



In-year applications

Applying for a school place at other times during the school year. Information for parents 2017/18

In-year applications

In-year applications are for applying for a school place in Portsmouth for entry to any year group at other times of the school year (i.e. not starting school, junior transfer or secondary transfer in September 2018).

Please refer to the **Information for parents 2017/18** booklet for further information, including school admission policies. You can obtain a copy on request or view online at www.portsmouth.gov.uk/schooladmissions

When can I apply?

Parents may apply for a school place at anytime for any year group.

Transferring to another school

If you are moving house and wish to change your child's school, you will need to provide evidence that the new address is your child's permanent residence.

(Please note that places can not be reserved).

If your child is experiencing problems at his or her current school, it is always best to first try to sort the problems out rather than transferring your child to another school.

Before you complete your application – please view our **Information for parents 2017/18** booklet by visiting our website www.portsmouth.gov.uk/schooladmissions for information about schools, admission policies/criteria and evidence required.

Before you complete your application you are strongly advised to check vacancies in schools particularly if you are applying for siblings in the same schools as vacancies are limited in some year groups. You can obtain information on vacancies by contacting the admissions service on **023 9268 8008** or email admissions@portsmouthcc.gov.uk

If you are applying to transfer from one Portsmouth secondary school to another, you will be required to get your application form stamped by your child's current secondary school.

UK service personnel

Please ensure you indicate that you are a service family on the application form. If you are moving into the area during the school year and have an infant age child (4–7 years), the School Admissions Code allows for admissions authorities to consider admitting these children to a school even if it is full (as an excepted pupil).

This decision will be made based on all the circumstances, including those relating to the family and child, the impact on a school, the efficient education and efficient use of resources and the child's position on the waiting list.

For admission to other year groups which are full, decisions will also be made on a case by case basis, based on all the circumstances.

Where can I get an application form?

Application forms can be obtained from our website www.portsmouth.gov.uk/schooladmissions, the Admissions Team or from schools.

You may use this form to apply for schools in Portsmouth **only**.

You may name up to six preferred schools on the primary application form and three on the secondary form.

For applications to **St Edmund's Catholic School** you will need to complete their own individual application form and return direct to the school.

For applications to schools outside of Portsmouth, you will need to contact the relevant local authority (LA) direct for details of the application process. For Hampshire schools please contact the school direct.

Where can I get help to complete the application form?

If you require help or would like advice about completing your application form please contact the Admissions Team on **023 9268 8008**, or email admissions@portsmouthcc.gov.uk

How are places allocated?

We allocate applications in batches weekly (term time only) on an equal preference system. This means at the first stage, each of your preferences is considered for that school regardless of your ranking or preference order. If a school has vacancies at the time your application is considered, all applicants for that school and year group in the same in-year batch will be considered and places will be allocated strictly according to the admission criteria stated in the admission policy for that school. If a school has more vacancies in any year group than applications (for that year) in a batch, then places can be offered to all applicants.

If you are unsuccessful with your application and your child already has a school place within reasonable distance of your home address, no alternative offer will be made unless requested.

If your child is without a school place and you were unsuccessful in gaining a place at your preferred school(s), a place will be offered at the catchment area school (if places are available), or the next nearest school with available places.

The offer of a place must be accepted/refused with the school or the local authority within a maximum of five working days otherwise offers can be withdrawn.

Children must normally start at the school within four school weeks of the offer date (some flexibility on this will be given to service families moving in to Portsmouth).

Sibling applications

If you have another child who was previously refused a place at your catchment school, please notify us on your application as we may be able to consider the application under additional criteria.

What can I do if I am not successful in gaining a place at my preferred school(s)?

Your child's name will be placed on the waiting list and you can make an appeal to an independent appeal panel once your application has been refused.

Waiting lists

If you have not gained a place at one or more of your preferred schools, the Admissions Team will ask if you wish your child's name to remain on the school's waiting list. Your position on the waiting list is prioritised according to the admissions criteria in the school's admissions policy.

It is important to note that a child's position on the waiting list can change, moving both up or down, as children either join or are removed from the waiting list.

If you wish your child to remain on a school's waiting list, please indicate this on the response form received with your allocation letter. **Your child will only remain on the waiting list until the end of the academic year in which the application was made.**

If parents wish their child to remain on the waiting list for the next academic year they will need to reapply.

Please note you can request that your child's name remains on a waiting list at the same time as making an appeal against the decision to an independent appeal panel.

Appeals process

If Portsmouth LA is unable to offer you a place at a school you prefer, you have the right of appeal to an independent panel, which is set up under Section 94 of the School Standards and Framework Act 1998.

You may only appeal where you have applied and have been refused admission to a school. You will have 20

school days within which to state that you intend to appeal.

The appeals process is independent and separate from the process followed by the staff in the Admissions Team for the allocation of places and for the operation of waiting lists. Successful appellants are allocated a place in a school above the published admission limit by the appeals panel.

Appeals for admission to infant classes

If you are applying for admission at Key Stage 1 (Year groups R, 1 and 2), your grounds for appealing are limited because of legislation imposing a statutory legal class size limit. The law only allows a Key Stage 1 appeal to be upheld where one or more of the following grounds are established:

Ground A – The admission of additional children would not breach the infant class size limit.

Ground B1 – The admission arrangements would not comply with admissions law.

Ground B2 – The school's admissions arrangements were not correctly and impartially applied.

Ground C – The decision not to admit your child was a decision that no reasonable authority would make in the circumstances.

Where can I get more information about the appeals process?

You are advised to contact the Admissions Team who can give you further information on the appeals process.

Where can I get an appeal form?

Appeals for Portsmouth schools.

If you wish to appeal, please request a form from the Admissions Team or download an appeal form from www.portsmouth.gov.uk/schooladmissions

Appeals to schools in another authority

Please request a form from the LA responsible for the school.

How many times can I appeal for a particular school?

If your appeal is unsuccessful, you cannot appeal for a place at the same school in the same academic year again unless there is a significant and material change in your circumstances.

A significant and material change in your circumstances would be, for example, if you moved into the designated catchment area for your preferred school or if a brother or sister of the child you have made an application for, is offered a place in another year group at the school.

Year groups 10 and 11

It can be more difficult to change schools in these year groups as there may be problems matching your child's curriculum needs, especially if your child has already started his or her GCSEs. There may also be problems matching options as some popular subjects may already be full.

Please contact the school you wish to apply to for further information regarding the GCSE options available **before** you apply.

Further information on the In-year admission process and admission policies can be obtained from www.portsmouth.gov.uk/schooladmissions or contact the Admissions Team on **023 9268 8008**.

Admissions Team
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Civic Offices
Guildhall Square
Portsmouth
PO1 2EA

Tel: 023 9268 8008

Email: admissions@portsmouthcc.gov.uk



You can get this Portsmouth City Council information in large print, Braille, audio or in another language by calling 9268 8008.