

IN-YEAR (CASUAL) ADMISSIONS

APPLICATION AND ADMISSIONS PROCESS INFORMATION GUIDE FOR PARENTS/CARERS

Completing the application form

The person who has parental responsibility for the child concerned must complete the application form.

In the case of looked after children this may be the social worker or corporate parent and not necessarily the foster carer.

Moving home

Applications cannot be processed more than six weeks in advance. However, if you are applying for a school place for September, applications can be made six weeks before the end of the summer term.

If you are moving you are advised to provide a date for moving and proof of move, i.e. tenancy agreement or exchange of contracts.

Crown servants

If you are Crown service personnel a place can be sought once the posting is confirmed and relevant proof of posting is provided along with the application.

If you do not have a future address at the time of application, the quartering barracks will be used as your address for admissions purposes.

Supplementary information forms

The school you are applying to may require you to complete a Supplementary Information Form (SIF) to be considered alongside your application.

This is to prioritise your child correctly against the school's oversubscription criteria.

Please speak to the school directly to ask whether a SIF is required.

Application outcomes

If the school has a vacant place and your child has the highest eligibility against the oversubscription criteria then the school **must** offer it to you.

The only exception to this is where a child has been permanently excluded from two or more schools previously. If you are unsure whether this applies to you, please contact the School Services Team.

Schools **must** provide you with a formal written outcome to your application, whether it they are able to make an offer or not.

If the school cannot offer a place they must advise you of the right of appeal and detail how you can join their waiting list if they have one.

No waiting lists are held by Medway Council for in year applications

If the school is unable to offer your child a place they **must** advise you of your legal right of appeal. Any appeal request should be made in writing to the school's admission authority.

Medway grammar schools

If you are applying for a Medway grammar school, they will contact you regarding testing/assessment arrangements once you have submitted your application.

If you have approached schools and are having trouble finding a place, you can contact the School Services Team, and we will let you know where there are currently places available.

If you have any questions on the process or need any advice on your options, please contact us.

Email: casualadmissions@medway.gov.uk

Phone: **01634 331155**

Web: www.medway.gov.uk/admissions