

In Year Admissions Guide

How to apply for a school place mid way through a school year, rather than at the usual transfer time.



INVESTOR IN PEOPLE



In Year Admissions Guide

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Introduction

Moving to a new school is an important step for any child. Changing your child's school can affect him or her in many ways and the decision should not be taken without careful thought. We know that a number of families will need to transfer their child to another school during the academic year, rather than at the usual transfer times. These school moves are called in-year admissions.

This Guide for parents is written to give you the information you need about making an in-year application to either primary or secondary school. It is very important that you read the Guide before making your application. It contains information that you need to be aware of before completing the form.

You need to make an application to us to show which school(s) you would like your child to go to – your school preferences.

Most of the questions that you will have about your child going to a different school will be answered in this guide. If you would like any further help, just contact us.

Background Information

Different types of schools

Schools in Buckinghamshire are for children aged 3 to 19 and include the following types of school:

Primary schools – infant junior and combined

Upper schools - -for children of all abilities

Grammar schools - -for children who qualify through the relevant testing procedure

Each school is classed as an Academy, Community, Voluntary Controlled, Foundation or Voluntary-Aided school. There are also two Free schools in Buckinghamshire and a University Technical College (UTC) for entry to years 10 or 12.

Academies are independent state schools and are established by sponsors from business, faith or voluntary groups, or as a result of schools converting in line with recent Government legislation. Places are offered on behalf of the governing body or trust, which sets and applies the admission rules.

Community schools and Voluntary Controlled are managed by the Local Authority (LA).

For Foundation schools the governing body sets and applies the admission rules. Places are offered on behalf of the governing body.

Free schools are set up by local groups and have increased control of the curriculum, selection of staff and school conditions. They are funded directly from Central Government. Free schools are

not selective and are free for children to attend. Places are offered on behalf of the trust which sets and applies the admission rules.

Voluntary-Aided schools are managed by the Church of England or Roman Catholic diocese. The governing body of the school sets and applies the admission rules. Places are offered on behalf of the governing body.

All schools have Admission Rules (criteria) which are used to decide which children should be offered places if there are more applications than places available. You can see which type each school is classed as, and which rules apply to each school, by checking the Primary or the Secondary Schools Directory. Schools do have different rules, so you must check these before making your application.

Applying for a School Place

Before submitting your application we advise you to visit the schools you are interested in. If schools are full they will not be able to offer you a place immediately. Our website provides information about which schools might have places available.

Who should you apply to?

We do not deal with all schools in year applications. Some schools deal with their own admissions and you will need to apply directly to that school for your school preference

Applications should be made directly to the following schools:

Primary Schools

Aylesbury Vale Academy (Berryfields)	Overstone Combined School
Bourton Meadow School	Radnage CE School
Chepping View Primary Academy	Seer Green CE Combined School
Cuddington & Dinton CE School	Speen CE School
Danesfield School	St Louis Catholic Primary
Frieth CE Combined School	St Mary & All Saints CE Primary
Great Kingshill CE Combined School	St Mary's CE Primary (Amersham)
Hazlemere CE Combined School	St Michael's RC Primary School
High Wycombe CE Combined	St Nicolas' CE Combined School
Ibstone CE Infant School	St Peter's CE Combined School
Loudwater Combined School	The Gerrards Cross CE School
Newton Longville CE Combined School	Weston Turville CE School

Secondary School

Aylesbury Vale Academy	John Colet School
Chalfonts Community College	John Hampden Grammar School
Chesham Grammar School	Royal Grammar School
Cottesloe School	St Michael's RC School
Dr Challoner's Grammar School	Waddesdon CE School
Dr Challoner's High School	Wycombe High School
Highcrest Academy	

For all other Buckinghamshire schools then please apply directly to us.

Moving into or within Buckinghamshire

If you are moving into or changing home address within Buckinghamshire you will need to complete the online application form.

When to apply?

We appreciate that moving home is a stressful time for your family and that you want to prepare for your move as far in advance as possible. You can only apply **6 school weeks before** you intend to move school. If you have not yet moved we will consider your current address, until you provide us with evidence that you have moved. If you want a September start date, we will only accept applications from early June.

Service families can apply once they have an official letter declaring a relocation date and intended address (a unit postal or quartering address is sufficient).

Address Evidence

The following will evidence your move in to Buckinghamshire:

- A solicitor's letter confirming the date that you have completed the purchase of your new home
Or
- a formal lease agreement, provided through an approved letting agency, confirming that your lease has started and showing that you will still be living at the address for at least six months after 1 September
Or
- Third party evidence to show that you have returned (from abroad) to live in a property you already own.

We will also ask for evidence to show that you have disposed of your old property or that it is no longer available for you and your family to live in.

Evidence can be scanned and emailed adressevidence@buckscc.gov.uk or posted to us, Admission & Transport Team, County Hall, Aylesbury HP20 1UZ

We will not return documents, so please send a clear photocopy if you are posting your evidence.

If you email your evidence please make sure that you put your child's name and date of birth in the email. You will receive an automated reply to show we have received your email.

In deciding which your Normal Home Address is we would not usually accept an address if:

- You or your family has a second home elsewhere as a main residence. We expect that you have sold, or are in the process of selling or leasing, through an agency, your previous property or that a lease agreement on a property you previously rented has expired and that you have no other residence.
- Only part of a family has moved out of the Normal Home Address unless this was part of a divorce or permanent separation arrangement. If this is the case we will ask for evidence

of this.

- Two or more families claim to be living together in a property which is not suitable for the number of adults and children present and for which there is no formal record of this arrangement.
- A child moves to a home other than with their parent, unless this is part of a formal fostering or care arrangement. We may check this information.

We can refuse to accept where you say your child lives if we have any doubts, in which case we will continue to ask for evidence to show that you and your family actually live where you say you live. We may ask our legal team to investigate or ask that you provide legal confirmation of your address. We may check the evidence you have provided with other agencies, including your child's current school.

If we offer a place at a school and then discover that the offer was made on the basis of fraudulent or misleading information (for example, a false claim to living in a catchment area), and this denied a place to another child, we will withdraw the offer of that place. This has happened in previous years.

Completing the online application form

When completing the online application form the explanatory notes should help you with any queries.

Section 1: Child Details

Fill in your child's first name(s), legal surname, gender and date of birth and select the year group for which you are applying.

The 'Legal 'Surname' is the one on your child's birth certificate, adoption certificate or change of name deed poll.

Please provide your child's address at the time of application AND their new address.

The current address is where you and your child live. For admission purposes, this must be a residential property that is your child's only or main residence. It cannot be an address at which your child may sometimes stay or sleep due to your domestic arrangements. The property must be owned, leased or rented by the child's parent(s) or person with parental responsibility. A child's Normal Home Address is where he or she spends most of the school week, unless it is accommodation at a boarding school.

What if my child has shared or joint residence?

To avoid doubt, where a child lives with parents/guardians (with or without parental responsibility) whether for part of a week, or month, the address where the child lives will be determined by confirmation of the registered address to which Child Benefit is currently being paid. You must therefore send us a copy of your latest benefit entitlement notice. We may ask for further evidence.

What address do you use if I live abroad at the time the application is made?

If you are living abroad and are returning to a property in the UK, we will need to use the address that you are currently living at, until you can provide evidence to show that you will be resident in our area.

Section 2 Your details

The person who is the child's 'parent' should make the application.

A parent is defined in law (the Education Act 1996) as 'Any person who has 'parental responsibility' (defined in the Children Act 1989) for the child or young person'

If two parents with parental responsibility live at different addresses, the parent the child lives with for most of the school week should make the application with the full knowledge and consent of the non-resident parent. We may ask for evidence if circumstances have changed in the past 18 months.

If you provide an email address, we will use this to contact you where possible

Section 3 School Preferences & additional information

You can list up to three schools that you would like your child to attend in this section.

You should put the school that you most want your child to attend as First Preference.

If your child has a brother or sister already attending one of the schools or will be attending, you have listed in your preferences then please give their details (name, date of birth and school name) in the space provided. A sibling is a brother or sister - for admission purposes, we mean one of two (or more) individuals who have one or more parents in common or any other child (including an adopted child) who permanently lives at the same address and for whom the parent also has parental responsibility.

Will I be guaranteed a place at my preference school?

Places are limited in Buckinghamshire schools and it is not always possible to offer you the place you want for your child. If you are moving schools within Buckinghamshire there is no guarantee of an alternative school place and you may be asked to remain at your current school.

You cannot choose a school for your child, but you can make preferences. It is important research the available information before deciding on your preferred schools and the order you would like to put them on your application.

Each school has a prospectus and a website. These are often a good place to start getting to know the school. We have listed each school's website in the Directory.

You might like to look at school Ofsted (Office for Standards in Education) reports at: www.ofsted.gov.uk.

Make sure that you note when the report was written and, if you would like more information, ask the school what they have done about concerns, if any, since it was written.

Additional information

There are then nine further questions in this section which need to be answered and where extra information can be provided:

- Are you moving as a new posting as a serving member of the armed forces or Crown Servant?

Children of UK Service personnel (HM forces) or other Crown Servants must be treated as meeting the residency criteria for a particular area even if no house is currently owned in that area once proof of the posting has been provided. If you are moving into Buckinghamshire as a result of a military or other government posting then you should answer 'Yes' to this question and provide quarters address, or if not yet available the unit postal address (including postcode). It would be advisable to attach proof of the posting (e.g. copy of the Assignment Order) if available.

- Are you moving from abroad to live in the UK?

If you are moving abroad to live in the UK you will need to provide copy of your child's passport and your passport. Proof of residency such as an endorsed passport or entry visa will be required with the application if the child does not hold a full British Citizen passport or a European Economic Area passport.

- Is the child you are making the application for 'looked after'?

For admission purposes a 'looked after child' is a child who is in care who is looked after by a Local Authority, this includes a child who is accommodated, under a Care Order or Interim Care Order, or, who was previously looked after and immediately after being looked after became subject of an adoption, residence or special guardianship order.

A Residence Order sets out the arrangements as to the person with whom the child is to live under Section 8 of the Children's Act 1989.

A Special Guardianship Order appoints a child's special guardian(s) under Section 14A of the Children's Act 1980.

Please include evidence of the circumstances with your application

- Does your child have exceptional medical or social reasons why he/she should attend any of your preferred schools?

If your child has any particular needs that would affect their learning at school then you should answer 'Yes' and tell us about your child's needs here. You should also enclose information about these needs if you have it.

- Is your child currently supported by any other agencies?

If your child is supported Social Services, Educational Welfare Officers for attendance issues, Educational Psychology service, Child & Adult Mental Health Service, As-Action, Youth offending

team then please provide us with who they are supported by and contact details so we can ensure that your child can be supported through their change.

- Does your child have a Statement of Special Educational Need?

A very small number of children have a Statement of Special Educational Need. This is a special document written by a local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If a child has a Statement of Special Educational Needs you will need to give details of the authority that currently maintains the Statement and a contact name and telephone number in that authority.

My child has Special Educational Needs – where should I apply?

Many children with Special Educational Needs go to a local school and have some extra support. As well as this, some schools help children with particular needs. If your child has (or you expect them to have) a Statement of Special Educational Needs, you should contact the Special Educational Needs Team by emailing sen@buckscc.gov.uk or calling 01296 382331.

- Have you withdrawn your child from school?

If your child has been withdrawn then please tell us why for example, educated by a parent, due to house move or school suggested move.

- Has your child been permanently or temporarily excluded from any of their schools?

If your child has been excluded from school please give details of the school dates and reason.

It is important that you do not fail to reveal any attendance, disciplinary, behaviour or other significant health and well-being issues when making your application as they will seek to obtain a complete academic history and if there is anything that results in the school having concerns about their ability to meet your child's needs then this can delay their admission further.

- Secondary School application only

If your child is in Year 10 or 11 or has already chosen their option subjects, please list them in the box so that the allocated school are aware of the subjects. Please note that it may not be possible for your child to continue with the same subjects they have already chosen. Increasingly, pupils are taking their options at the end of Year 8 and starting on GCSE subjects at the beginning of Year 9. We advise you to discuss the subject options with the schools you are interested in before you make an application.

Once you have submitted your application, you will receive an automated reply to show we have received your online application.

Request for an alternative school place

How to apply for a school place mid way through a school year if you are not moving address but wish to change schools

If you need to apply directly to us then please contact the Head Teacher at your current school for an application form. Once you and your Head Teacher have completed the application form you can either scan and email us admissions@buckscc.gov.uk or post to Admission & Transport Team, County Hall, Aylesbury HP20 1UZ.

We only process completed application forms, if you send in an incomplete form it will delay your application.

I am not moving house but I want to move my child. What do I need to consider?

If you are considering moving your child between Buckinghamshire schools because of a problem with a particular school, you should try to resolve the issue with the school first. In the first instance, you can raise your concern(s) with the Headteacher and subsequently, if necessary, with the Chair of Governors of your child's current school.

Changing school is a substantial change for a child. Many issues that worry parents/carers and children can be put right without the need to move schools. Moving schools may not resolve your concerns and may even have a negative effect on your child's education.

Have you spoken to anyone at the school, such as the head teacher, head of year or school governors, regarding your concerns?

Teaching

Each school teaches the National Curriculum in different ways and at different times of the academic year. How will your child cope:

- With learning new rules?
- Doing things in different ways?
- If he/she has done the work before or has missed important earlier work?
- If he/she finds the work new or strange?

Secondary School

Older children who transfer school after exam subjects have been chosen in Year 9, may find:

- That they cannot do the same subjects in a new school; or
- That the exam boards and courses are different
- That some schools start GCSE curriculum courses in Year 9.

Have you thought whether?

- Your child can take the same subjects at a new school?

- The courses will be the same?
- Your child will be comfortable taking new subjects or exam courses?

Friendships

Children need to feel happy at school and relationships with the right friends and with teachers are an important part of this. Will he/she be able to settle in and get to know new people quickly, so that his/her learning does not suffer?

Uniform

You might need to buy a completely new uniform, including PE kit, if your child changes school. Have you thought about the cost involved?

Family link

If your child has brothers and sisters at the same school, transferring one child may affect the others

- If you have other children attending the same school, will it be difficult for you to have children attending different schools?
- Will you be able to transport your children to different schools at the appropriate times?

Transport

Your child needs to be able to travel to school easily, safely and on-time.

- How would your child get to a new school?
- What will be the cost involved? A change of school will usually be regarded as parental choice. In most circumstances your child is unlikely to be eligible for travel assistance to their preferred school. The County Council only provides free transport to the nearest school where you live more than the statutory walking distance from the school. For secondary school aged children free transport is no longer provided to the catchment school unless it is also the nearest school. Full details of the Transport Policy are on our website

Ask yourself the following questions

- Have I sat down with my child to talk about them moving to a new school, to find out how he/she really feels?
- Have I found out the real reason why he/she wants to move schools?
- If he/she is worried about certain subjects or there are concerns about teaching, have I spoken to the teachers who teach my child to find out how he/she is getting on and to raise any concerns?
- If I think my child needs extra help or has needs that aren't being recognised, have I spoken to the teacher in charge of special needs?
- If there are concerns about bullying or friendship issues, have I spoken to my child's class teacher/Head of Year or pastoral Head?

- If my concerns don't appear to have been addressed, have I made an appointment to speak to the Headteacher?

Completing the application form

When completing the application form the explanatory notes should help you with any queries.

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You cannot choose a school for your child, but you can make preferences. It is important to get lots of information before deciding on your preferred schools and the order you would like to put them on your application.

Please do not remove your child from their current school until they have been offered an alternative school place.

Each school has a prospectus and a website. These are often a good place to start getting to know the school. We have listed each school's website in the Directory.

You might like to look at school Ofsted (Office for Standards in Education) reports at: www.ofsted.gov.uk.

Make sure that you note when the report was written and, if you would like more information, ask the school what they have done about concerns, if any, since it was written.

Additional information

There are further questions in this section which need to be answered and where extra information can be provided:

- Is the child you are making the application for 'looked after'?

For admission purposes a 'looked after child' is a child who is in care who is looked after by a Local Authority, this includes a child who is accommodated, under a Care Order or Interim Care Order, or, who was previously looked after and immediately after being looked after became subject of an adoption, residence or special guardianship order.

A Residence Order sets out the arrangements as to the person with whom the child is to live under Section 8 of the Children's Act 1989.

A Special Guardianship Order appoints a child's special guardian(s) under Section 14A of the Children's Act 1980.

Please include evidence of the circumstances with your application

- Does your child have exceptional medical or social reasons why he/she should attend any of your preferred schools?

If your child has any particular needs that would affect their learning at school then you should answer 'Yes' and tell us about your child's needs here. You should also enclose information about these needs if you have it.

- Is your child currently supported by any other agencies?

If your child is supported Social Services, Educational Welfare Officers for attendance issues, Educational Psychology service, Child & Adult Mental Health Service, As-Action, Youth offending team then please provide us with who they are supported by and contact details so we can ensure that your child can be supported through their change.

- Does your child have a Statement of Special Educational Need?

A very small number of children have a Statement of Special Educational Need. This is a special document written by a local authority detailing the difficulties that a child has in learning at school, and the measures which the school will take to help them. If a child has a Statement of Special Educational Needs you will need to give details of the authority that currently maintains the Statement and a contact name and telephone number in that authority.

My child has Special Educational Needs – where should I apply?

Many children with Special Educational Needs go to a local school and have some extra support. As well as this, some schools help children with particular needs. If your child has (or you expect them to have) a Statement of Special Educational Needs, you should contact the Special Educational Needs Team by emailing sen@buckscc.gov.uk or calling 01296 382331.

- Have you withdrawn your child from school?

If your child has been withdrawn then please tell us why for example, educated by a parent, due to house move or school suggested move.

- Has your child been permanently or temporarily excluded from any of their schools?

If your child has been excluded from school please give details of the school dates and reason.

It is important that you do not fail to reveal any attendance, disciplinary, behaviour or other significant health and well-being issues when making your application as they will seek to obtain a complete academic history and if there is anything that results in the school having concerns about their ability to meet your child's needs then this can delay their admission further.

- Secondary School application only

If your child is in Year 10 or 11 or has already chosen their option subjects, please list them in the box so that the allocated school are aware of the subjects. Please note that it may not be possible for your child to continue with the same subjects they have already chosen. Increasingly, pupils

are taking their options at the end of Year 8 and starting on GCSE subjects at the beginning of Year 9. We advise you to discuss the subject options with the schools you are interested in before you make an application.

- Current School Details

It is important that we have full information about a child in order to process the application and to help with their start at their new school designed to be completed by your child's current school. This information will also not be used as part of the allocation process and your child will not be disadvantaged by any of the information provided on the form. If you do not provide these details and it is not signed by the Headteacher (or current Head of Year) your application will be returned and therefore there may be a delay in processing the form.

Moving to Grammar School

If you are moving into Buckinghamshire and you are seeking a Buckinghamshire grammar school place please complete the in year application form and we will need contact you regarding testing to establish whether a grammar school would be appropriate. However, **there is no guarantee of a Buckinghamshire grammar school place through this process even if a child qualifies.**

Please note that the following schools manage their own school admissions and testing, you therefore need to apply directly.

- [Dr Challoners High School](#)
- [Dr Challoners Grammar School](#)
- [The Royal Grammar School](#)

If you have not moved into Buckinghamshire and have other exceptional circumstances why your child should move to a grammar school straight away you will need to provide evidence from your child's current school and/or other independent source.

If your child is tested and qualifies, please refer to the school to determine how long the qualification will be valid.

If your child will require a place in Year 10 or Year 11

All Buckinghamshire Grammar schools undertake their own testing for entry in to Key Stage 4. Each school's decision to deem your child qualified for admission applies only to that school. Some schools commence their GCSE courses in the summer term of Year 9 and will manage their KS4 admission process in preparation for this point. You should check with your preferred schools about the timing of their individual testing process for entry into KS4. Few schools are able to accommodate admissions once the KS4 options are set. We would advise you to think carefully before choosing to disrupt your child's GCSE's by requiring a school move part-way through.

Processing your Application and Being Offered a Place

- The Admissions Team will check that your application has been completed correctly. Incomplete or incorrectly completed forms will not be processed and will be returned. This will cause a delay in your application
- Documentary evidence may be requested to support your application. Applications will not be processed until this has been received.
- We will aim to process your application within 20 school days of receipt of a correctly completed form.
- We will contact the schools named as preferences on the application form.
- If a place is available at one of your preferred schools we will send you an offer letter with an allocation response form which must be returned to the Admission & Transport team within 10 working days. If you do not confirm acceptance of the offer the place may be withdrawn
- If the published admission number of your preferred school(s) has been reached in your child's year group we will be unable to offer a place at the school at that time.
- If it is not possible to offer a place at any of your preferences, a place will be offered at the nearest school to the child's home address that has a place available, if your child does not already attend a local school.
- Where it is not possible to offer a place at a preferred school the parent/carer will need to confirm whether they wish their child's name to be put on a continued interest list.

Once a formal offer has been made

- The formal offer confirms that a place will be made available at the school for you but it does not always mean that your child will immediately be admitted to the school The formal offer of a place will advise you to contact the school direct to agree a date for your child to start.
- Please do not remove your child from their current school until they have been offered an alternative school place.
- **If your child is currently in education** then the school may set a date in the future at the beginning of a term or half term. This is so that they can ensure that internal arrangements are put in place to support your child in the first few days of their time at the school. At this point the school may want you to visit and may wish to test your child for banding or grouping purposes in particular lessons.
- **If your child is currently not receiving education** then the school will begin the process of admitting your child, but you should be aware that there is the need for internal arrangements to be put in place to support your child in the first few days of their time at the school and that prior to admission the school may want you to visit and may wish to test your child for banding or grouping purposes in particular lessons. Depending on the time of year and school staff availability this may take a couple of weeks to complete.
- Please be patient with the school during this period which will usually be a maximum of 10 school days from the offer.
- Once the offer has been made and you are in the interim period between the offer and your child starting your child's absence from school would be accepted as you would be waiting for a final start date to be arranged.

- It is important that the school has time to ensure that they have full knowledge of your child from the previous school and that they have notified staff appropriately.

If you are not happy with the school offered

You may do either or both of the following:

- Request to be placed on the schools continuing interest list

This is a list of children who remain interested in a place at the school. If you would like your child to be included, you need to confirm this in writing by email or letter to the admissions team. Once you have confirmed your request in writing, we will contact you if it becomes possible to offer your child a place at the school. If a place becomes available, the place will offered in accordance with the published admission rules for the school and the length of time a child has been on the list is not taken into account.

Please be aware that at the end of each academic year, on the last day of term, your child's name will be removed from all continued interest lists. You must make a new In Year application if you want your child to remain on the list for the next academic year. We will not write to you to remind you and it is your responsibility to make a new application

- Appeal for any or all of the schools listed on your In Year application form.

Information on how to appeal will be included in your offer letter. You may only appeal for a place at a school once every academic year unless there has been a significant change in circumstances, for example if you have moved address. You will need to obtain an appeal form and guidance notes, there is information on our website

Contact details for other Local Authorities

If you are interested in a school in another LA area, it is important that you understand how they will offer their school places. We have included a list of contact details for some of our neighbouring LAs so that you can contact them for information.

Central Bedfordshire Council (823)

Telephone: 0300 300 8037

Email: admissions@centralbedfordshire.gov.uk

School Admissions Service,
Central Bedfordshire Council,
Watling House, High Street North,
Dunstable LU6 1LF

Website: www.centralbedfordshire.gov.uk/admissions

Hertfordshire County Council (919)

Telephone: 0300 1234043

Email: transfer.admissions@hertfordshire.gov.uk

Admissions & Transport,
County Hall CHR 102, Pegs Lane,
Hertford SG13 8DF

Website: www.hertsdirect.org/admissions

London Borough of Hillingdon (312)

Telephone: 01895 556644

Email: admissions@hillingdon.gov.uk

School Placement and Admissions
Team, 4E/09 Civic Centre,
High Street, Uxbridge UB8 1UW

Website: www.hillingdon.gov.uk/schools

Milton Keynes Council (826)

Telephone: 01908 253338

Email: secondaryadmissions@milton-keynes.gov.uk

Saxon Court
502 Avebury Boulevard
Milton Keynes MK9 3HS

Website: www.milton-keynes.gov.uk/schooladmissions

Northamptonshire County Council (928)

Telephone: 0300 126 1000

Email: admissions@northamptonshire.gov.uk

School Admissions,
PO Box 216, John Dryden House,
The Lakes,
Northampton NN4 7DD

Website: www.northamptonshire.gov.uk/admissions

Oxfordshire County Council (931)

Telephone: 01865 815175

Email: admissions.schools@oxfordshire.gov.uk

School Admissions,
Children, Education & Families Directorate,
Oxfordshire County Council,
County Hall, Oxford OX1 1ND

Website: www.oxfordshire.gov.uk/admissions

Reading Borough Council (870)

Telephone: 0118 937 3777

Email: Admissions.team@reading.gov.uk

Civic Centre,
Reading RG1 7AE

Website: www.reading.gov.uk

Royal Borough of Windsor & Maidenhead (868)

Telephone: 01628 683870

Email: school.admissions@rbwm.gov.uk

Town Hall, St Ives Road,
Maidenhead SL6 1RF

Website: www.rbwm.gov.uk

Slough Borough Council (871)

Telephone: 01753 875728 (Telephone lines are open on Wednesdays and Fridays only between 10am – 5.30pm)

Email: admissionshelpline@slough.gov.uk

St Martins Place,
51 Bath Road,
Slough SL1 3UF

Website: www.slough.gov.uk/admissions

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