

School Admissions Service



Bedford Borough Council and
Central Bedfordshire Council
working together

In-Year Admissions Guidance Notes for Schools

The Schools Admissions Code requires Local Authorities, from the Academic Year of 2010/2011, to co-ordinate all in-year admissions for Academies and maintained schools. The following guidance sets out how the School Admission Service will process in-year applications for schools in the area and the requirement of schools to forward any applications received for their school.

The School Admissions Service is also required by legislation to co-ordinate admission for children in the area who would like to attend a school in another local authority area (e.g. Hertfordshire). Similarly, other Local Authorities will forward details of requests for children in their area who would like admission to a school in the Bedford Borough or Central Bedfordshire local authority areas.

General

The in-year application form and guidance notes will be available for parents/carers who wish to apply for a school place for their child after the start of the academic year or during the academic year. The application form and guidance notes can be downloaded by parents/carers from the Local Authority website, collected from the local school or requested from the School Admissions Service.

The form enables parents to express a preference for up to 3 schools and to rank their preferences. **Parents are required to send the form to the School Admissions Service for processing.** Application forms that are submitted by parents to the school **must** be forwarded to the School Admissions Service.

The form should **not** be used if the child:

- a) has a Statement of Special Educational Needs;
- b) is due to transfer from lower to middle or middle to upper school (including applications received after the start of the academic year up to the end of the Autumn term).
- c) is due to be admitted into the reception year (including applications received after the start of the academic year up to the end of the Autumn term).

1. Community and Voluntary Controlled Schools

- 1.1. The School Admissions Service will contact you, usually by telephone, to confirm the number of children in the appropriate year group. Please make sure that the number you give includes any offers that have been made where the child has not yet started at the school.
- 1.2. The school must respond to this request within 2 school days.

Appendix A

- 1.3. If a place is available this will be offered by the Local Authority in which the child lives.
- 1.4. If the child does not already attend a local school you must make arrangements for the child to be admitted as soon as possible but within 2 school weeks at the latest.
- 1.5. If the child does already attend a local school (such applicants are often termed “hoppers”) you must make arrangements for the child to be admitted by the beginning of the next half term at the latest.
- 1.6. Parents will be advised to contact you to organise a date for admission. If the child does not arrive on the agreed date please investigate to establish why, then inform the School Admissions Service so that we can check any waiting list. In some cases, for safeguarding reasons, you may need to advise the Education Welfare Service (please see the Local Authority’s Children Missing Education Procedures).
- 1.7. If a place is not available the decision will be sent by the Local Authority in which the child lives and the child’s name will be added to the waiting list which will be maintained in accordance with the information in Appendix A.
- 1.8. If a child leaves your school from a year group that had reached its Published Admissions Number (PAN) please let us know so that a place can be offered from the waiting list if applicable.

2. Academy, Foundation, Trust and Voluntary Aided Schools

- 2.1. The School Admissions Service will contact you, usually by telephone, to confirm the number of children in the appropriate year group. Please make sure that the number you give includes any offers that have been made where the child has not yet started at the school. We will also need to confirm the correct admissions criterion to be used. In the case of religious criteria we will provide a copy of the Declaration of Religious Affiliation form.
- 2.2. The school must respond to this request within 2 school days.
- 2.3. If a place is available this will be offered by the Local Authority in which the child lives.
- 2.4. If the child does not already attend a local school you must make arrangements for the child to be admitted as soon as possible but within 2 school weeks at the latest.
- 2.5. If the child does already attend a local school (such applicants are often termed “hoppers”) you must make arrangements for the child to be admitted by the beginning of the next half term at the latest.
- 2.6. Parents will be advised to contact you to organise a date for admission. If the child does not arrive on the agreed date please investigate to establish why, then inform the School Admissions Service so that we can check any waiting list. In some cases, for safeguarding reasons, you may need to advise the Education Welfare Service (please see the Local Authority’s Children Missing Education Procedures).
- 2.7. If a place is not available the decision will be sent by the Local Authority in which the child lives and the child’s name will be added to the waiting list which will be maintained on your behalf in accordance with the information in Appendix A. If an appeal is lodged against this decision please contact us for documentation to assist you with the appeal.

Appendix A

- 2.8. If a child leaves your school from a year group that had reached its Published Admissions Number (PAN) please let us know so that a place can be offered from the waiting list if applicable.

Processing alternative preference requests

If the first preference school is not available, the School Admissions Service will consider alternative preferences in accordance with the process identified in Sections 1 and 2.

If all of the preferred schools are full and the pupil lives in Bedford Borough or Central Bedfordshire, a place will generally be offered at the nearest school with places available. However, it may be necessary to make a priority place available.

Evidence

Please note that parents are asked to submit evidence to confirm their child's address by providing official documentation, e.g. council tax bill, a recent utility bill (gas, electric or water), a rental agreement, child benefit annual statement or family tax credit information (see Notes of Guidance for Parents/Carers). If a parent/carer is moving from abroad to live in the UK, they **must** also provide a copy of the relevant pages of their child's passport, their passport and visa (if applicable) as evidence to confirm that the parent/carer and child have the right of abode in the UK.