

In-Year Admissions

Useful information to help you make your application

For In-Year applications between 1 September 2023 and 31 August 2024

If you are applying for an in-year admission this leaflet tells you how to fill in the application form and what will happen next. Read through this leaflet in full before you start to fill in the form.

Changing schools

What is an in-year admission?

An in-year admission is when a child already attends a school but wants to transfer to another school outside of the usual transfer time, for example because the child is moving to a new address. These transfers take place during the school year, which is why they are called in-year admissions. There are two different types of in-year admission:

- Parents or carers who are moving/have moved house and wish to move to a school closer to their new home.
- Parents or carers who are not moving house, or whose change of address is not a significant one (a significant house move is defined as over 2 miles for Key Stage 1 or 3 miles for Key Stage 2 and above), but would like their child to change school.

Making an application if you have moved

If you have moved house and do not have a school place for your child, or if your child cannot continue to attend their current school because it is too far from your new home and you wish your child to attend **Castle Hall Academy**, you will need to complete the In-Year Application Form.

Making an application if you have not moved, or your move is not a significant one

If you are not moving house, or you have not moved very far but want to change your child's school for personal reasons you should discuss this in the first instance with the head teacher of your child's present school. This may resolve any issues that may have made you think about changing your child's school. If after speaking with the head teacher of your child's present school, you still want to transfer your child to **Castle Hall Academy**, you should complete the In-Year Application Form

If your child has an Education, Health and Care Plan (in accordance with the Children and Families Act 2014) or a statement of special educational needs (in accordance with Section 324 of the Education Act 1996) please contact your child's SEN caseworker to discuss a change of school before completing the form

You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required. A child usually starts at a new school at the beginning of a term unless their home address has changed significantly or they are new to the Local Authority

This leaflet tells need to do to make an application. If you need any further advice or help in completing the form, please contact the Academy directly. Contact details can be found at the end of this leaflet.

Please be aware that if we receive your application during the school holidays, we may not be able to consider your application until the start of the new school term.

You should return the completed form directly to the Academy.

Completing the In-Year Admission Form

Please refer to these notes when completing the ICAF.

Section 1: Child's details

- Please complete your child's personal details
Making sure you use your child's full name as shown on their birth certificate
- Please make sure that you use your child's current permanent address

Section 2: Your details

- Please complete your personal details, giving at least one contact telephone number in case there are any questions we need to ask you about your application.
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Section 3: Sibling details

- Please give details of your child's sibling(s) if they are already attending **Castle Hall Academy**

Section 4: Moving house

- You only need to fill in this section if you are moving house. Please give your new address and your moving date.
- Please note that, before **Castle Hall Academy** can use your new address for admissions purposes, they will need proof that your house move is permanent and not easily reversible. The minimum they can accept is proof that you have relinquished all ties with your current address and are contractually bound to your new property.

Section 5: Additional information

- If your child is in public care (a looked after child) or has previously been in public care (a previously looked after child), please make sure that you show this on the form as this is important information in considering your application as laid out in the Academy's admission policy.

Section 6: Your child's current (or last) school

- Please give details of the school your child is currently attending.
- If your child is not currently attending school, please give details of their last school and the date they last attended

Additional notes

- You may want to add reasons why you would like your child to attend **Castle Hall Academy**.
- Please attach any evidence of your reasons securely to the form. Don't forget to keep a copy of the evidence for yourself.

Section 7: Declaration

- Please sign and date the form to confirm that you have parental responsibility for the child and the information you have provided on the Application form is correct

What will happen next

You will receive a decision letter within 15 school days to offer or refuse a place at the Academy.

If your application is successful the letter will have the details about the admission arrangements

If your application is not successful you will receive information about how to make an appeal