



Children's Services
Admissions and Transport Team
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Derbyshire S41 8LJ

To Infant, Primary, Junior and Secondary Schools

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Ask for: Admissions & Transport Team
Our ref: SI/A/MW
Your ref:
Date: July 2023

Dear Headteacher

In-year Admissions

I am writing to inform you of a change to our procedure for handling very late applications to the Reception, Junior Transfer and Secondary Intake rounds.

In accordance with the requirements of the School Admissions Code section 2.23 all applications received after 1st September for the above three rounds will now be treated as In-year applications.

This therefore requires these applications to be processed in line with the timescales laid down in the School Admissions Code for such applications, i.e. parents should be notified of the outcome of their application ideally within 10 school days of receipt of application and **must** be notified of the decision relating to their outcome within 15 school days.

For schools who co-ordinate their in-year admissions with the County Council

These applications will be sent to you in the normal way. Please bear in mind that these applications continue to form part of entry to your relevant age group for initial admission to your school so you should be offering places up to your agreed published admission number (PAN) or the number of places offered for this year group where additional places have been offered.

For schools co-ordinating their own in-year admissions

Parents will make their applications directly to you. You should continue to offer places up to your agreed PAN or the number of places offered where the PAN has been exceeded for the year group.

You are reminded of the requirement laid down in the School Admissions Code that you **must** notify us of every application you receive and the outcome as soon

as possible, ideally within two school days of the decision being communicated to the parent.

Where you refuse an application, parents must be offered the right of appeal and must be added to the waiting lists for these year groups which must be maintained until 31st December each year, so please ensure all such refusals are notified to us.

If you have any queries with regard to the contents of this letter, please do not hesitate to email us at admissions.transport@derbyshire.gov.uk.

Yours sincerely

School Admissions and Transport Team