



## In-Year Admissions (ELT Lancashire based schools)

If you wish to apply for a place in at one of our schools during the school year you will need to follow our In-Year Admissions procedure. An in-year admission is the process of applying for admission into an existing year group within a school and is outside the normal admissions rounds (i.e. Reception and Year 7). Applications for the attending the school made after the start of the autumn term will be treated as an In-Year application.

Parents are required to complete the in-year application form (link), which is available from the school website or the school office. Your application form should be returned directly to the school or via our central trust email: [admissions@endeavourlearning.org](mailto:admissions@endeavourlearning.org) clearly stating which school it concerns. Applications can be made at any time.

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, please do not hesitate to contact the school directly to see if we have places. Similarly, if you would like to visit the school before applying then please do not hesitate to contact them to make an appointment.

All those applying for admission outside the normal admission round, including late applications, will be admitted where there are places available up to the admissions number for the year group. If there are more applicants than places available such applications will be placed on the waiting list and ranked in line with the published oversubscription criteria. 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. Details of children who cannot be admitted to our schools in Lancashire will be referred to Lancashire County Council, which may contact you to support you to secure a place at a school.

Endeavour Learning Trust (the Trust), as the school's Admission Authority, will acknowledge the application upon receipt and notify parents of the outcome of their application in writing within 15 school days. Where an application results in an offer of a school place, arrangements will 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, the Trust will set out the reason for refusal and information about the right to appeal.

### **Appeal Process**

Where a place cannot be secured, parents have a legal right of appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of our schools in Lancashire. Parents can complete the school's appeal form on Lancashire County Council's website (<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>)