

Procedures for in-year admissions in Surrey - 2024/25

1. Introduction

- 1.1. These notes provide information and advice for headteachers and school staff regarding the processes for application and offer for in-year admissions during 2024/25.
- 1.2. In-year applications are those that are made to join an existing year group within a school. Applications that will **not** be considered to be in-year applications are those being made for entry to:
 - Reception for September 2025, if they are made prior to 1 September 2025
 - Year 7 for September 2025, if they are made prior to 1 September 2025
 - Year 3 for September 2025, if the school has a separate PAN for Year 3 and if they are made prior to 1 September 2025
- 1.3. All applications should be made in accordance with the procedures set out in Sections 3, 4, 5 and 6.
- 1.4. The following appendices should be considered in conjunction with this document:
 - Appendix 1 sets out a flow chart for how applications should be handled;
 - Appendix 2 sets out a flow chart on the legal basis for considering in-year applications;
 - Appendix 3 sets out a flow chart on how offers will be made from waiting lists; and
 - Appendix 4 sets out some template letters which own admission authority schools might choose to use.

2. Requirements of the School Admissions Code

- 2.1. The School Admissions Code requires each local authority to:
 - publish by 31 August each year how in-year applications can be made and will be dealt with, including which schools they will coordinate admissions for, and which schools will manage their own in-year admissions;
 - set out the contact details for any admission authority that manages its own in-year admissions;
 - provide a suitable application form (and a supplementary form where necessary) for applicants to complete when applying for a place at a school for which they coordinate in-year admissions;
 - promptly forward to the admission authority any application that is received for a school which manages its own in-year admissions;
 - on request, provide information about the places still available in all schools within its area.
- 2.2. The School Admissions Code requires own admission authority schools to:
 - inform the local authority by 1 August each year whether they intend to be part of the local authority's in-year coordination scheme or whether they will be managing their own in-year admissions for the forthcoming academic year;

- by the same dates, provide to the local authority all information that the local authority is required to publish on its website;
- to set out on the school's website by 31 August each year how in-year applications will be dealt with, including how applicants can apply for a school place, when applicants will be notified of the outcome and details of their right of appeal;
- where they manage their own in-year admissions, provide a suitable application form for applicants to complete (and a supplementary form where necessary);
- process an application referred to them by the local authority, in accordance with the school's own in-year arrangements;
- provide a hard copy of the information about in-year applications on request for those who do not have access to the internet;
- provide the local authority with details of the number of places available at the school whenever this information is requested, no later than two school days following a request;
- with the exception of designated grammar schools, offer a place to every child who has applied for one, unless admitting the child would prejudice the efficient provision of education or the efficient use of resources;
- notify the local authority of every application and its outcome as soon as is reasonably practicable, but should aim to do this within two school days

2.3 Upon receipt of an application, the admission authority (or the local authority if it is coordinating the application on behalf of the admission authority), should aim to notify the applicant of the outcome in writing within 10 school days, but they **must** be notified of the outcome in writing within 15 school days.

2.4. Schools must not refuse to admit a child solely because:

- they have applied later than other applicants
- they are not of the faith of the school, in the case of schools designated with a religious character
- they have followed a different curriculum at their previous school
- information has not been received from their previous school

2.5 For children applying for a place at a school in the normal year of entry (i.e. where a PAN exists for entry into that year group - normally Reception, Year 3 or Year 7), admission can only be refused in-year if:

- the PAN has been reached; or
- the child has been permanently excluded from two or more schools and the last exclusion was within the last two years - paragraph 3.8 of the Code sets out the limited exceptions to this rule.

2.6 For children applying for a place at a school for a year group that is **not** the normal year of entry, admission can only be refused in-year if:

- the child has been permanently excluded from two or more schools and the last exclusion was within the last two years - paragraph 3.8 of the Code sets out the limited exceptions to this rule; or
- the school is full and can argue prejudice; or

- the school is undersubscribed but can argue prejudice on the basis of the child having challenging behaviour (in accordance with the definition set out in Surrey's Fair Access Protocol) and otherwise meets the conditions set out in the Protocol.

- 2.7 The flow chart at Appendix 2 sets out the legal basis for considering in-year applications, as per paragraphs 2.5 and 2.6.
- 2.8 Where an application is refused, the outcome must set out the reason for the refusal and information about the right of appeal.
- 2.9 Where an application is offered a school place and the offer is accepted, arrangements should be made for the child to start as soon as possible, particularly where the child is out of school.

3 Who should make an in-year application?

- 3.1 A person with parental responsibility can apply for a place for a child at any school, at any time and the application **must** be considered.
- 3.2 However, applications for in-year admission are usually made by applicants who:
- have moved into the area and require a school place for a child
 - wish for a child to transfer between schools
- 3.3 It is extremely important that a child has continuity in their education and the local authority strongly discourages unnecessary transfers between schools. Schools are expected to work with children and their families to prevent unnecessary transfers between schools.
- 3.4 Under no circumstances should a school ask a family to withdraw a child from the school's roll. If a school continues to face difficulty with a child who is on their roll, such as through poor attendance or challenging behaviour, they should seek support from their area team in the first instance.
- 3.5 If information comes to light through the in-year admissions process which indicates that a school has taken a child off roll inappropriately or has not sought appropriate support for a child whilst they were on roll, the School Admissions team will refer that information to the Area Inclusion Manager who will liaise with the school as appropriate.

4 In-year admissions process for community and voluntary controlled schools, and own admission authority schools which have chosen to buy in to the admissions service in 2024/25

- 4.1 **The School Admissions team will receive applications and coordinate admissions for community and voluntary controlled schools and any own admission authority school which has chosen to buy in to the admissions service.**

4.2 Every applicant wishing to apply for a place at a Surrey community or voluntary controlled school or an own admission authority school which has chosen to buy in to the admissions service outside the normal starting school process or transfer to junior/secondary school process will need to apply online or complete Surrey's centrally managed in-year paper application form (CMA).

4.3 Applicants are encouraged to apply online as this will enable them to:

- see application information in one place.
- make applications for multiple children.
- upload scanned or electronic documents in support of their application.
- make changes to their application before submitting.

Applications made online are imported daily which means schools can see details much more quickly and this contributes to a quicker processing turn around. The online application also has validations which reduces the likelihood of errors and ensures all questions are answered.

4.4 Whether applying online or on paper, Surrey's application will ask applicants to name up to three preferences which applicants will be asked to rank in their order of preference.

4.5 Surrey's application will ask applicants to complete information relating to the child, that is permitted under the School Admissions Code and that is relevant to determining admission (but schools should also see section 12 on the Fair Access Protocol).

4.6 The School Admissions team will import the details of any application made online on the working day after it has been submitted although applications with import errors may take longer to appear. Paper application forms will be manually entered on to the School Admissions database within two working days of the form being received, although this may take longer at peak times.

4.7 On receipt of an application, the School Admissions team will check it to ensure that it has been fully completed. An application will not be treated as valid until it has been fully completed. The School Admissions team will also validate the address and, from the information provided, identify whether the child:

- is a looked after or previously looked after child (see section 9)
- is currently missing education (see section 11)
- might meet the criteria included within the Fair Access Protocol if a place cannot be secured in year (see section 12)
- has an Education, Health and Care Plan (in which case the application will be referred back to the applicant and advised to apply through the SEND team)

- might be at risk (see section 11)

- 4.8 **Once the School Admissions team is satisfied that the application is fully completed, they will consider the preferences named against the vacancies that might be available at the named community and voluntary controlled schools or any own admission authority school which has chosen to buy in to the admissions service.**
- 4.9 If any of the schools have a vacancy, the School Admissions team will ensure the child has been assessed against each school's oversubscription criteria and placed in the correct order on each school's waiting list (if one exists) before determining which school the child might be eligible for.
- 4.10 Once all preferences have been considered, the School Admissions team will eliminate all but the highest preference offer for the child. This will be the outcome sent to the applicant (but see paragraphs 11.2 and 11.3 if no vacancy exists).
- 4.11 The School Admissions team will aim to issue the outcome to the applicant in writing within 10 school days of the application being received, but within a maximum of 15 school days. The outcome letter will advise the applicant of the reasons and their right to appeal for any school for which they are unsuccessful.
- 4.12 Only the School Admissions team will issue the outcome letter to an applicant, and no community or voluntary controlled school or own admission authority which has chosen to buy in to the admissions service should indicate the outcome to the applicant until the School Admissions team has issued the outcome letter.
- 4.13 Schools cannot insist on meeting the child or their family before a place is offered.
- 4.14 Only once the School Admissions team has confirmed to a school that an offer of a place has been made can the school make contact with an applicant, although they are not required to make contact at this stage. However, it is recognised that to do so might eliminate delays in admitting the child to school. Applicants will still be required to notify the School Admissions team of whether they wish to accept or decline an offer.
- 4.15 Where a place is offered, the School Admissions team will track each application until a child has been placed on roll.
- 4.16 Applicants will be given two calendar weeks to accept or decline an offer of a place and, if an applicant fails to respond, the School Admissions team will make every reasonable effort to contact the applicant before deciding to withdraw the place. The School Admissions team will not withdraw a place without first liaising with the appropriate school.
- 4.17 Once an applicant has accepted or declined a place, the School Admissions team will notify the school and, if the place has been accepted, the school should make contact with the family to arrange admission if they have not already done so. Schools will normally be expected to arrange admission as soon as possible, especially where the child is out of school, and within no more than 10 school days of the offer being accepted.
- 4.18 If the child is attending another school, the earliest start date should be negotiated that takes into account any exceptional circumstances of the child, e.g. if a child is due to take

exams at their original school. A reasonable maximum length of time that a place should be held open where a child is transferring from another school and where there are exceptional circumstances is four calendar weeks from the date of offer. Awaiting a house move where there is no completion date should not be treated as exceptional circumstances.

- 4.19 Once a child has started, the school must let the Schools Admissions team know using their [starter and leaver form](#).
- 4.20 Children's names will not be automatically placed on the waiting list for any community or voluntary controlled school or any own admission authority school which has chosen to buy in to the admissions service, unless the applicant has applied for more than one child and not all children can be offered a place at the same school. In all other cases applicants will be advised that if they wish to go on the waiting list for a school, they should indicate this on their reply slip or email to request it.
- 4.21 Waiting lists for each school will be maintained by the School Admissions team in rank order in accordance with each school's oversubscription criteria.
- 4.22 The School Admissions team will confirm to the school once a waiting list offer has been made (see Appendix 3).
- 4.23 Schools will be expected to let the School Admissions team know if, on enrolment, the applicant provides them with a different address, or they have reason to believe that the child does not live at the address provided. The School Admissions team will then carry out checks to ensure that admission has not been gained using an address of convenience.
- 4.24 The School Admissions team will audit the waiting lists for community and voluntary controlled schools and any own admission authority which has chosen to buy in to the admissions service. All waiting lists will be cancelled on the last day of the summer term 2025 and applicants will be expected to complete a Continuing Interest form between 1 July and 31 August 2025 if they wish to still be considered for a place in the 2025/26 academic year.

5 In-year admissions process for own admission authority schools that have not chosen to buy in to the admissions service in 2024/25

- 5.1 **Schools which are their own admission authority that have not chosen to buy in to the admissions service can choose to be part of Surrey's centrally managed in-year application (CMA) which is available online and on paper, or to use a separate school managed application form (SMA).**
- 5.2 **Own admission authority schools are encouraged to use Surrey's centrally managed in-year application to ensure that:**
 - children who are out of school are suitably supported
 - fair access cases can be identified quickly
 - **safeguarding responsibilities of schools and the local authority are met**

- 5.3 Applicants must not be told that they cannot apply for a place because there are no vacancies at the school.

Application process for own admission authority schools which use Surrey's centrally managed in-year application (CMA)

- 5.4 Schools which choose to use Surrey's centrally managed in-year application (CMA) can refer applicants to Surrey's website to apply online or to access a paper application form. See paragraph 4.3 for the benefits of encouraging applicants to apply online.
- 5.5 Applicants will be asked to include the school in the list of schools on Surrey's centrally managed in-year application.
- 5.6 On receipt of any application which names an own admission authority school, Surrey's School Admissions team will carry out the actions set out in paragraphs 4.6 and 4.7 and will then aim to refer the details of the application to the school within five working days of the date the application is received or is deemed to be fully completed, if later. This referral will include any details which might be relevant to the child's admission if the school is able to offer a place.

Application process for own admission authority schools which use a separate school managed application form (SMA)

- 5.7 **Schools will be provided with a template form for in-year admission which they may personalise with their own school logos and return address.**
- 5.8 **The template form for in-year admission will also be made available on Surrey's website as a school managed application (SMA) and schools must accept an application made by an applicant using Surrey's template form. Applicants who approach Surrey's School Admissions team to apply for a school which uses its own application form will be directed to Surrey's website or to the school.**
- 5.9 **Whether the applicant completes Surrey's template form or the school's personalised form, in each case the form must be returned directly to the school.**
- 5.10 **The separate application form must only ask applicants to name one preference. The form must not seek details of any other school for which the applicant may have applied. If applicants wish to apply for other schools, they will need to complete either Surrey's centrally managed in-year application or the individual form for the school, whichever is appropriate.**
- 5.11 **Each school's in-year application form must only ask applicants to complete information relating to the child that is permitted under the School Admissions Code and that is relevant to determining admission.**

- 5.12 **Details of all SMA applications received by an own admission authority school must be shared by the school with Surrey's School Admissions team using their [application and outcome form](#), within five school days of receiving the application. This should include the outcome if it has already been decided. If it has not been decided, see paragraph 5.21 for details of sharing the outcome with Surrey's School Admissions team. However, where no vacancy exists or where there is a vacancy and no waiting list, the expectation is that schools will notify the School Admissions team of the application and outcome within two school days.**

Decision making process for all own admission authority schools which do not buy in to Surrey's admissions service

- 5.13 **Schools which require additional information in order to apply their admission criteria may use supplementary forms, but these must be included as part of the school's annually determined admission arrangements which must be displayed on the school's website.**
- 5.14 **Schools must consider each application in accordance with their admission criteria.**
- 5.15 If an own admission authority school has a vacancy and has applicants on a waiting list that have not yet been ranked, they must ensure that all applicants are ranked before they give the outcome of an application.
- 5.16 A decision to offer or refuse admission must not be made by one individual. Where a school is its own admission authority the whole governing body, or an admissions committee established by the governing body, must make the decision.
- 5.17 A school must not refuse to admit a child solely because they have followed a different curriculum at their previous school.
- 5.18 Once the school has made their decision, they must aim to notify the applicant in writing within 10 school days of the application being received, but within a maximum of 15 school days.
- 5.19 Where a place cannot be offered, the outcome letter issued by the school must advise the applicant of the reasons and of their right to appeal. See Appendix 4 for template letters which own admission authority schools might choose to use.
- 5.20 Schools cannot insist on meeting the child or their family before a place is offered as this would contravene the School Admissions Code.
- 5.21 As soon as a decision has been made the school must also notify Surrey's School Admissions team. Own admission authority schools are asked to notify the School Admissions team of the outcome of each application using their [application and outcome form](#) within 10 school days of the application being received, but within a maximum of 15 school days. However, where no vacancy exists or where there is a vacancy and no waiting list, the expectation is that schools will notify the School Admissions team of the application

and outcome within two school days. The School Admissions team will track each offer until a child has been placed on roll.

- 5.22 Own admission authority schools must give applicants at least two calendar weeks to respond to an offer. If no response has been received within two calendar weeks the admission authority must make all reasonable effort to contact the applicant before deciding to withdraw the place.
- 5.23 Once a place is accepted, arrangements should be made for the child to start as soon as possible, especially where the child is out of school, and no more than 10 school days of the offer being accepted. Schools should not wait until the start of the following half-term to effect admission.
- 5.24 If the child is attending another school, the earliest start date should be negotiated that takes into account any exceptional circumstances of the child, e.g. if a child is due to take exams at their original school. A reasonable maximum length of time that a place should be held open where a child is transferring from another school and where there are exceptional circumstances is four calendar weeks from the date of offer. Awaiting a house move, where there is no completion date, should not be treated as exceptional circumstances.
- 5.25 Once a child has started, the school must let the Schools Admissions team know using their [starter and leaver form](#).
- 5.26 Waiting lists for own admission authority schools which do not buy in to Surrey's Admissions service will be maintained by each school. Applicants should be informed of how to place the child on the waiting list if this is not done automatically by the school. Children should not be placed on the waiting list until an application has been considered by the school and an outcome provided in writing.
- 5.27 If a waiting list position is provided to an applicant, the school must not give any indication of the likelihood of being offered a place.
- 5.28 Where ranked waiting lists are held, they must be ranked in accordance with the school's oversubscription criteria. Schools **must not** give priority to children based on the date their application was received or their name was added to the list.
- 5.29 If an own admission authority school allocates a place from the waiting list, they must notify the School Admissions team of the child who is to receive the offer, and the outcome of the offer once received (See Appendix 3).

6 Applications to out of county schools and sharing details of out of county applicants with other local authorities

- 6.1 If an applicant wishes to apply for an out of county school, they must enquire with either the school or the local authority where the school is situated as to how an application should be made. Applications for out of county schools should not be named on Surrey's centrally managed in-year application.

- 6.2 Where the School Admissions team receives details of an application from an out of county child, either on the centrally managed in-year application or from an own admission authority school, the School Admissions team will share details of the child with the home local authority if a place can't be offered and it appears that the child is out of school, to ensure the home local authority can meet their duties with regard to tracking and safeguarding of children.

7 Enquiries from applicants

- 7.1 Surrey's centrally managed in-year application (CMA) is available online or on paper on Surrey County Council's website or by phoning Surrey's Schools and Childcare Service on 0300 200 1004 (Mon-Fri, 9am–5pm).
- 7.2 The school managed in-year application form (SMA) used by some own admission authority schools is available on Surrey County Council's website, by phoning Surrey's Schools and Childcare Service on 0300 200 1004 (Mon-Fri, 9am–5pm) or by contacting each school direct.
- 7.3 Any applicant who makes an enquiry with an admission authority regarding the availability of a place should be informed if there is a place available within the relevant year-group of the school, but schools must always take account of any children on the waiting list. Where Surrey's School Admissions team manages the waiting list, schools are advised to refer the applicant to the School Admissions team to ensure accurate information is provided about vacancies.
- 7.4 Even if there are no vacancies, enquirers must be advised of their right to make a formal application for a place, their right to go on the waiting list for a school and how to join the waiting list if the school does not do this automatically.
- 7.5 No applicant should be required to disclose the details of the child when making a general enquiry regarding vacancies.
- 7.6 If a request is received from an applicant to view the school, if possible, arrangements should be made, as this will help the applicant to decide if it is the right school for the child. Alternatively, virtual tours might be arranged. A visit or tour should not be refused on the grounds that there is no vacancy at the school as an applicant still has the right to state a preference for the school. If it is not possible to offer a place the applicant can appeal against the admission decision and ask for the child's name to be added to the waiting list.
- 7.7 If an applicant currently lives out of area but wishes to apply for a Surrey school they may do so, but the address to be used when processing the application should be the address the child is currently living at, even if that address is outside the United Kingdom. The only exception is for children from Armed Services families or Crown Servants where evidence of a new posting can be provided. In those cases it is reasonable to use the new posting address prior to a move, or in the cases of a member of the Armed Services, a unit address if a posting address is not yet known (for further information see Surrey's 'Guidance on admission of children from overseas' available at [School admissions policies and reports - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/school-admissions-policies-and-reports)).

- 7.8 There will be some families who are vulnerable or who are unable to navigate the admissions system easily, such as families with English as an additional language, travellers, families returning from abroad or armed service families. The School Admissions team will continue to offer support to families who need additional help throughout the process.
- 7.9 Please also see Surrey's 'Guidance on admission of children from overseas' if the applicant and/or child currently lives overseas (available at [School admissions policies and reports - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/school-admissions-policies-and-reports)).

8 Guidelines for considering applications

- 8.1 No applicant or child should be interviewed as any part of the application or admission process unless it is to assess suitability for boarding. If a school meets an applicant before admission, for example at an open evening or school visit, it should be made clear that the meeting forms no part of the admission process and cannot be used to select between applicants on a waiting list. Schools **must not** require a family to visit the school before an offer is made.
- 8.2 A school must not refuse to admit a child on the basis of their behaviour elsewhere (see paragraphs 2.5 and 2.6 for limited exceptions), nor should they refuse to admit a child thought to be potentially disruptive or who has exhibited challenging behaviour on the grounds that the child ought first to be assessed for special educational needs.
- 8.3 Admission must not be refused or delayed for a child who has English as an additional language. All applicants must be considered in accordance with the school's admission criteria, and if a place is subsequently offered, arrangements should be made to admit the child.
- 8.4 Admission authorities must not take account of reports from previous schools about children's past behaviour, attendance, attitude, or achievement, or that of any other children in the family. However, in some cases, after offer, it may be appropriate for school staff to request further information (verbal or written) from a previous school. However, this cannot form part of the decision-making process as to whether to offer a place and must not delay the child's admission. The information obtained should only be used to help the school identify specific areas of support. Exceptions may be necessary if an admission authority school is seeking evidence in support of a social/medical claim, but this should only apply if the school has a waiting list, in which case the school should liaise with the School Admissions team.

9 Children in care

- 9.1 **There is a separate application form for the admission of children in care which must be returned by the relevant social worker to the School Admissions team who will then liaise with the first preference school and so on. This is to ensure that applications for children in care can continue to be tracked and their admission monitored by the School Admissions team.**

- 9.2 **Schools are reminded that local authorities must secure a school placement for a child in care within 20 school days. As such, applications for children in care must be considered quickly to prevent any delay in their admission. Schools should refer to Surrey’s ‘Protocol for the processing of in-year admissions for children in care’ for further information (available at [School admissions policies and reports - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/school-admissions-policies-and-reports)).**

10 The role of the School Admissions team in identifying multiple offers

- 10.1 If the School Admissions team is made aware of an offer by an own admission authority school where an alternative offer has already been made, the School Admissions team will track the application to ensure that the multiple offer is resolved.

11 Safeguarding and the role of the School Admissions team in making arrangements for children who are without a school place

- 11.1 If the School Admissions team is made aware of information that suggests that a child might be at risk, the team will seek consent and make a referral to Surrey Children’s Single Point of Access (C-SPA). This will include cases where the child is declared to be living with someone who does not have parental responsibility or where the child is living with someone other than their natural parent who has declared themselves to have parental responsibility but has not provided evidence.
- 11.2 If the School Admissions team is made aware of a Surrey child who is out of school or who requires a change of school and there are no vacancies at any of the schools applied for, the School Admissions team will offer a suitable alternative place at a school with a vacancy, regardless of the type of school. However, where a vacancy is identified at an academy or foundation, free, trust or voluntary aided school, the School Admissions team will liaise with the school in the first instance.
- 11.3 If there are no suitable alternative schools with a vacancy when considering travelling distance and journey time, the School Admissions team may seek to resolve a placement for a Surrey child by asking a school to admit above their published admission number or, where they qualify, by placing the child through Surrey’s Fair Access Protocol (see Section 12).
- 11.4 If a child lives in Surrey and for whatever reason remains out of school the School Admissions team will notify the tracking officer for children missing education (CME) who will continue to monitor and liaise with the family.
- 11.5 If a child is a Surrey resident who is currently in a school and does not require a change of school and there are no vacancies at any of the schools applied for, the School Admissions team will take no further action.

- 11.6 If the child is not a Surrey resident and none of the Surrey schools named as a preference are able to offer, the School Admissions team will refer the applicant to the home local authority to resolve a placement if the child is not on the roll at any school and will also alert the home LA for the child.
- 11.7 Where a family is moving into Surrey, either from abroad or from elsewhere in the United Kingdom, and the School Admissions team is unable to allocate a place at one of the preferred schools, no alternative school place will be allocated until the child has moved and is living within the area. Instead, any such family will be notified of alternative schools with vacancies with the freedom to add additional preferences as required. An exception to this is children from Armed Services families or Crown Servants where evidence of a new posting can be provided. In such cases, the School Admissions team will seek to identify an alternative school place if no preferred school is able to offer (for further information see Surrey's 'Guidance on admission of children from overseas' available at [School admissions policies and reports - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/school-admissions-policies-and-reports)).

12 Fair Access Protocol

- 12.1 Schools should refer to Surrey's Fair Access Protocol (available at [School admissions policies and reports - Surrey County Council \(surreycc.gov.uk\)](https://www.surreycc.gov.uk/school-admissions-policies-and-reports)), which sets out the criteria for placement under the protocol and the process for admission.
- 12.2 Additional 'fair access' questions may be asked of applicants applying for a school place, but this information will only be used to place a child under the Fair Access Protocol if a place cannot be secured through the normal in-year admission procedures.
- 12.3 The 'fair access' questions will be checked to identify if there might be any matters that might need sharing with other services or if the child might be eligible to be placed under fair access if a place cannot be secured through the normal in-year processes.
- 12.4 An admission authority must not refuse to admit a child to a school solely on the basis that they would be, or they believe they would be, eligible to be placed via the Fair Access Protocol. The school must consider the applicant under their in-year processes (see paragraphs 2.4 and 2.5 for lawful reasons why an in-year application might be refused and Appendix 2 for a flow chart setting out the legal basis for considering in-year applications).
- 12.5 Where admission is lawfully refused and the school believes that the child might meet one of the categories within the Fair Access Protocol, the school should refer the case to the School Admissions team using the fair access referral form. However, in each case the admission authority must still write to the applicant with the outcome, the reason for refusal and advise them of their right of appeal.
- 12.6 If a child lives out of county the School Admissions team will act in accordance with the section on 'Out of area applications' in the Fair Access Protocol.

13 Data returns to the School Admissions team

- 13.1 Section 30(3) of the Education Act 2002 says: "The governing body of a maintained school shall provide the local authority with such reports in connection with the discharge of the

functions of the governing body as the authority may require (either on a regular basis or from time to time) for the purposes of the exercise of any of their functions".

- 13.2 The Education (Pupil Registration) (Amendment) (England) Regulations 2016 require all schools to notify their local authority:
- when they are about to remove a pupil's name from the school admission register
 - within five days of adding a pupil's name to the admission register at a non-standard transition point
- 13.3 In each case the Regulations stipulate the information that must be shared. The School Admissions team will use this information to validate starters and leavers at each school.
- 13.4 As required by the School Admissions Code, the local authority also has a duty to communicate the availability of places to applicants on request. As such, to ensure the School Admissions team has access to the most up to date vacancy information, all schools are asked to update the School Access Module (SAM) with the attendance count for each year group at the start of each term and thereafter to update the attendance count each time there is a change. The attendance count should not include children who have been offered a place but who are not yet on roll. Periodically, the School Admissions team might write to schools to ask them to update the attendance count on SAM at other times and where this is requested, the school must respond within two school days.
- 13.5 In accordance with these procedure notes for in-year admissions, own admission authority schools are asked to notify the School Admissions team of each in-year application within five school days of it being received and the outcome of that application within 10 school days of it being received, but within a maximum of 15 school days. However, where no vacancy exists or where there is a vacancy and no waiting list, the expectation is that schools will notify the School Admissions team of the application and outcome within two school days. In each case the information to be provided to the School Admissions team is as follows:
- Child surname
 - Child first name
 - Child date of birth
 - Child gender
 - Child address
 - Current/previous schools
 - Applicant's name
 - Applicant's address (if different to the child)
 - Applicant's telephone number(s) and email address
 - Relationship to child
 - Whether or not a place can be offered
 - If a place cannot be offered, the reason
 - The date the outcome has been sent to the applicant
 - If a place is offered, whether the applicant has accepted or declined the offer

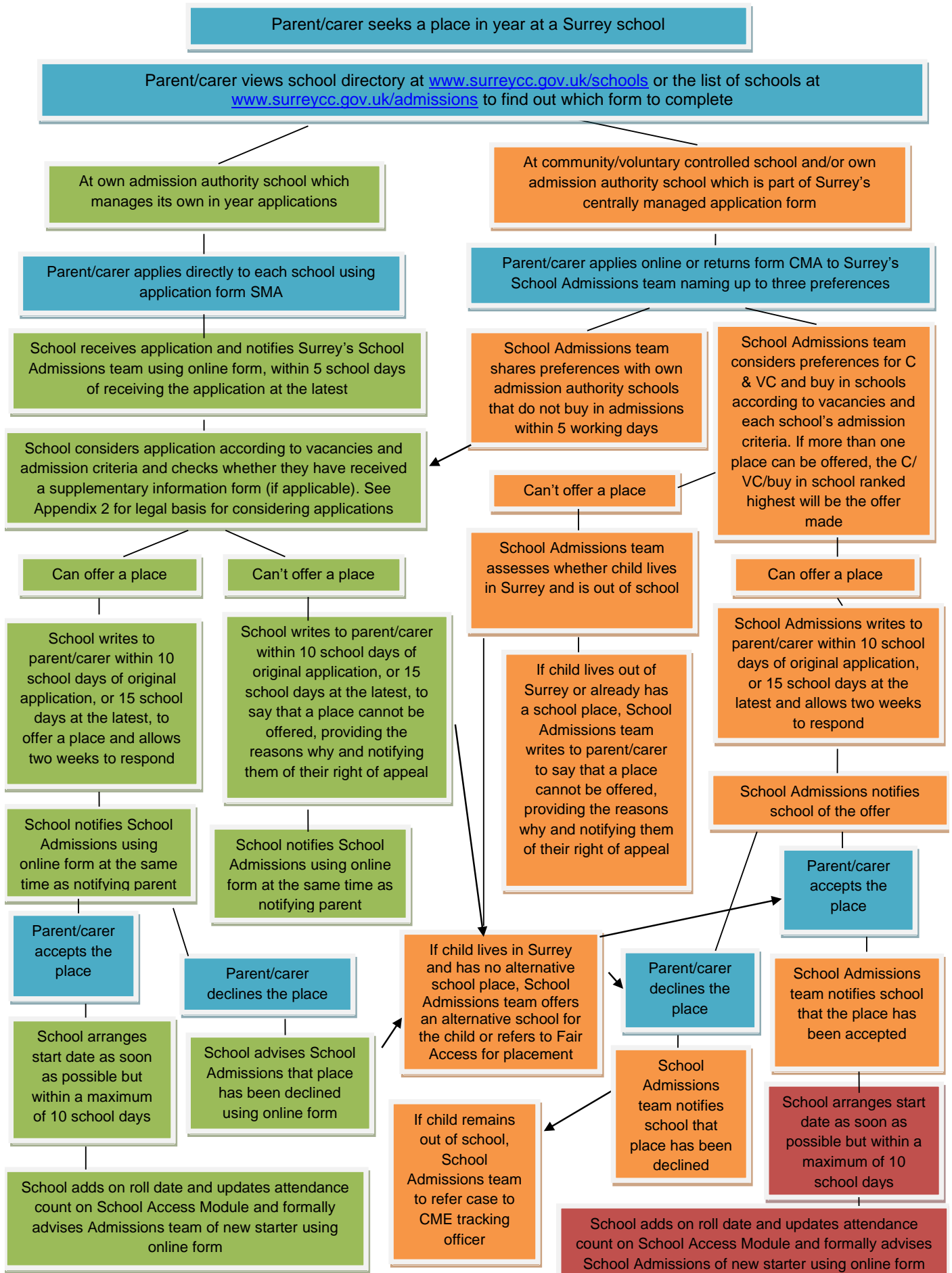
14 Data sharing between the School Admissions team and schools

- 14.1 Where possible, pupil related data will be shared between the School Admissions team and schools through Surrey's School Access Module (SAM) or the secure London Grid for Learning (LGfL) support site.
- 14.2 Where it is necessary to send data within an email, pupil related data will be kept to a minimum and emails will be encrypted/marked restricted.
- 14.3 Where hard copies of documents need to be shared with schools, the school will be notified by email and the documents will be marked confidential and sent to a named contact within a school by post.

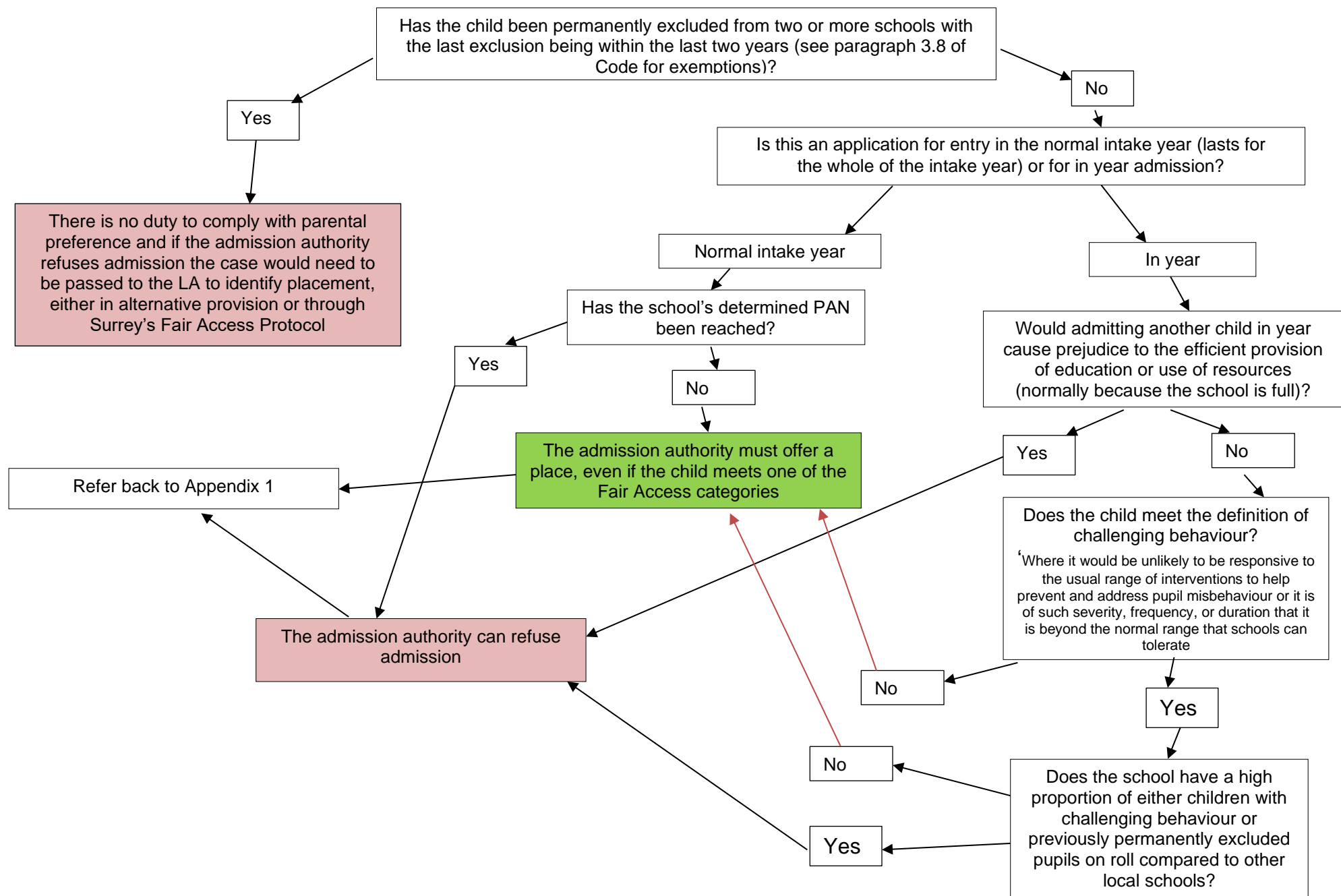
15 Useful links

- 15.1 Please see the School Admissions Resource section on the [Surrey Education Services \(SES\) hub](#) for useful links in relation to School Admissions.

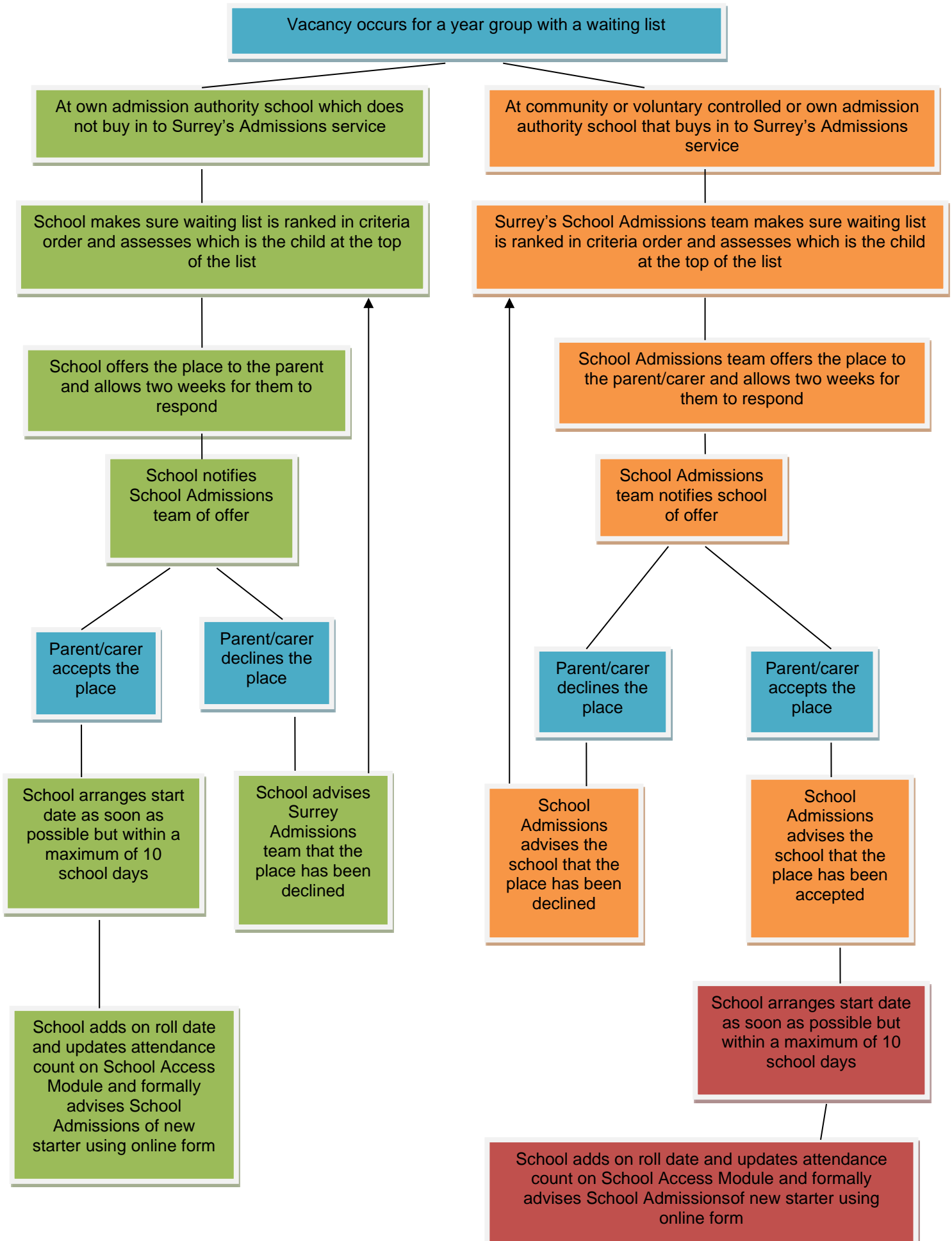
Flow chart for processing in year applications



Flow chart setting out the legal basis for considering in-year applications



Flow chart for making offers from the waiting lists



IN-YEAR OFFER LETTER - template wording and reply slip for own admission authority schools to use when offering a school place to an in-year applicant

Dear

Application for admission to [School Name](#)

Child's name: **DOB:**

Following your in-year application for a school place for [Child's Name](#) I am now pleased to be able to offer [Child's Name](#) a place at this school.

You must accept or decline this offer of a school place by completing the enclosed reply slip and returning it to the school at the above address by [Date](#).

If you wish to accept the place, please contact us for all details concerning admission. It is anticipated that [Child's Name](#) will be ready to take up this place straight away and, once accepted, we will aim to arrange a start date as soon as possible, but within a maximum of 10 school days. If [Child's Name](#) is attending another school and there are exceptional circumstance for delaying the start date, such as exams due to be taken, we may be able to agree this but only for a period of up to four calendar weeks of the place being accepted. If [Child's Name](#) is not yet ready to take up this place please contact us to discuss a start date.

This offer has been made on the basis that [Child's Name](#) is still living at the above address. If you have moved home you must inform us. Failure to do so may result in this offer being withdrawn if it subsequently becomes apparent that it was made in error.

If you wish to enquire about eligibility for travel assistance, please see Surrey's travel assistance policy which is available on the Surrey County Council website at [School transport - Surrey County Council \(surreycc.gov.uk\)](#) or by telephoning Surrey's Schools and Childcare Service on 0300 200 1004 (Mon – Fri 9am – 5pm).

I can confirm that details of your application and the outcome have been shared with Surrey's School Admissions team.

If you have any queries please do not hesitate to get in touch.

Yours sincerely

Headteacher

cc Surrey School Admissions Team
schooladmissions@surreycc.gov.uk

REPLY SLIP

Please return to:

School Name and address

If you do not return this form by [Date](#) we may withdraw this offer of a school place.

Child's Name:

DOB:

Child's Address:

School:

Please tick the appropriate boxes below:

1. I wish to accept the offer of a place at your school. ☐

or

2. I do not wish to accept the offer of a place at your school and my child ☐
will be attending

Signature of Parent/Carer.....

Date.....

IN-YEAR - UNABLE TO OFFER LETTER - template wording and reply slip for own admission authority schools to use when unable to offer a school place to an in-year applicant

Dear

Application for admission to [School Name](#)

Child's name: **DOB:**

Following your in-year application for a school place for [Child's Name](#) I am sorry to tell you that I am not able to offer [Name](#) a place at this school. This is because (you must enter reasons)

If you would like your child's name added to the waiting list, please [write to/telephone](#) the school to let us know.

[OR](#)

Your child's name has automatically been added to our waiting list. [\[Delete as applicable\]](#)

Waiting lists will be cancelled at the end of [each term/end of the Summer term each year](#) [\[Delete as applicable\]](#). If you wish your child's name to remain on the waiting list after that time you should [write to us and let us know/submit a new application](#). [\[Delete as applicable\]](#)

As you have been refused a place at this school you have the right to appeal under the School Standards & Framework Act 1998.

For more information and to request an appeal form please telephone us on the above number. Appeal forms should be returned as quickly as possible.

[OR](#)

For more information on appeals please telephone us on the above number. To submit your appeal online please go to www.surreycc.gov.uk/schoolappeals.

I can confirm that details of your application and the outcome have been shared with Surrey's School Admissions team.

For more information on how to apply for other schools please see Surrey's website www.surreycc.gov.uk/admissions or telephone Surrey's Schools and Childcare Service on 0300 200 1004 (Mon-Fri, 9am-5pm).

If you have any queries, please do not hesitate to get in touch.

Yours sincerely

Headteacher