

## IN-YEAR ADMISSIONS

### Guidance for Schools

- The County Council has an in-year form used by the majority of Gloucestershire schools which we encourage academies etc. to use for their purposes. This form is available from our website and must be returned, by the parent/carer or social worker directly to the school to process. In accordance with Section 2.23 of the School Admissions code September 2021, a school **must**, on receipt of an In-Year Application (INYA), notify the local authority of both the application and its outcome.
- Upon receipt of an in-year application schools should aim to notify parents of the outcome of their application in writing within 10 school days, but they **must** be notified in writing within 15 school days, in accordance with the School Admissions Code September 2021 Section 2.30.
- Please ensure the top section of the form is completed (see below) and all pages are forwarded to the in-year team along with the offer or refusal letter that was sent to parent/carers, to [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk) as soon as reasonably practicable, but should aim to send within 2 school days. Failure to do this may result in delays to a child receiving Transport or Free School Meal assistance and may have safeguarding and child missing in education implications.

<b>SCHOOL USE ONLY</b>	<b>Date received:</b>	<b>Has proof of address and D.O.B been provided:</b>	<b>If place NOT offered, have parents been advised of appeal process:</b>
	<b>School place offered: Yes/No</b>		
	<b>Expected start date:</b>	<b>Number on Roll in this year group including place being offered:</b>	<b>Date parent referred back to In Year Admissions:</b> <b>A copy of this form must be returned to the LA within 2 school days of decision</b>

- Please send applications separately if they are not for siblings, for GDPR purposes. Each email attachment should also be appropriately named for ease of identification.
- All sections of the INYA should be completed or marked N/A if not relevant. Parents should be contacted by the school to provide any missing information prior to the form being to the in-year team.
- A school is responsible for checking proof of a child's address and date of birth. The application should state the child's current home address and moving address if known & applicable. Failure to do this may result in the child's whereabouts not being known in the event of a safeguarding concern.
- A school is responsible for checking that the parental responsibility section is completed. Where the parent named on the top section on Page 3 of the form does not agree with the applicant, they should be advised to seek independent legal advice on where the child should attend. Schools can state that they cannot become involved in parental disputes, and that in the event of legal advice given in favour of the other parent, the child may lose their school place. Academies can seek their own legal advice if they so wish. If a court decision has been made in favour of one parent, the application should be accompanied by one of the following:
  - Specific Issues Order
  - Prohibited Steps Order
  - Special Guardianship Order

- Social Workers **must** complete applications on behalf of a child in the care of a Local Authority if they hold PR. They can also complete applications on behalf of parents in certain circumstances, for example, if a parent is fleeing domestic violence.
- If a place is available and the chronological year group of the applicant is not above its Published Admission Number (PAN) the place **must** be offered. **This is irrespective of whether the child lives in the UK or overseas.** This also applies if children are taught in mixed year groups.
- A school must check the waiting list for that year group in order to offer an available place and allocate in accordance with the oversubscription criteria. In-Year Admissions can only provide information on refused applications once they have received the processed INYA from a school. A school must populate its own waiting list based on their oversubscription criteria. Please note that the in-year application list on Educnet is for information only based upon receipt of completed INYA and should therefore be ranked in accordance with your over-subscription criteria order before any places are allocated – if you have any queries please contact the in-year team.
- A school must not offer a space until it is vacant. (A leaving child must not be taken off roll until their onward destination is known).
- When a place is offered it must be taken up within a reasonable time. Best practice is for a place to be held for no longer than 15 school days.
- If a place is refused a school **must** provide parents with the reasons for the decision, that there is a right of appeal and the process for hearing such appeals.
- Schools that coordinate their own appeals **must** notify the in-year team of the outcomes in order for the information held to be updated and further support provided to unsuccessful parents.
- A school should inform the in-year team by email if an offer is made from the waiting list or if a parent no longer wants their child to remain on the waiting list.
- At the end of each academic year the information held on current in-year applications will be removed. Parents will need to reapply in the new academic year to remain on a schools' waiting list.
- A school and parent can agree for a child to be offset (taught out of year group). A school must still offer or refuse the space based on the correct National Curriculum Year of the child.
- Applications for a September start can be accepted and processed at the start of Term 6 in June. **Posted** Forces or Crown Servant families can apply two terms in advance of the date the school place is required (the academic year being split into 6 terms).
- A school can contact the in-year team for queries regarding the protocols relating to Forces or Crown Servant families.

Gloucestershire County Council are not responsible for coordinating In-Year Admissions and are therefore unable to advise where there are school places. The In-Year Admissions Team has an advisory role to support parents with the process of applying for school places, their right of appeal and also to offer advice to schools. The in-year team is not able to process application forms on behalf of schools at anytime throughout the year, including school holidays. It would be helpful if schools could relay this to parents.

For further guidance or clarification please contact the in-year team by:  
 email [inyear.admissions@gloucestershire.gov.uk](mailto:inyear.admissions@gloucestershire.gov.uk) or  
 telephone 01452 426015.  
 These details can also be given to parents.

This is a working document and feedback is welcomed

School's Checklist/Scenarios:

- 1) Have you completed the top section of the form, please see the box below:

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	<b>Expected start date:</b>	<b>Number on Roll in this year group including place being offered:</b>	<b>Date parent referred back to In Year Admissions:</b> <b>A copy of this form must be returned to the LA within 2 school days of decision</b>

- 2) Have all pages of the application, proof of current address and/or moving address (if applicable), proof of child's date of birth been provided by the parent?
- 3) Have all the sections of the application been completed or marked N/A if not relevant? If not, please contact the parent to provide this information before sending to the in-year team.
- 4) If this is an in-year application for a child looked after by a Local Authority did the Social Worker complete the form?
- 5) Has the parent stated that all parties are in consent with the application made? Has the parent making the application signed the declaration box which gives consent to share?
- 6) Have you checked your waiting list before offering a place to a new applicant? Ensure that you have a physical space available not just a notification of someone leaving.
- 7) Please ensure that the school place can be taken up within a reasonable time once offered i.e. our advice is to hold open a place no longer than 15 school days unless they are a forces family (2 terms earlier than the date place is required). September places can be offered from the start of Term 6/beginning of June.
- 8) Have you sent the application to the in-year team as a separate email (unless you have received applications for siblings) along with the school's decision letter within 2 days of sending the response to the parent?
- 9) If you have refused a place, have you provided the reason for refusing and information on how the parent can appeal if they so wish to?
- 10) If a place becomes available and you've offered off your waiting list, have you informed the in-year team?
- 11) Have you let the in-year team know that a parent has contacted you as they no longer wish to remain on the school's waiting list?
- 12) If you organise your own appeals, have you let the in-year team know of the appeal date and decision once heard?
- 13) Have you informed the parent of how long they will remain on your waiting list for? When the lists are closed down every academic year, have you advised them to reapply?
- 14) A parent wants to apply for a Year 4 for their child is chronologically in Year 5 – have you advised them to apply for their Year 5 place and you will look at what spaces you have in that year group and discuss their reasons for 'offsetting'?