



## Management of In-Year applications - Statements

DfE tightened expectations on the management of in-year applications within the 2021 Code.

There is a requirement that all school websites provide information to parents in relation to how the in-year admissions process will work.

### Actions to be undertaken

- ✓ Own admission authorities must inform the **local authority** by **1 August** (at the latest) each year whether they intend to be part of the local authority's in-year co-ordination scheme for the following 1 September to 31 August
- ✓ Information should also be included on **school websites** and revised annually by **31 August** of the admission year on how in-year applications will be dealt with from the 1 September until the following 31 August

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### *Draft statements for school websites on the management of in-year applications*

#### **In-Year Applications Statement (Option 1)**

*(for use where the school is part of the LA in-year coordination scheme)*

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to **[insert relevant local authority details]** by completing the LA Common Application Form **[insert link to LA website]** and following the instructions on the LA website. If applying for a place on faith grounds you will also need to complete a Supplementary Information Form **[insert link to form]** and return this to **[insert contact details]**.

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2022-2023, will be applied. **[Admission authorities to insert a link to the relevant admission arrangements here]**. Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact [\[insert details\]](#).

You may also wish to discuss in-year applications with the local authority [\[insert details\]](#).

## **In-Year Applications Statement (Option 2)**

*(For use when the school manages its own in-year applications)*

An application can be made for a place for a child at any time outside the admission round and the child will be admitted where there are available places. An application should be made to the school by completing the In-Year Application Form [\[insert link to schools' In-year Application form\]](#). If applying for a place on faith grounds you will also need to complete a Supplementary Information Form [\[insert link to form\]](#) and return this to [\[insert contact details\]](#).

Where there are places available but more applications than places, the published oversubscription criteria, as set out in the admission arrangements for 2022-2023, will be applied. [\[Admission authorities to insert a link to the relevant admission arrangements here\]](#). Parents are advised to read the admission arrangements carefully before making their application.

If there are no places available, the child will be added to the waiting list. Please see the admission arrangements for more details.

You will be advised of the outcome of your application in writing as soon as possible. Applicants must be informed of the outcome of their application within 15 school days of receipt, but the aim is to notify applicants of the outcome of their application within 10 school days of receipt.

You have the right to appeal to an independent appeal panel if your application is unsuccessful.

If you have any questions in relation to in-year admissions please contact [\[insert details\]](#).

You may also wish to discuss in-year applications with the local authority [\[insert details\]](#).