

# Clayton-le-Woods

## Church of England Primary School



'With God We Grow'

*"Together we inspire one another to live life to its fullness, rooted and built up in Christ, so that every member of our school community can learn, develop and flourish, to live in the world as the unique individuals God created us to be."*

## Applying for place at our school during the school year

### (In-Year Admissions)

In Year Admissions are admissions to school that take place outside the normal admissions rounds (ie. Reception and Year 7).

If you are new to the area and require a school place, or if you already reside in the area and you want to move your child from their current local school to our school, your application should be made directly to our school and the child will be admitted where there are available places.

To apply for a place, complete our In-Year Admissions form, and return to:

[head@clayton-le-woods.lancs.sch.uk](mailto:head@clayton-le-woods.lancs.sch.uk)

If you would like your application to be considered under our faith criteria, in addition to the In Year Admissions form, please also complete a Church Supplementary form. Copies of both forms are available in the Admissions section of our website or from the school office.

If you have any questions in relation to in-year admissions, please contact us either by email at [head@clayton-le-woods.lancs.sch.uk](mailto:head@clayton-le-woods.lancs.sch.uk) or by phone on 01772 335030.

You may ring the school office to confirm that the form *and accompanying evidence* has been received.

Your application will be acknowledged upon receipt and we will advise you of the outcome within a maximum of 15 school days.

#### Receiving a school offer

Your child will be offered a place if we have a space available. You will receive your offer letter via email. You must contact the school within 5 school days of the offer date to arrange school admission. The expectation is that the child will be admitted to the school within 15 school days after the school offer notification.

If we do not have any places, you will be notified via email to contact the area office to be advised of local availability. You also have the right to appeal against the refusal of a place in current Reception class to current Year 6.



[www.clayton-le-woods.lancs.sch.uk](http://www.clayton-le-woods.lancs.sch.uk)



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Where places are available, but we have more applications than places, the published admissions criteria will be applied, to ensure the correct child/children are offered the places.

If there are no places available, the child will be added to the waiting list and you have the right of appeal. Please see below for appeal information. Please note, that the waiting list does NOT guarantee a place at our school and if your child is currently not in education you should either make an appeal to our school and/or apply for a place at an alternative school.

### **Children already attending a local school**

Where a child is already on roll at a local school, they must continue to attend until the date of admission to the new school.

Further information on how to apply for a local school can be found on the Lancashire County Council website: <https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/changingschools-during-the-school-year/>

### **Appeals**

The school's admission appeals are supported by Lancashire County Council. If the Governing body cannot offer a school place, parents have the right to make an appeal.

This appeal should be submitted using the link below within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal forms and advice on how to complete them is available on the Lancashire County Council website:

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admissiondecision/primary-school-appeals/>

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.

The decision of the Independent Appeal Panel is binding to all parties, ie the family and the school. Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.



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