**Draft Wording for schools to put on their websites in relation to in-year admissions**

*Please note that this wording is suggested wording only and cannot cover every possible local arrangement for in-year admissions.*

*Please ensure that the wording that your school draws up and publishes on its website is fit for purpose in terms of your school’s practical processes, the role that the local authority plays where relevant and your school’s admission arrangements. You may need to make amendments to the wording in order to ensure that it is correct and accurate, relevant and reflects the practices in your school. As a guide, read through the wording as if you are a parent making contact with your school for the first time and ask yourself if it fully explains all that a parent would need in order to understand the process and how to make an application.*

**Draft Wording for School Websites**

**where the school manages their own in-year admissions**

**In-Year Applications**

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 admissions application form which is available on our website at [insert link to the application form on the school’s website and the SIF if the school is using one for in-year applications]. A hard copy of the application form can be obtained by contacting the school office at [insert name of contact and/or telephone number and email address].

Completed application forms must be and returned to [insert name and address].

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for [insert year eg 2021/2022], will be applied. The full admission arrangements can be accessed from [insert a link to the relevant admission arrangements here] or by contacting the school office to request a hard copy 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 and further information relating to this will be included in the letter sent from the school advising you of the outcome of your application. 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 15 school days of its receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of its 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 [insert details]. You may also wish to discuss in-year applications with the local authority [insert details].

**Draft Wording for School Websites where the school is part of**

**the Local Authority’s In-Year Co-ordinated admissions scheme**

**In-Year Applications**

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 via the local authority by completing the in-year admissions application form which is available from [insert link to the application form/process/contact to the local authority’s website which enables parents to submit an application]. As a Catholic School, parent will also need to complete a Supplementary Information Form in addition to the standard application form that is submitted to the local authority. Supplementary Information Forms can be obtained from the school’s website at [insert link] or a hard copy can be provided on request by contacting the school office on [insert contact name/telephone number/email address]. Supplementary Information Forms **must** be returned directly to the school at [insert school’s name and address and/or email address]. If a Supplementary Information Form is not submitted directly to the school this may affect the priority given to the application and could affect the likelihood of your child being offered a place.

The local authority will forward your application to the school for consideration by the governors.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for [insert year eg 2021/2022], will be applied. The full admission arrangements can be accessed from [insert a link to the relevant admission arrangements here] or by contacting the school office to request a hard copy**.** Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the local authority will notify you of this decision on behalf of the governors and the child will be added to the waiting list. Please see the admission arrangements for more details regarding waiting lists.

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 15 school days of its receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of its 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 [insert details]. You may also wish to discuss in-year applications with the local authority [insert details].