



IN-YEAR SCHOOL ADMISSIONS

GUIDANCE NOTES

THESE GUIDANCE NOTES ARE FOR APPLICANTS WHO WANT TO APPLY FOR A PLACE AT AN EAST RIDING OF YORKSHIRE SCHOOL

East Riding of Yorkshire Council will, on request, provide this document in Braille, audio or large print format. If English is not your first language and you would like a translation of this document into any other language, please telephone (01482) 393939.

IN-YEAR SCHOOL ADMISSIONS

This application form and guidance notes are for parents and carers who want to apply for their child to transfer to a school as an in-year admission. In-year applications for school places are made during the school year, outside the normal admissions round. In-year admissions generally arise when a parent wants their child to transfer between schools or when a child moves into a school's area. More information about schools is available on the School Admissions pages on the East Riding of Yorkshire Council's website at www.eastriding.gov.uk or from the School Admissions Team.

**School Admissions Team,
Children, Families and Schools,
East Riding of Yorkshire Council,
County Hall,
Beverley HU17 9BA
Telephone: 01482 392100
E-mail: schooladmissions@eastriding.gov.uk
Website: www.eastriding.gov.uk**

This form can be used to apply for a school place for a child who is in Reception or Years 1 to 11. If you want to apply for a place in a nursery school, a school's nursery or sixth form, please contact your preferred school and ask them how to make an application.

The term "East Riding of Yorkshire school" refers to all community, foundation and voluntary schools maintained by the East Riding of Yorkshire Council and to all academies located in the East Riding of Yorkshire.

Who can apply for a school place?

Anyone who is acting as a 'parent' for a child may apply for a school place. A parent is anyone who:

- a) is a natural parent of a child
- b) has parental responsibility for the child, or
- c) has care of the child.

Parental responsibility means having all the rights duties, powers, responsibilities and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility by being: granted a residence order; appointed a guardian; named in an emergency protection order; or adopting a child. Documentary evidence showing that the person applying for a school place has parental responsibility for a child might be asked for in certain circumstances.

How do I make an application?

You first have to complete the application form attached at the back of these guidance notes. Please read the form carefully and make sure you fill in all the relevant parts. It is important that you provide all of the information needed to process your application. If anything is missing, your application might be delayed.

Checks are carried out where there are concerns that an application has been made giving false information. **If an application is made using false or intentionally misleading**

information, including information about a child's place of residence or a move to a new address, the application can be refused and any place given at a school to a child can be withdrawn, even if the child has already started attending the new school.

When you have completed your application form you will then have to submit it. All applications have to be sent to the local authority's School Admissions Team. The School Admissions Team will then process the application as quickly as possible.

Will I have to provide any other information?

In most cases, if the application form is completed properly no further information will be needed from you. Very rarely, an application has to be referred for consideration under the **Fair Access Protocol**.

What is a Fair Access Protocol?

Every local authority has to have a Fair Access Protocol which is applied to all schools in the local authority's area. The Fair Access Protocol is in place to help ensure that all children can be given an appropriate school place as quickly as possible. For example, if a child lives in or has moved into an area where the local schools are full or where a child needs particular help or support. The Protocol also helps the local authority try to prevent individual schools having to take in too many children with challenging behaviour problems. If your application has to be dealt with under the Fair Access Protocol, you will be told why it is receiving special consideration and you might be asked to provide more information. More information about the Fair Access Protocol is available on the Council's website or from the School Admissions Team.

What if I want to move my child from one school to another because I am not happy with my child's current school?

If you want to move your child from one school to another one because you are not happy with your current school, you should first discuss the matter with the headteacher at your child's present school. If there are things at your child's school that you are not happy about, it might be possible to resolve the problems without moving your child to another school and disrupting your child's education. If, after discussing the matter with the headteacher, you still want to transfer your child to another school, you should complete and return the attached application form. A transfer to another school normally does not happen straight away. If an application is successful, it can be up to a term before a child can transfer from one school to another.

What if I am moving house or my child is otherwise moving areas?

If you are moving house or if your child is moving from one address to another, please provide full information about your current address, your new address and when the house move will take place. We will not normally be able to take your new address into account until you have exchanged contracts on the purchase of the new property or you have signed a rental agreement.

When a child moves to a new area it is important that they are found a school place as quickly as possible. All areas of the East Riding fall within a primary and secondary school's catchment

area and for most children their catchment area school is their nearest and most suitable school. Most children who live in the East Riding attend their catchment area school. If you want to apply for a school place you should complete the attached application form and if there are places available in the appropriate year group you will be given a place for your child.

Children who move to a new area face significant re-settling and integration problems. Those problems can be made much worse when a child cannot be placed quickly at a local school. The East Riding of Yorkshire Council has therefore included special arrangements in its Fair Access Protocol to ensure that children who move into the catchment area of an East Riding of Yorkshire school can normally be given a place at the local, catchment area school, even if the numbers on roll in the child's year group have reached the admission number. In most cases, if an application is made outside the normal admissions round and within six months of the move into the school's catchment area, the child concerned will be allocated a place at their catchment area school **unless:**

- a place is available at one of the schools the parents have named as a preference on their application form;
- or the child's current school is within a reasonable travelling distance of the new home;
- or there is another school within a reasonable travelling distance which has places available in the child's year group

A reasonable travelling distance is normally a walking route of up to two miles for children in Reception and Years 1, 2 and 3 or three miles for children in Years 4 to 11.

How do I decide which school to name on the form?

The application form attached allows you to name three schools. If you want to apply for places at more schools, you will have to fill in additional preference details and make sure that you make clear about what your preferences are, i.e. which school is your fourth or fifth choice. You can make applications for as many schools as you want but only one application can be made for a given school in the current school year. It is up to you to decide which school or schools to apply for. Most parents want their child to attend their catchment area school and for most children their catchment area school is also the nearest and most appropriate school. Other things you may want to consider when deciding which school to name are: how realistic your chances are of getting a place at the school; what the school is like (look at the school's prospectus, the performance tables, OFSTED reports, if possible, talk to other parents and visit the school); how easy it is to get to the school; and whether or not transport is available. When considering whether or not transport is available, remember that public transport and home school transport routes and services can and do change: there is no guarantee that a service which is available now will be available in the future.

The East Riding of Yorkshire Council's School Admissions Team can give you advice about which schools have places available.

Please remember – you can only make one application for a place at a given school in the current school year.

Will a transfer to another school affect my child's education?

Research on the effects on children of changing schools shows that most children's education is adversely affected if they move from one school to another. The more a child changes school,

the greater the effects on the child's educational progress and personal and social development and well-being. Sometimes, a change of school is unavoidable but it is recommended that parents give full consideration to the potential effects on a child of moving them unnecessarily. The impact on a child can be particularly significant in certain year groups, such as Years 10 and 11, when a child is studying for and close to sitting important exams.

What about children in Years 10 and 11 and others who have already started their exam courses?

Students in Years 10 and 11 (sometimes earlier) will have chosen and already started studying the subjects and courses they will be taking important exams in. Moving schools in these year groups can be very difficult and moving a child in Year 11 is especially difficult. Not all schools offer the same subjects. Even if a school offers the same subjects as your child is studying at their current school, the school you are planning to move your child to might be: teaching a different syllabus; using different exam boards; have classes that are already full in your child's options; or the school might not be able to offer a timetable which allows your child to study the subjects they want.

Before making an application to move your child, you should check to make sure that the school you are wanting to apply for has subjects, classes and timetables which are compatible with what your child wants to study.

What schools are there in the East Riding?

Details about all schools in the East Riding of Yorkshire are given on the School Admissions pages on the Council's website at www.eastriding.gov.uk and in the Authority's admissions booklet which is available electronically on the website or from the Council's School Admissions Team.

What if my child has a statement of special educational needs or an education, health and care plan?

If your child has a statement of special educational needs or an education, health and care plan you should contact staff in the Special Educational Needs Section for further information. Contact details are given at the end of these guidance notes.

What if my child is in local authority care or used to be?

Children in local authority care include: children who are looked after by a local authority or who are provided with accommodation by that authority (see section 22 of the Children Act 1989); and children who were previously looked after but ceased to be so because they were adopted or became subject to a residence order or special guardianship order. Documentary proof that a child was previously in local authority care and has since been adopted or become subject to a residence order or special guardianship order should be submitted with the application. In certain circumstances, children who are currently or who were formerly in local authority care have a high priority for admission to a school.

Other than when a child is placed in an emergency, the educational provision for a child in local authority care should be determined at the same time as the care placement. A care placement should not be agreed unless appropriate education is in place.

Are there any special arrangements for children in local authority care?

Children in local authority care often need extra support and help. The East Riding of Yorkshire Council is keen to ensure that children in local authority care are given places at the most suitable school for the individual child concerned. Special arrangements are included in the Fair Access Protocol to ensure that children in care who have to move schools can be placed at any East Riding of Yorkshire school which is deemed to be the best or most appropriate school for the child.

To help ensure that the right school is chosen for a child in local authority care, additional information about a child is needed if the child is in the care of a local authority other than the East Riding of Yorkshire. A separate form, called a pre-admission form, is available from the School Admissions Team. The information provided on the pre-admission form will be used by the School Admissions Team to ensure that the child is allocated a suitable school place. The information will also be shared with the receiving school to ensure that appropriate arrangements are made for the child's admission.

All applications for an in year school transfer for a child in local authority care have to be countersigned by a senior manager from the local authority responsible for the child.

Who decides whether or not my child gets a place at a school?

Decisions about which children can be given places are made by the school's admission authority. Most infant, junior, primary and secondary schools in the East Riding are community or voluntary controlled schools. For these schools, the East Riding of Yorkshire Council is the admission authority. For academies, voluntary aided and foundation schools, the school's governing body is the admission authority.

If your child does not qualify for a place at any of the schools for which you have applied and you live in the East Riding, you should contact the East Riding of Yorkshire Council's School Admissions Team who will give you advice about what school places are available for your child.

Will the Council provide transport to help my child get to school?

Normally, the Council will only provide transport if your child is attending their catchment area school or the nearest school and the journey from your home to that school is more than two miles for a child in Reception and Years 1 to 3 or more than three miles for a child in Years 4 to 11. However, the Council does provide transport support for some children in other circumstances, for example if the child has a medical condition or if your family has a low income. Contact the Passenger Services Team for more information.

When will I find out if my application has been successful or not?

In-year application forms are normally dealt with quickly. However, at peak times they can take up to 15 school days to process. If applications are received during or immediately before a school

holiday, the application will normally be delayed until after the schools return.

What happens next if my application is successful?

The School Admissions Team will write to you to let you know which school place your child has been given and let the school concerned know that a place has been allocated. In most cases, your child will start at their new school at the beginning of the next term, providing there are at least 20 school days from the date on which the application is processed to the last day of term. If there are less than 20 school days to the end of the term in which your application is processed, your child will normally start after the next half term break.

Some children will start earlier at their new school if, for example, they have recently moved into the school's catchment area and their previous school is some distance from their new address and the child is not entitled to help with transport to get to their current school.

Schools need time to plan and arrange for a new pupil to start, including getting information from the child's previous school, to make sure the child is put into the right class or classes. Therefore, even if it is agreed that your child can be admitted to the new school before the start of the next term, the school will need time (sometimes up to four weeks) to plan and prepare.

What if my application is unsuccessful?

If you live in the East Riding of Yorkshire and a place cannot be given at any of the schools named on the application form and your child is not currently on roll at an accessible school, the School Admissions Team will first try to give your child a place at your catchment area school. If you cannot be given a place at your catchment area school, the School Admissions Team will identify the nearest school in the East Riding of Yorkshire with a place available. The School Admissions team will also tell you about your right to appeal against the decision not to give your child a place at your preferred school or schools.

Unless there is a significant change in your circumstances, you will not be able to make a second or subsequent application for a place at the same school in the same school year. If your application is unsuccessful this time you will only be able to apply again for the same school for a place in the next school year. Applications for places in the next school year will only be considered after 1 May in the current school year.

Do you keep waiting lists?

The only waiting lists that are kept are for places in the normal year of entry to a school: Reception for an infant or primary school; Year 3 for a junior school; or Year 7 for a secondary school. Waiting lists for these year groups are only kept until the end of the autumn term when they are deleted (more information is included in the booklet published for the normal admissions rounds). Otherwise, no waiting lists are maintained.

Who can I contact for more information?

School Admissions

School Admissions Team
Children, Family and Adult Services
East Riding Of Yorkshire Council
County Hall
Beverley
HU17 9BA
Telephone: 01482 392100

Special Educational Needs

Special Educational Needs Section
Children Family and Adult Services
East Riding Of Yorkshire Council
County Hall,
Beverley
HU17 9BA
Telephone: 01482 392163

Home to School Transport

Passenger Services Team
Corporate Resources
East Riding of Yorkshire Council
Annie Reed Road
Beverley
HU17 0LF
Telephone: 01482 392125, 392126

Free School Meals

Benefits Team
Revenue Services Division
East Riding of Yorkshire Council
County Hall
Beverley
HU17 9BA
Telephone: 01482 394799

PRIVACY NOTICE

The School Admissions Team is part of a Council service called Pupil Services. Information about how the information provided on your application will be used is given below.

What do we use the information for?

Pupil Services uses the information provided by applicants on application forms and associated documents to undertake the Council's statutory functions as identified in legislation (for example, the Education Act 1996, the School Standards and Framework Act 1998, the Education and Inspections Act 2006) and in statutory guidance.

The Council's statutory functions carried out by Pupil Services include:

- ensuring the provision of sufficient school places for children resident in the East Riding of Yorkshire;
- acting as the admission authority for community and voluntary controlled schools;
- receiving and processing applications for places at all state funded schools in the East Riding of Yorkshire and for all children resident in the East Riding;
- advising the Council on matters relating to home to school and college transport for children of compulsory school age and students of sixth form age;
- ensuring that the Council's policy on home to school and college transport is administered and applied so that children and students who qualify for support are identified and the transport support provided;
- providing advice and guidance for parents on all of the Council functions for which Pupil Services is responsible.

What information do we hold and use?

We collect and process the following information:

- personal information (such as name, title, address including postcode, home telephone number, work telephone number, email address, date of birth, gender, medical information)
- school data information, including pupil data.

On what grounds do we use the information?

Pupil Services collect and lawfully process information about schools and children to whom we provide services under the following:

- Children Act 1989
- Education Act 1996
- School Standards and Framework Act 1998
- Human Rights Act 1998
- Children Act 2004
- Working Together to Safeguard Children 2015
- Education and Inspections Act 2006
- The School Information (England) Regulations 2008
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) Regulations 2012
- The School Admissions (Admission Arrangements and Coordination of Admission Arrangements) (England) (Amendment) Regulations 2014
- The School Admissions Code
- The School Admissions Appeals Code
- Home to school and college travel and transport guidance

We process personal data for the following reasons:

- consent has been given for the processing of personal data for one or more specific purposes;

- processing is necessary for compliance with a legal obligation to which East Riding of Yorkshire Council is subject ;
- processing is necessary in order to protect the vital interests of you or of another person;
- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in East Riding of Yorkshire Council.

We process special categories data for the following reasons:

- explicit consent has been given for the processing of the personal data for one or more specified purposes;
- processing is necessary to protect the vital interests of the applicant, the applicant's children or of another person where they are physically or legally incapable of giving consent.

How do we collect this information?

Pupil Services collect personal information as part of the process of supporting children, young people and their families. Information will be collected from face-to face meetings, over the telephone, by letter, application forms, online forms and email. Information may also be collected from relevant partner agencies as appropriate.

Who we share your information with?

Pupil Services may share relevant information within the East Riding of Yorkshire Council and various external partners to support schools, children and young people and their families. Services might include:

- schools (including academies and schools in other local authority areas)
- other local authorities
- children's social care
- early years
- youth and family support
- education inclusion services
- welfare rights
- Special Educational Needs and Disabilities (SEND)
- safeguarding unit
- legal department
- educational psychology team
- exclusion reintegration team
- human resources
- council tax
- child health

How long do we store it and is it secure?

The council has retention schedules in place to ensure that information is only held for as long as it is needed. Information on how long your information will be held is available on the Council's website, www.eastriding.gov.uk, on the retention page.

Details of how we keep your information secure are available on the general **privacy information** page.

What rights do you have?

The rights that you have depend upon the grounds upon which we collected your information. All of the rights you could have are outlined on the council's website on the data protection page. In most cases, people who have been involved with Pupil Services will have the following rights:

- **The right of access** - You are entitled to see the information the service holds about you and can request a copy by emailing data.protection@eastriding.gcsx.gov.uk
- **The right to rectification** - If you believe any information the service holds about you to be incorrect please email ils.support@eastriding.gov.uk and we will amend the information accordingly.

- **The right to erasure/right to be forgotten** – The service has determined that all requests to permanently delete a service user record will be dealt with on an individual basis. All requests for deletion should be sent to ils.support@eastriding.gov.uk
- **The right to restrict processing** - Should you wish the service to limit how we use your data please email ils.support@eastriding.gov.uk with the reason for your request.
- **The right to data portability** – The service has determined that there will be no requirement for data portability.
- **The right to object** - In addition to the right to limit the use of your data, you also have a right to object to the use of your data for certain actions. Should you wish to object please email ils.support@eastriding.gov.uk with the reason for your request.

Where can I find out more?

If you want to know more about how the council uses information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Contact details are available on the **general privacy information** page. Alternatively, you can contact the **Information Commissioner's Office**.