

**WHITEFIELD PRIMARY SCHOOL**

**HEALTHY HEARTS; HEALTHY BODIES; HEALTHY MINDS**

**IN-YEAR ADMISSIONS PROCEDURES 2024/25**

**(also known as NRA non-routine admissions)**

The Governing Board of *Whitefield Primary School* adopted this policy January 2025

This policy will be reviewed on an annual basis by the Headteacher.

All admissions to school that are after the Setpemeber Reception start date are classed as in-year admissions (or non-routine admissions).

Parents must apply via Lancashire county Council for a place at Whitefield Primary School.

[In year admissions - Lancashire County Council](https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changing-schools-during-the-school-year/)

Before applying for a place at our school, parents must follow the procedures outlined below:

* Make contact with our school and speak to our School Business Manager to ensure we have a place available
* Arrange a visit to school so you can have a tour and ensure our school will meet the needs of your child
* As part of this tour, you will meet with the Headteacher or Deputy Headteacher to discuss your child and whether our school can meet the needs of your child
* Your child must accompany you on this visit
* We will contact your child’s current school (and other schools should there be more than one) for information about your child – attainment levels, any additional needs, attendance, any other information that may support their transition to our school. You must ensure you have let your current school know of your wish to move schools.
* Apply for a place at our school using the LCC link above
* Our School Business Manager will follow this up by making contact with the admissions team regarding your application

Once Lancashire Admissions Team have allocated a place for your child at our school we will:

* provide you with our internal paperwork for completion
* arrange a meeting with the Headteacher or Deputy Headteacher to review the paperwork and discuss any information gathered from the previous school – this will be with parents only
* ask that you bring your child to the above meeting where they will work with one of our skilled team and take part in initial assessments so that we have immediate data available so the class teacher is able to ensure they have a smooth transition in to the current year group learning
* introduce you and your child to their class teacher and other linked staff
* signpost you to our two uniform providers
* discuss any other needs your child and/or your family have ie free school meal applications, support with uniform costs

A start date will be agreed between parents, our school and the current school.

Access to our school app and payment systems will start once your child has started at our school – the school office will help you with this.