



In year admissions

Please ensure that either in your admission arrangements (policy) or on your school website that parents who wish to apply for an in-year place at your school know what your in-year arrangements are. It should include the following information. *Anything in italics is for your information and isn't necessary to include:*

- The school is responsible for offering places (*and what parents must do to apply for a place*)
- Parents can apply for an in-year place in school at anytime
- All those who apply will have their applications dealt with either an offer or refusal letter within 15 days max. with reasons for refusal and details of their statutory right to appeal. (*Schools mustn't reply only saying there is no space or put on a waiting list*)
- *LA must be made aware of the application and outcome within 2 days*
- *PAN is only relevant to a specific age group (R in Infant and Primary, Y3 in Junior schools) and throughout the intake year. It is not binding for other age groups. You still may refuse admission to other year groups only if the addition of a new child would either*
 1. *Prejudice the provision of efficient education and/or*
 2. *Prejudice the efficient use of resources*
- *Where multiple in-year applications are received and some but not all could be admitted the oversubscription criteria should be used*

January 2022