

GUIDANCE NOTES IN-YEAR APPLICATION FOR ADMISSION TO SCHOOL

Please read this guidance very carefully, before completing an application form.

• **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.**
- **Please be aware that nationally 40% of children changing schools make less progress than their peers.**

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 Talk to the teachers who teach your child, find out why she/he is worried about certain subjects 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 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>Special Educational Needs</i>	<i>Talk to the teacher in charge of Special Needs (SENCO) Talk to the Educational Psychologist 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.

If you do decide to make an application, it is expected that your child will continue to attend their current school until the child is admitted to a new school.

If your child does not attend their current school, you should be aware that seeking an alternative school place may not prevent the current school from considering legal action relating to non school attendance.

• **Who should use the in-year application?**

All parents who wish to apply for a place for their child at a Derbyshire school (this excludes schools in Derby City). Parents who wish to apply for a place at a school outside of Derbyshire should contact the Council where the school is located in the first instance for information on their application procedures.

The in-year application should not be used to apply for places for children with Education Health Care Plans or 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.

Applications for places in early years settings, nursery schools or for Post 16 provision should be made direct to the establishment. If your child is starting school for the first time or transferring from an infant school to a junior or a primary school to a secondary school you should contact the Admissions and Transport Team on 01629 537479 or email admissions.transport@derbyshire.gov.uk for advice on the appropriate application form to complete. Please note the application may not be used to apply for places in independent schools.

• ***How do I find out more information about schools and applying?***

The How to apply for a place at Primary School and How to apply for a place at Secondary School guides for parents' give details on schools which you may wish to consider. The guides are available online at www.derbyshire.gov.uk/admissions. School brochures (prospectuses) are available direct from 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 parents' guides also include full information about school admissions and appeals processes. If after reading the guide and these notes you have any further questions please contact the Admissions and Transport Team on 01629 537479 or email admissions.transport@derbyshire.gov.uk

If you wish to access independent advice or information on school admissions or the appeals process, please contact the Children's Legal Centre at www.childrenslegalcentre.com or call 0300 330 5485.

• ***Will my child get a place automatically at the local school?***

The law enables parents of children seeking a school place to express preferences. Schools 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.***

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

Consider how your child will travel to school. Information on the Council's home to school transport policy is available at www.derbyshire.gov.uk/get2school and in the parents' guides.

• ***How do I apply?***

We prefer you to apply online at www.derbyshire.gov.uk/admissions. Internet access is available at all Derbyshire libraries, Children's Centres and some schools may also offer the use of their computer and telephone facilities to make an application. If you cannot access the internet you may make a telephone application by ringing Call Derbyshire on 01629 533190. Alternatively you may complete the paper application form (AF5).

• ***How does it work?***

Upon receipt of an application the school will be notified of the application and asked to confirm if a place is available or not within 5 school days. All decisions will be confirmed by the Council acting as a clearing house. Where a place is offered and the application is made on the basis of a house move, the child will normally be admitted within 10 school days of the parents contacting the school following receipt of the offer. For cases that do not involve a house move the start date will be the start of the next term.

The Council operates a Fair Access Protocol (available at www.derbyshire.gov.uk/admissions) to ensure that children without a school place who find themselves in challenging circumstances are admitted to school as quickly as possible. To enable the Council to identify children who may be eligible for placement under the Protocol parents are encouraged to give full information on their child's previous educational background and personal circumstances on the application. Parents of children identified as potentially being eligible for placement through the Protocol will be contacted to discuss the matter.