

# PRIMARY SCHOOL IN-YEAR ADMISSIONS: A GUIDE FOR PARENTS AND CARERS

Please read this leaflet carefully before submitting an application to the requested school

## THINGS TO CONSIDER BEFORE MAKING AN APPLICATION

Moving to a new school is an important step for any child. If you are not moving address and would like to transfer your child to a new school, you should take the following into consideration:

- How will your child cope with learning new rules and having to do things differently, or possibly having missed important work?
- Discuss your reasons for considering a move with the Headteacher or admissions representative of both schools, as moving schools may not always be in the best interest of the child. It is strongly advised you talk to both the current and the requested school and think carefully before applying for a transfer.
- Parents/carers who have separated, and have shared parental responsibility for a child, should ensure that both parents/carers are in agreement before submitting the form. Disputes **cannot** be resolved by the admission authority and applications will be delayed until mutual consent is received, legally or informally.
- Please remember, there is no guarantee that you will be offered a place at your requested school.
- Applications cannot be processed during school holiday periods as school contacts are unavailable. Please get your form in as long as possible before any school holiday period.

## TRANSFERRING BECAUSE OF A HOUSE MOVE

If you have recently moved house, or are about to move, and your child is no longer able to access their current school, please contact your preferred school (s) at least 4 weeks prior to requiring the place, or as soon as possible if this cannot be done. Proof of the new address may be required and both addresses should be recorded on the application form.

## HOW TO APPLY

If you wish to apply for any school in Halton:

- Contact the preferred school and request the Halton Local Authority Common Application Form (CAF), and any supplementary forms which some Voluntary Aided (Church) Schools may require you to complete. Remember, outside of the normal admissions round, you can apply for any school at any time, even if the school does not currently have places available.
- Complete the CAF and return it to your preferred school, making sure that all sections are completed and that any supplementary forms are also returned to the school if necessary.
- Please ensure that you have completed all relevant sections before returning the form, to avoid any unnecessary delay in processing your form.

## ALLOCATING A PLACE

- If your child cannot be offered a place at a requested school, you will be informed by letter from the preferred school and will be offered the right of appeal.
- If more applications are received than there are places available, the admissions body will apply the oversubscription criteria to determine which child/children to offer a place to.
- Generally, if a place is available within the admission number for that year group, a place will be offered. There are limited exceptions to this, and your preferred school will inform you of the reason that you have not been successful in writing. This does not affect your right of appeal. You should expect a reply within 10 school days of making your application.
- Admission will normally take place within four weeks of the offer date, or exceptionally, at the start of the half term where agreement has been reached. Where a child is out of school due to a recent house move, earlier admission may be agreed, but this must be discussed with the head teacher.
- If your child does not have a school place and you are finding it difficult to secure one, please contact the School Admissions Team for further assistance.

For contact details and further information about schools  
In Halton, please visit:  
[www.halton.gov.uk/schooladmissions](http://www.halton.gov.uk/schooladmissions)