

IN-YEAR ADMISSIONS

Guidance for Schools

- The County Council have 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, directly to the school to process. In accordance with Section 2.22 of the School Admissions code December 2014, a school **must**, on receipt of an In-Year Application (INYA), notify the local authority of both the application and its outcome.
- We recommend that, in best practice, a school takes no longer than 5* school days to process the INYA and inform the parent of the outcome of the application. In Gloucestershire we ask that you forward to us a copy of the processed application form, (please complete the top section of this form in full and include all pages), and attach the offer or refusal letter sent to parents within 3* days of the letter being sent to parents. This should be sent to inyear.admissions@gloucestershire.gov.uk.
*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.
- Emails containing multiple INYA will only be accepted if the forms are for siblings only. (Each attachment should be appropriately named for ease of identification)
- The school must complete the top section of the form.

SCHOOL USE ONLY	Date received: School place offered: Yes/No	Has proof of address and D.O.B been provided:	If place NOT offered, have parents been advised of appeal process:
	Expected start date:	Number on Roll in this year group including place being offered:	Date parent referred back to In Year Admissions:

- All sections of the INYA should be completed or marked N/A if not relevant. Parents should be contacted to provide any missing information prior to the form being sent by the school to the In-Year Admissions team.
- A school is responsible for checking proof of a child's address and date of birth. (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. An application should not be processed where there is a parental dispute unless the INYA is supported by a copy of 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. 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 open 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 must ensure that parents have completed the waiting list section on the INYA. If this box is not completed the In-Year team will not be able to provide distances.

<p>Do you wish to be added to the School's waiting list should this application be unsuccessful – see note 3 - Yes/No</p>
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- A school should inform In-Year Admissions, 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 In-Year Admissions for queries regarding the protocols relating to Forces or Crown Servant families.
- Gloucestershire County Council are not responsible for co-ordinating 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 or
 Telephone 01452 426015.
 These details can also be given to parents.

This is a working document and feedback is welcomed