**In-Year Admissions Procedure 2018-19**

**Catholic Voluntary Aided Schools**

Procedure when parent turns up at school

1. If there are spaces in the appropriate year group **and the child has not been offered a place at a preferred school,** then the child must be offered a place immediately and the LA Application form completed and submitted to the LA without delay (or whatever form or procedures your local authority has agreed.)
2. Where the school is undersubscribed in the appropriate year group, a Supplementary Information Form (SIF) does not need to be completed.
3. If the child is currently attending a borough school then the place will be offered for the next admissions date i.e. the first day of the following half-term, unless an agreement is in place between schools for an early transfer. If the child is out of school or there are exceptional circumstances then s/he should be admitted immediately.
4. It is helpful if the school could assist the parent in completing the In-Year Application Form.
5. The school should update SAMS (or relevant admissions communications process) with the acceptance of an offer and start date as soon as possible and within 5 school days of the child’s enrolment. Schools will only be able to update SAMS when the parent has completed the LA’s application form.
6. If there is no space for the child in the appropriate year group then a SIF should be filled in (if the parent wishes to do so) and the child’s name be placed on the waiting list. A letter of refusal should be sent to the parent and the LA informed of the application and its status.