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| Derbyshire County Council logo. | Children’s Services  Admissions and Transport Team  School Road  Off Sheffield Road  Chesterfield  Derbyshire S41 8LJ |
| To All Primary, Infant, Junior and Secondary Schools who  administer their own In-year applications | Minicom: 01629 533240  Fax: 01246 221326  Telephone: 01629 537479  Email admissions.transport@derbyshire.gov.uk  Ask for: Admissions & Transport Team  Our ref: SI/A/MW  Your ref:  Date: November 2022 |

Dear Headteacher

# **Information for schools who manage their own In-Year Applications**

The School Admissions Code of September 2021 allows for own admission authority schools to administer their own In-year applications without the need to co-ordinate such applications through the local authority.

A number of own admissions authority schools in Derbyshire have adopted this procedure.

In this case, you are reminded that you should process the application and ideally inform the parent in writing within the 10 school days of the outcome of the application. You **must** notify the parent in writing within 15 school days of the outcome of their application.

Where a place is offered, arrangements should be made for the child to start school as soon as possible, particularly where the child is out of school.

Where an application is refused, you should set out the reason for refusal and provide information about the right of appeal to an Independent School Admissions Appeals Panel following refusal.

There is also a duty under the School Admissions Code September 2021 for schools administering their own In-year applications to inform the local authority of **every** application received together with the outcome of the application as soon as is practicable and ideally within two school days of the decision being made.

This is vitally important where children do not have a school place so that the local authority can be pro-active in supporting parents with regard to provision for the child.

If you have any queries with regard to the procedure required as above, please email [admissions.transport@derbyshire.gov.uk](mailto:admissions.transport@derbyshire.gov.uk) and we will of course assist you.

Yours sincerely

**School Admissions and Transport Team**