



### **Scheme for the Coordination of In-Year Admissions to Masefield Primary School from January 2020**

1. Applicants should contact the school where they are seeking admission.
2. Applications forms are available from:
  - School website
  - School office
3. Parent/Carer must return the completed Part 1 and Part 2 application forms to the school together with any documentation to support the application. In the event that the form has been returned to the Local Authority the LA will liaise with the school to determine if a place can be offered.
4. All applications must be processed within 5 to 10 school days of receipt. This will include investigation as to whether a place is available and secondly if a place is available and there is more than one applicant, the admission criteria will be applied.
5. Where a place can be offered then the school must agree a start date with the parent/carers to admit the student within 5 to 10 school days of the offer being made.
6. Where schools are full in the relevant year group, parents must be referred to the Local Authority (Pupil & Student Services). The pupil's name will be added to the school held waiting list. Waiting lists will be prioritised in accordance with the schools published admission criteria.
7. The School will provide parents with relevant advice and guidance of the appeals procedures.
8. School will inform the Local Authority of the outcome of all applications for admission.
9. Where a place becomes available the school will consult their waiting list to determine whether there are any applicants awaiting admission. If there is more than one applicant the school will apply the published admission criteria.