

# **In Year School Admission Request for WOODLAND VIEW PRIMARY SCHOOL only**

## **What is an 'in year' school place?**

The 'in year' application process is for children requiring a **school place during the academic year**, rather than at the usual transfer time into a school (starting primary school, moving to secondary school). This may be due to a house move or change of circumstances.

Once an application has been processed, the parent will be contacted by letter. This will be emailed to the parent if an email address was provided on the application form.

If a child has a **statutory statement of special needs**, please contact the Special Needs Team on 0300 126 1013 for information on how to apply as there is a different process for these applications.

## **Before you apply**

Please read the important information below before completing the application form.

## **The school place must be required within 1 month of the application date**

- Applications outside of this time scale will not be processed.
- School places cannot be reserved and we therefore consider applications as close as possible to the date the place is required. For families of service personnel with a confirmed posting to this area or crown servants returning from overseas a place may be allocated in advance where the application is accompanied by an official letter that declares a relocation date and a unit postal address of quartering area address. These applications will be considered against the oversubscription criteria in the normal way.
- Once a school place has been offered the child should start attending the school within 10 school days otherwise the place may be withdrawn.

## **We are unable to consider applications until you have a confirmed moving date**

If you are moving into the area, documentary evidence in the form of a solicitor's letter to confirm exchange of contracts or a copy of your signed rental agreement will be required to support your application. The rental agreement must be for a minimum of six months.

## **If you are moving from overseas, your child may be entitled to a school place**

- Children must be resident within the country before an application can be made. Please note a visitors visa does not entitle your child to a school place.
- If your application is due to a move into the UK, documentary evidence to support your application will be required. A copy of a child benefit letter or medical card are normally acceptable, along with a copy of your rental agreement or exchange of contracts letter and a document to confirm eligibility for a school place. The school reserves the right to seek further documentary evidence as it feels appropriate.
- Please send copies to the school ensuring your child's name and date of birth are included with the documentation.

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## **How to apply**

Complete the application form and send in with any supporting documentary evidence to the School.

Woodland View Primary School  
School Lane  
Grange Park  
Northampton  
NN4 5FZ

Email: [Bursar@woodlandview.northants-ecl.gov.uk](mailto:Bursar@woodlandview.northants-ecl.gov.uk)

We will confirm whether we have spaces or if not that we have added you to the waiting list.

## **Waiting Lists**

The school manages its own waiting lists.

- Waiting lists are valid until the end of the school year in which you applied. You must therefore renew your interest at the beginning of each Academic Year.
- Parents who wish to remain on a waiting list at the start of a new Academic Year are required to write to or email the School at the beginning of September to renew their interest.
- If a place becomes available in a year group with a waiting list, it will be allocated according to the published oversubscription criteria.
- Everyone on the waiting list will be considered along with any new applications being processed at that time. Places are allocated in accordance with the admissions criteria not on a first come first served basis.
- If your child is eligible for a place allocated from the waiting list we will contact you.
- A child's position on the waiting list can change if new applicants are added to the list, these children may have a higher priority in accordance with the published criteria. We are therefore only able to advise you how many children may be on the list at any given time.

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## School Admissions Appeals Process

### Who can appeal?

If you have been refused a place at our school, you have a right **to appeal** against that decision.

We are an Academy but we subscribe to the County Appeals Service which means that the local authority is co-ordinating appeals on the school's behalf.

### How to appeal

Go to: [www.northamptonshire.gov.uk/en/councilservices/educationandlearning/admission/pages/school-admission-appeals.aspx](http://www.northamptonshire.gov.uk/en/councilservices/educationandlearning/admission/pages/school-admission-appeals.aspx) and complete the word version or online appeal.

There are two types of appeal:

#### Ordinary Prejudice appeals

These are appeals for year 3 and beyond, and the following documents are on the Appeals website (above). Please **read the frequently asked questions on the County website** before completing the appeal form

- Ordinary Prejudice Appeal Form (Word format 35KB)

#### Infant Class Size Prejudice appeals

These are appeals for Reception, Year 1 and Year 2 where classes **are restricted** to 30 children per class, with one qualified school teacher.

There are very **limited circumstances** under which an infant class prejudice appeal can succeed.

Please **read the frequently asked questions on the County website** before completing the appeal form

- Infant Class Prejudice Appeal form (Word format 36KB)

If you are not sure which appeal form to complete, please ask us.

Our preference is that you use the Word version and email it to the Appeals Team:

AppealsTeam@northamptonshire.gov.uk but also copy us in (Bursar@woodlandview.northants-ecl.gov.uk) so we can try to speed up the process of agreeing an appeal date.

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### When will my appeal be heard?

- Appeals lodged outside the normal admission round will be convened within 30 school days, following receipt of your appeal form. You must include your written reasons for appeal and attach any supporting evidence you wish the Panel to consider.
- You will be sent written notification of your appeal date at least 10 school days in advance of the appeal date. (You may waive your right to this notice period if it will help to speed up your appeal, but a quicker appeal cannot be guaranteed.)
- Papers, including any additional documents received from parents, will be circulated to the panel, clerk, admission authority and yourself **7 working days in advance of the appeal date**.
- You are advised not to wait for notification of the appeal date before submitting any additional documents. Documents submitted after papers have been circulated may not be considered by the panel. However, you may take a single page document to the appeal (5 copies) and give to the clerk for distribution.
- Decisions will be made after all appeals have been heard. Decision letters will be sent within 5 school days following decision making, although during very busy times, this could take up to 10 school days.

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<b>Child Details</b>	
Child's first Name	
Child's legal surname	
Date of birth	
Academic year group	
Child's current address	
Post code	
Will there be a change in the address	Yes / No
<b>Waiting lists are valid until the end of the year in which you applied.</b>	
Date place required from	
<b>Parent/Carer Details</b>	The child's home address will be regarded as the address of the parent(s) or guardian(s) with parental responsibility, with whom they normally reside
Parent or Guardian name	
Relationship to child	
Contact telephone number	
Mobile number	
Your email address	
I give consent for all correspondence to be sent to the above email address	
Is your application due to a change in address?	Yes / No

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Additional Information	
Does the child have a Statement of Special educational Needs or are they undergoing statutory assessment?	Yes / No
Is the child in the care of the Local Authority?	Yes / No
Will you be filling in another application form for additional children within the same family?	Yes / No
<b>Please add any information you would like us to know.</b> Include details of any siblings who may also require a place	

**Please provide your supporting documentation i.e. Exchange of Contracts, Rental Agreement, Right to live in UK, official letter declaring a relocation date and address in the case of a crown servant or service personnel .**

**Declaration**

**I certify that I am the person with parental responsibility for the child and that the information given is true and correct.**

I confirm that I have read the information located on the **School's Website Admissions** pages, and understand that the School may need to share the information provided with other professionals within the county council relating to education.

Signed	
Print full name	
Date	
Relationship to child	

Please return this form to:

Woodland View Primary School  
School Lane  
Grange Park  
Northampton  
NN4 5FZ  
Email: [bursar@woodlandview.northants-ecl.gov.uk](mailto:bursar@woodlandview.northants-ecl.gov.uk)