



***'Let your light shine' – Matthew 5:16***

### **In Year School Admissions**

In-year admissions are those that take place other than the normal time of entry to the school.

An in-year admission could be a move between Northumberland schools, or a move to a Northumberland school from a school in a different county or country.

Whitley Memorial CE Primary School is its own admissions authority but is part of the Northumberland County Council in-year admissions co-ordination scheme.

To apply go to Northumberland County Council website:

<https://www.northumberland.gov.uk/Education/Schools/School-admissions-places-appeals-1/Moving-Schools-In-Year-Applications.aspx>

- You can submit an application for a school place up to 30 school days before the intended start date. When we have received a valid application, along with the appropriate documentary evidence, we aim to process it within 15 school days.
- From 1 May you can apply for the new school year, and from 28 June all applications will only be processed for the new school year (September).
  - You will get your offer of a place before the end of the academic year if you submit your application from 1 May to 28 June.
  - Applications made after 28 June cannot be guaranteed an offer of a place for the start of the new school year due to school summer holiday break. We aim to process your application within 15 school days.

### **Appeals**

If an application is turned down an explanation will be provided based on the selection criteria. Parents who are refused a place have a statutory right of appeal. Appeals should be made in writing to the Chair of Governors and submitted within 20 school days from the date of notification that application was unsuccessful. Appeals will be heard within 30 school days and decision notified within 5 school days. It should be noted that, in the event of an unsuccessful appeal against non-admission to the school, the school does not consider any further application in the same school year (1 September – 31 August), unless there has been a material change in circumstances, for example a change of address which results in a move from outside the catchment area to inside it.