

IMPORTANT INFORMATION

IN-YEAR APPLICATION FOR A PLACE AT SECONDARY SCHOOL

Please read this carefully, before making your preference(s). You can apply online at www.derbyshire.gov.uk/admissions or complete the paper application form (AF5) enclosed with this guidance.

• Who should use the in-year application?

All parents who wish to apply for a place for their child at a Derbyshire secondary school. This excludes residents of Derby City who should apply through Derby City Council.

The in-year application should not be used to apply for school places for children with statements of special educational need. Parents should contact the SEN Section at County Hall on 01629 536539 or e-mail sen.admin@derbyshire.gov.uk.

• Which schools can I apply for using the in-year application?

You should use the in-year application to apply for places at all secondary schools in Derbyshire except if you are a resident of Derby City in which case you should make your application through Derby City Council. If you are a Derbyshire resident and you wish to apply for a place at school in Derby City you may include a City school on the application. Please note the application may not be used to apply for places in independent schools. If the application is for a Post 16 place you should apply direct to the school. If your child is transferring from primary school to secondary school (into year 7) you should contact the Admissions and Appeals Team on 01629 537479 or email admissions@derbyshire.gov.uk for advice on the appropriate application form to complete.

This is the only application you should make for any Derbyshire secondary school place. This application should be used to apply for places at voluntary aided (mainly Catholic), academy and foundation schools. Derbyshire County Council deals with all applications for Derbyshire secondary schools.

• **Thinking of changing your child's school?**

- **Moving schools will affect your child's education.**
- **Changing your child's school is a very important step to take; it can affect your child in many ways.**
- **Many things that worry parents and children can be sorted out without the need to move schools.**

Talking to your child and staff at your child's present school may avoid the need for your child to transfer school. These steps are aimed at making sure that a transfer is fully discussed between parents and schools. It is important that you consider whether a transfer is really the best option for your child.

If your request for a transfer of school is for any of the reasons listed below, you should **not** complete an application until you have taken the steps indicated:

Possible Reasons	Steps You should Take	
<i>Dissatisfaction</i>	<i>Discuss your dissatisfaction with the Headteacher</i>	✓
<i>Non-school attendance</i>	<i>Sit down with your child, find out why she/he is not attending the school</i>	✓
	<i>Talk to the teachers who teach your child, find out why she/he is worried about certain subjects</i>	✓
	<i>Contact the Education Welfare Officer</i>	✓
<i>Unresolved issues</i>	<i>Talk to your child's teachers, Tutor or Head of Year to make sure they are aware of the situation</i>	✓
	<i>Make an appointment to speak to the Headteacher</i>	✓
<i>To avoid exclusion</i>	<i>Talk to your child's teacher, Head of Year or the Headteacher</i>	✓
	<i>Check if your child has a 'Pastoral Support Plan'</i>	✓
	<i>Ask for a review of the 'Pastoral Support Plan'</i>	✓
<i>Special Educational Needs</i>	<i>Talk to the teacher in charge of Special Needs (SENCO)</i>	✓
	<i>Talk to the Educational Psychologist</i>	✓
	<i>Contact 'Parent Partnership'</i>	✓

If you have a complaint to make about the school you should first raise it with the class teacher or Headteacher. If you are not satisfied with the Headteacher's response or the complaint is about the Headteacher you should ask for the complaint to be considered by the Governing Body.

• ***How do I find out information about schools?***

How to apply for a place at Secondary School – a guide for parents gives details on schools which you may wish to consider and provides information on the admissions process. The guide is available online at www.derbyshire.gov.uk/admissions or in hard copy from Call Derbyshire on 08456 058 058. School brochures are available direct from secondary schools. **It is strongly advised that prior to making an application for a place at any school, you contact the school to arrange a visit with the Headteacher.**

The normal area school for your child is based upon where they live on a permanent basis. You can find out your normal area school by entering your postcode into an interactive tool on our website at www.derbyshire.gov.uk/admissions or by contacting the Admissions and Appeals Team on 01629 537479 or emailing admissions@derbyshire.gov.uk

If you consider your child Catholic, it means that they are also resident in the area of a Catholic school. If you are unsure about your child's status regarding the Catholic school serving your area, please contact the Diocese for advice (see How to apply for a place at Secondary School – a guide for parents for contact details).

The Derbyshire Parent Partnership School Admissions Choice Adviser Service offers free, confidential and impartial advice and support for parents and carers of children and young people. If you would like help from the Choice Advisers you may contact the service on 01246 273154/5 for Northern Derbyshire and 01332 641432 for Southern Derbyshire.

• ***How will my child get to school?***

Consider how your child will travel to school. It is important to read the transport section in the parents' guide.

• ***How do I apply for a secondary school place?***

The law enables parents of children seeking a school place to express a preference. Parents should note that admission authorities cannot necessarily guarantee a place for any child, even where they move into the school's normal area. ***In law there is no automatic right to a place in any particular school.***

On the in-year application, you are invited to name 3 schools at which you wish your child to be considered for a place. You should think very carefully about your choice of school(s); these should then be listed in priority order (i.e. beginning with your most preferred school). It is advisable to consider including your child's normal area school as one of your preferences though it does not have to be your first preference.

• ***Is this all the information you need to process my application?***

Some voluntary aided, academy and foundation schools* may want you to fill in other paperwork in addition to an application you make to us. This is called a supplementary form. Look at the school's prospectus to see if this is the case. This is so that they can apply their own admissions criteria. For example, they might want proof of your address or proof that your child has been baptised. Supplementary forms are available from the relevant school and also from Derbyshire County Council including the website. **Any additional paperwork is not instead of our application form. You will still need to make an application to us.** Supplementary forms must be returned direct to the voluntary aided, academy or foundation school concerned.

* *If you are unsure if the school(s) you wish to apply for is a voluntary aided, academy or foundation school, please refer to How to apply for a place at Secondary School – a guide for parents.*

• ***What if my circumstances change?***

If you or your child's circumstances change, e.g. a change of address, you must contact the Admissions and Appeals Team on 01629 537479 or e-mail admissions@derbyshire.gov.uk. Any change might affect the criteria against which applications are considered and the allocation of a school place

• ***How and when will the decisions be made about my application?***

Upon receipt, details of the application are sent to the school for consideration. If there are more applications than there are places available at a school, places will be allocated in accordance with the school's published admissions criteria as outlined in the How to apply for a place at Secondary School – a guide for parents and/or the school brochure.

If your child can be offered a place at more than one school, then a place will be offered will be at the highest priority school possible.

All offers of school places will be confirmed by the Authority acting as a clearing house.

• ***Can I appeal?***

If it is not possible to agree to a request for a school place, parents have the right of appeal to an Independent Appeals Panel. Information on the independent appeals process will be provided when you receive the results of your application(s).