, parents have the right to make an appeal to the Appeals Committee. This appeal should be sent in writing to the Local Authority within fourteen days of refusal of admission giving reasons for admission to the school.

Arrangements for appeal will be made by the Local Authority. The decision of the Appeals Committee is binding to all parties and will be communicated in writing to the parents of the child. Appeal forms are available from school.