



# **IN-YEAR SCHOOL ADMISSIONS**

## **APPLICATION FORM AND GUIDANCE NOTES**

**THESE GUIDANCE NOTES AND APPLICATION FORM ARE FOR APPLICANTS WHO WANT TO APPLY FOR A PLACE AT AN EAST RIDING OF YORKSHIRE SCHOOL**

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format. If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939.

# IN-YEAR SCHOOL ADMISSIONS

This application form and guidance notes are for parents and carers who want to apply for their child to transfer to a school as an in-year admission. In-year applications for school places are made during the school year, outside the normal admissions round. In-year admissions generally arise when a parent wants their child to transfer between schools or when a child moves into a school's area. More information about schools is available on the School Admissions pages on the East Riding of Yorkshire Council's website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or from the School Admissions Team.

**School Admissions Team,  
Children, Families and Schools,  
East Riding of Yorkshire Council,  
County Hall,  
Beverley HU17 9BA  
Telephone: 01482 392100  
E-mail: [admissions.transport@eastriding.gov.uk](mailto:admissions.transport@eastriding.gov.uk)  
Website: [www.eastriding.gov.uk](http://www.eastriding.gov.uk)**

This form can be used to apply for a school place for a child who is in Reception or Years 1 to 11. If you want to apply for a place in a nursery school, a school's nursery or sixth form, please contact your preferred school and ask them how to make an application.

The term "East Riding of Yorkshire school" refers to all community, foundation and voluntary schools maintained by the East Riding of Yorkshire Council and to all academies located in the East Riding of Yorkshire.

## Who can apply for a school place?

Anyone who is acting as a 'parent' for a child may apply for a school place. A parent is anyone who:

- a) is a natural parent of a child
- b) has parental responsibility for the child, or
- c) has care of the child.

Parental responsibility means having all the rights duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility by being: granted a residence order; appointed a guardian; named in an emergency protection order; or adopting a child. Documentary evidence showing that the person applying for a school place has parental responsibility for a child might be asked for in certain circumstances.

## How do I make an application?

You first have to complete the application form attached at the back of these guidance notes. Please read the form carefully and make sure you fill in all the relevant parts. It is important that you provide all of the information needed to process your application. If anything is missing, your application might be delayed.

Checks are carried out where there are concerns that an application has been made giving false information. **If an application is made using false or intentionally misleading**

**information, including information about a child's place of residence or a move to a new address, the application can be refused and any place given at a school to a child can be withdrawn, even if the child has already started attending the new school.**

When you have completed your application form you will then have to submit it. All applications have to be sent to the local authority's School Admissions Team. The School Admissions Team will then process the application as quickly as possible.

#### **Will I have to provide any other information?**

In most cases, if the application form is completed properly no further information will be needed from you. Very rarely, an application has to be referred for consideration under the **Fair Access Protocol**.

#### **What is a Fair Access Protocol?**

Every local authority has to have a Fair Access Protocol which is applied to all schools in the local authority's area. The Fair Access Protocol is in place to help ensure that all children can be given an appropriate school place as quickly as possible. For example, if a child lives in or has moved into an area where the local schools are full or where a child needs particular help or support. The Protocol also helps the local authority try to prevent individual schools having to take in too many children with challenging behaviour problems. If your application has to be dealt with under the Fair Access Protocol, you will be told why it is receiving special consideration and you might be asked to provide more information. More information about the Fair Access Protocol is available on the Council's website or from the School Admissions Team.

#### **What if I want to move my child from one school to another because I am not happy with my child's current school?**

If you want to move your child from one school to another one because you are not happy with your current school, you should first discuss the matter with the headteacher at your child's present school. If there are things at your child's school that you are not happy about, it might be possible to resolve the problems without moving your child to another school and disrupting your child's education. If, after discussing the matter with the headteacher, you still want to transfer your child to another school, you should complete and return the attached application form. A transfer to another school normally does not happen straight away. If an application is successful, it can be up to a term before a child can transfer from one school to another.

#### **What if I am moving house or my child is otherwise moving areas?**

If you are moving house or if your child is moving from one address to another, please provide full information about your current address, your new address and when the house move will take place. We will not normally be able to take your new address into account until you have exchanged contracts on the purchase of the new property or you have signed a rental agreement.

When a child moves to a new area it is important that they are found a school place as quickly as possible. All areas of the East Riding fall within a primary and secondary school's catchment

area and for most children their catchment area school is their nearest and most suitable school. Most children who live in the East Riding attend their catchment area school. If you want to apply for a school place you should complete the attached application form and if there are places available in the appropriate year group you will be given a place for your child.

Children who move to a new area face significant re-settling and integration problems. Those problems can be made much worse when a child cannot be placed quickly at a local school. The East Riding of Yorkshire Council has therefore included special arrangements in its Fair Access Protocol to ensure that children who move into the catchment area of an East Riding of Yorkshire school can normally be given a place at the local, catchment area school, even if the numbers on roll in the child's year group have reached the admission number. In most cases, if an application is made outside the normal admissions round and within six months of the move into the school's catchment area, the child concerned will be allocated a place at their catchment area school **unless:**

- a) the child is in Reception, Year 1 or 2 and the class or classes for the child's year group have reached the Key Stage 1 class size limit and the distance from the home to the nearest alternative school with a place available is not more than two miles; or,
- b) the child's current school is less than two miles from the new home address for children in Reception, Year 1, Year 2 and Year 3, or less than three miles for all other year groups.

#### **How do I decide which school to name on the form?**

The application form attached allows you to name three schools. If you want to apply for places at more schools, you will have to fill in additional preference details and make sure that you make clear about what your preferences are, i.e. which school is your fourth or fifth choice. You can make applications for as many schools as you want but only one application can be made for a given school in the current school year. It is up to you to decide which school or schools to apply for. Most parents want their child to attend their catchment area school and for most children their catchment area school is also the nearest and most appropriate school. Other things you may want to consider when deciding which school to name are: how realistic your chances are of getting a place at the school; what the school is like (look at the school's prospectus, the performance tables, OFSTED reports, if possible, talk to other parents and visit the school); how easy it is to get to the school; and whether or not transport is available. When considering whether or not transport is available, remember that public transport and home school transport routes and services can and do change: there is no guarantee that a service which is available now will be available in the future.

The East Riding of Yorkshire Council's School Admissions Team can give you advice about which schools have places available.

**Please remember – you can only make one application for a place at a given school in the current school year.**

#### **Will a transfer to another school affect my child's education?**

Research on the effects on children of changing schools shows that most children's education is adversely affected if they move from one school to another. The more a child changes school, the greater the effects on the child's educational progress and personal and social development and well-being. Sometimes, a change of school is unavoidable but it is recommended that parents give full consideration to the potential effects on a child of moving them unnecessarily. The impact on a child can be particularly significant in certain year groups, such as Years 10 and 11, when a child is studying for and close to sitting important exams.

### **What about children in Years 10 and 11 and others who have already started their exam courses?**

Students in Years 10 and 11 (sometimes earlier) will have chosen and already started studying the subjects and courses they will be taking important exams in. Moving schools in these year groups can be very difficult and moving a child in Year 11 is especially difficult. Not all schools offer the same subjects. Even if a school offers the same subjects as your child is studying at their current school, the school you are planning to move your child to might be: teaching a different syllabus; using different exam boards; have classes that are already full in your child's options; or the school might not be able to offer a timetable which allows your child to study the subjects they want.

Before making an application to move your child, you should check to make sure that the school you are wanting to apply for has subjects, classes and timetables which are compatible with what your child wants to study.

### **What schools are there in the East Riding?**

Details about all schools in the East Riding of Yorkshire are given on the School Admissions pages on the Council's website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) and in the Authority's admissions booklet which is available electronically on the website or from the Council's School Admissions Team.

### **What if my child has a statement of special educational needs or an education, health and care plan?**

If your child has a statement of special educational needs or an education, health and care plan you should contact staff in the Special Educational Needs Section for further information. Contact details are given at the end of these guidance notes.

### **What if my child is in local authority care or used to be?**

Children in local authority care include: children who are looked after by a local authority or who are provided with accommodation by that authority (see section 22 of the Children Act 1989); and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Documentary proof that a child was previously in local authority care and has since been adopted or become subject to a residence order or special guardianship order should be submitted with the application. In certain circumstances, children who are currently or who were formerly in local authority care have a high priority for admission to a school.

**Other than when a child is placed in an emergency, the educational provision for a child in local authority care should be determined at the same time as the care**

**placement. A care placement should not be agreed unless appropriate education is in place.**

**Are there any special arrangements for children in local authority care?**

Children in local authority care often need extra support and help. The East Riding of Yorkshire Council is keen to ensure that children in local authority care are given places at the most suitable school for the individual child concerned. Special arrangements are included in the Fair Access Protocol to ensure that children in care who have to move schools can be placed at any East Riding of Yorkshire school which is deemed to be the best or most appropriate school for the child.

To help ensure that the right school is chosen for a child in local authority care, additional information about a child is needed if the child is in the care of a local authority other than the East Riding of Yorkshire. A separate form, called a pre-admission form, is available from the School Admissions Team.

**All applications for an in year school transfer for a child in local authority care have to be countersigned by a senior manager from the local authority responsible for the child.**

**Who decides whether or not my child gets a place at a school?**

Decisions about which children can be given places are made by the school's admission authority. Most infant, junior, primary and secondary schools in the East Riding are community or voluntary controlled schools. For these schools, the East Riding of Yorkshire Council is the admission authority. For academies, voluntary aided and foundation schools, the school's governing body is the admission authority.

If your child does not qualify for a place at any of the schools for which you have applied and you live in the East Riding, you should contact the East Riding of Yorkshire Council's School Admissions Team who will give you advice about what school places are available for your child.

**Will the Council provide transport to help my child get to school?**

Normally, the Council will only provide transport if your child is attending their catchment area school or the nearest school and the journey from your home to that school is more than two miles for a child in Reception and Years 1 to 3 or more than three miles for a child in Years 4 to 11. However, the Council does provide transport support for some children in other circumstances, for example if the child has a medical condition or if your family has a low income. Contact the Passenger Services Team for more information.

**When will I find out if my application has been successful or not?**

**In-year application forms are normally dealt with quickly. However, at peak times they can take up to 15 school days to process.**

### **What happens next if my application is successful?**

The School Admissions Team will write to you to let you know which school place your child has been given and let the school concerned know that a place has been allocated. In most cases, your child will start at their new school at the beginning of the next term, providing there are at least 20 school days from the date on which the application is processed to the last day of term. If there are less than 20 school days to the end of the term in which your application is processed, your child will normally start after the next half term break.

Some children will start earlier at their new school if, for example, they have recently moved into the school's catchment area and their previous school is some distance from their new address and the child is not entitled to help with transport to get to their current school.

Schools need time to plan and arrange for a new pupil to start, including getting information from the child's previous school, to make sure the child is put into the right class or classes. Therefore, even if it is agreed that your child can be admitted to the new school before the start of the next term, the school will need time (sometimes up to four weeks) to plan and prepare.

### **What if my application is unsuccessful?**

If you live in the East Riding of Yorkshire and a place cannot be given at any of the schools named on the application form and your child is not currently on roll at an accessible school, the School Admissions Team will first try to give your child a place at your catchment area school. If you cannot be given a place at your catchment area school, the School Admissions Team will identify the nearest school in the East Riding of Yorkshire with a place available. The School Admissions team will also tell you about your right to appeal against the decision not to give your child a place at your preferred school or schools.

Unless there is a significant change in your circumstances, you will not be able to make a second or subsequent application for a place at the same school in the same school year. If your application is unsuccessful this time you will only be able to apply again for the same school for a place in the next school year. Applications for places in the next school year will only be considered after 1 May in the current school year.

### **Do you keep waiting lists?**

The only waiting lists that are kept are for places in the normal year of entry to a school: Reception for an infant or primary school; Year 3 for a junior school; or Year 7 for a secondary school. Waiting lists for these year groups are only kept until the end of the autumn term when they are deleted (more information is included in the booklet published for the normal admissions rounds). Otherwise, no waiting lists are maintained.

<b>Who can I contact for more information?</b>
--

**School Admissions**

School Admissions Team  
Children, Family and Adult Services  
East Riding Of Yorkshire Council  
County Hall  
Beverley  
HU17 9BA  
Telephone: 01482 392100

**Special Educational Needs**

Special Educational Needs Section  
Children Family and Adult Services  
East Riding Of Yorkshire Council  
County Hall,  
Beverley  
HU17 9BA  
Telephone: 01482 392163

**Home to School Transport**

Passenger Services Team  
Corporate Resources  
East Riding of Yorkshire Council  
Annie Reed Road  
Beverley  
HU17 0LF  
Telephone: 01482 392125, 392126

**Free School Meals**

Benefits Team  
Revenue Services Division  
East Riding of Yorkshire Council  
County Hall  
Beverley  
HU17 9BA  
Telephone: 01482 394799



# Completing the Application Form

1. Please write clearly.
2. Fill in all the sections that apply and make sure you include all information you believe is relevant to your application. The form asks for all the information needed to determine an application for most schools. However, in some cases, more information or additional documents may be needed by the school.
3. Make sure you know which is your catchment area school.
4. You can apply for places at any number of schools but you can only normally apply once for a place in a given school year.
5. Sign and date the form. For children in local authority care, a senior manager from the local authority responsible for the child must sign the form.
6. When the form has been completed please make sure you send it to the School Admissions Team, along with any supporting documents.
7. If you need more information or are not sure what to do, please contact:

School Admissions Team  
Children, Family and Adult Services  
East Riding of Yorkshire Council  
County Hall  
Beverley  
HU17 9BA

Telephone: 01482 392100

Email: [admissions.transport@eastriding.gov.uk](mailto:admissions.transport@eastriding.gov.uk)

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to better assess your needs and the accuracy of the information supplied and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

**DETAILS GIVEN ON THE APPLICATION FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION.**

# IN-YEAR APPLICATION FOR A SCHOOL PLACE

<b>SECTION ONE: Details about you and your child</b>						
<b>Your Child's Details</b>						
First Name		Middle Name(s)			Surname	
Date of Birth (DD/MM/YYYY)	DD	MM	YYYY	Gender (Please delete as appropriate)	Male / Female	
Child's Nationality (e.g. British Citizen)						
House Name/Number						
Street						
Town/City				Postcode		
<b>Please answer the following questions and provide additional information as required.</b>						
<ul style="list-style-type: none"> <li>• Has your child has been <b>permanently excluded</b> from any school ? <i>Please give details of all permanent exclusions on a separate sheet</i></li> </ul>					Yes / No	
<ul style="list-style-type: none"> <li>• Is your child in <b>local authority care</b> (see guidance notes) ? <i>Please provide details on a separate sheet</i></li> </ul>					Yes / No	
<ul style="list-style-type: none"> <li>• Was your child <b>formerly in local authority care</b> but has now been adopted, become subject to a residence order or special guardianship order (see guidance notes) ? <i>Please provide details on a separate sheet</i></li> </ul>					Yes / No	
<b>Parent/Guardian/Carer Details</b>						
Mr/Mrs/Ms/Other (please state)			Initial		Surname	
House Name/Number						
Street						
Town/City				Postcode		
Telephone Number			E-mail Address			
What is your relationship to the above child? (e.g. mother, father, foster carer etc.)						
Do you have parental responsibility for the above child? Please delete as appropriate.					Yes / No	
If 'No' please state who has responsibility and explain why they are not making the application						
When do you want your child to transfer to the new school ? (see guidance notes)						

## Your Child's Previous School

Name of school, (please give full address and telephone number if the previous school is not in the East Riding of Yorkshire)

Which local authority is your child's previous school in?

When did your child last attend school?

Reason for leaving - if you are moving house, please provide full information about your new address and when the house move will take place

continue on separate sheet if necessary

## Your Child's Special Educational Needs Details

**SEN stage** (please tick if applicable and provide latest IEP/PSP)

**SEN Support**

**Statement/ EHC Plan**

**If statement/ EHCP, date of the last annual review or interim review:**

**Name of local authority officer attending review:**

**Additional Needs:**

## SECTION TWO: School Preferences

### FIRST PREFERENCE

I would like to apply for a place at:  
(*enter the name of an East Riding school*)

My reasons for choosing this school are:  
(*tick boxes which apply and enter other reasons or details below*)

**This is my catchment area school**

**Sibling at the school**  
(*give name and date of birth of the brother or sister below*)

**Religion or belief**

Please explain any other reasons why you want your child to go to this school:

Continue on separate sheet if necessary

**SECOND PREFERENCE**

I would like to apply for a place at:  
*(enter the name of an East Riding school)*

My reasons for choosing this school are:  
*(tick boxes which apply and enter other reasons or details below)*

<b>This is my catchment area school</b>		<b>Sibling at the school</b> <i>(give name and date of birth of the brother or sister below)</i>		<b>Religion or belief</b>	
---	--	---	--	---------------------------	--

Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

**THIRD PREFERENCE**

I would like to apply for a place at:  
*(enter the name of an East Riding school)*

My reasons for choosing this school are:  
*(tick boxes which apply and enter other reasons or details below)*

<b>This is my catchment area school</b>		<b>Sibling at the school</b> <i>(give name and date of birth of the brother or sister below)</i>		<b>Religion or belief</b>	
---	--	---	--	---------------------------	--

Please explain any other reasons why you want your child to go to this school:

continue on separate sheet if necessary

### SECTION THREE: Declaration

All information supplied by you in connection with this application, both now and in the future, will be processed in confidence by East Riding of Yorkshire Council for the purposes of considering your application for a school place and (where appropriate) arranging the provision of home to school transport. However, in order to better assess your needs and the accuracy of the information supplied and to ensure the efficient operation of the school admissions process, we may share this information with other bodies, in particular schools and other local authorities. We have a legal responsibility to protect public funds. We may use the information provided to prevent and detect fraud. We may also share this information with other organisations that handle public funds.

**DETAILS GIVEN ON THE APPLICATION FORM MAY BE VERIFIED. THE OFFER OF A PLACE MAY BE WITHDRAWN IF THE APPLICATION IS FOUND TO CONTAIN FRAUDULENT OR INTENTIONALLY MISLEADING INFORMATION.**

**I declare that all the information I have given on this form is correct and true and that I have read and understood the guidance notes supplied with this form.**

Signed  
(parent / guardian / carer)

Date

Please send your form to: **School Admissions Team  
Children, Family and Adult Services  
East Riding of Yorkshire Council  
County Hall  
Beverley, HU17 9BA**

### SECTION FOUR: Children in Local Authority Care

**This form should be countersigned by a senior manager from Children's Social Care or the local authority's virtual school for looked after children.**

I confirm that:

- There are good reasons for this child's in year transfer between schools
- The school chosen as the first preference is the most suitable for this child and the school has been assessed by OFSTED as being good or outstanding, or there are special reasons why a school assessed as requiring improvement or inadequate has been chosen
- A pre-admission form has been completed and the child's PEP and/or Care Plan are enclosed (not required for children in the care of the East Riding of Yorkshire Council)

<b>Signature</b>		<b>Date</b>	
<b>Print name</b>			
<b>Local authority</b>		<b>Role, designation or job title</b>	

# SUPPLEMENTARY INFORMATION FORM

## CHILD'S DETAILS

<b>Surname</b>		<b>Forename(s)</b>	
----------------	--	--------------------	--

You only need to complete this form if you are applying for a place at one of the following schools. Please tick the school for which you are applying. If you are applying for places at more than one of the schools listed below you will have to complete a separate supplementary information form for each school.

- |                          |   |                          |  |
|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | Barmby Moor CE Primary School                           | <input type="checkbox"/> | St. Joseph's Catholic Primary School, Goole              |
| <input type="checkbox"/> | Howden CE Infant School                                 | <input type="checkbox"/> | St. Martin's CE VA School, Fangfoss                      |
| <input type="checkbox"/> | Our Lady and St. Peter's RC Primary School, Bridlington | <input type="checkbox"/> | St. Mary and St. Joseph's RC Primary School, Pocklington |
| <input type="checkbox"/> | Pollington-Balne CE (VA) Primary School                 | <input type="checkbox"/> | St. Mary's RC Primary School, Market Weighton            |
| <input type="checkbox"/> | St. John of Beverley RC VA Primary School               | <input type="checkbox"/> | Warter CE Primary School                                 |

### PLEASE TICK ONE BOX FROM THOSE BELOW TO INDICATE YOUR CHILD'S FAITH OR RELIGION

- CHRISTIAN - CHURCH OF ENGLAND
- CHRISTIAN - ROMAN CATHOLIC
- OTHER CHRISTIAN Please state
- OTHER FAITH Please state
- NOT APPLICABLE

PRESENT PARISH/PLACE OF WORSHIP (If applicable)

If your child is a baptised or formally dedicated Christian, please enclose a photocopy of the Baptismal Certificate or proof of Baptism or Dedication. In addition, please ask your Minister or Religious Leader to complete the reference below.

**Reference to be completed by your Minister/Religious Leader**

### PLEASE STATE HOW YOU KNOW THE CHILD AND HOW REGULARLY THE FAMILY ATTEND YOUR CHURCH OR PLACE OF WORSHIP

<b>NAME OF MINISTER/ RELIGIOUS LEADER</b>	<input type="text"/> Print please	<input type="text"/> Signature
<b>TELEPHONE NUMBER</b>	<input type="text"/>	<b>DATE</b> <input type="text"/>

**STATEMENT OF SPECIAL SOCIAL, MEDICAL OR OTHER REASONS**

Please describe the special social, medical or other reasons you have for wanting a place at the school indicated above and explain why you believe your child's needs can only be met at this school. Supporting evidence from an appropriate, qualified professional should be sent in to support of your application.

Please tick this box to confirm that you are prepared to accept fully the aims and ethos of the school.

Please tick this box to confirm that you are committed to your child's participation in worship and prayer.

<b>Signed</b> <i>(Person with Parental Responsibility)</i>		<b>Date</b>	
<b>Print Name</b>			

Please see the guidance notes to find out where your form should be sent. If you are not sure, send your form to:

**School Admissions Team  
Children, Family and Adult Services  
East Riding of Yorkshire Council  
County Hall  
Beverley, HU17 9BA**