

## **Guidance notes on school vacancies and offers for parents applying for in-year school places**

The Ealing vacancy list is a fair indication of availability of school places in the borough. The list will be updated each Friday during term time.

### **When a vacancy is available**

Where schools are undersubscribed (having more vacancies than applicants) all applicants will be offered a place.

If more applications are received than places available offers will be made in-line with the schools published admissions criteria.

### **When a place is offered**

If it is possible to offer your first preference school the lower preferences will be automatically withdrawn from your application.

If it is possibly to offer a second or third preference school you must use the reply slip enclosed with your offer letter or email the in-year admissions team to request to remain on the waiting list for those higher preferred schools which you were not offered. If you do not contact us then the higher preference/s will be withdrawn.

### **When a vacancy is not available**

If you cannot be offered a place your child's name will be placed on the waiting list according to the school's published admission criteria.

Vacancies arise randomly throughout the year as and when current students leave the school. We are not informed of leavers in advance and therefore cannot predict if a school will become available in the future. Pupils will be prioritised according to the published admission criteria for the school and any offers made are to the pupil determined to be at the top of the waiting list based on the published criteria. Length of time on a waiting list cannot be taken into consideration.

You may remain on a waiting list for a long time without receiving an offer.

### **If your child is out of school**

We strongly recommend you apply for at least one school that shows availability in your child's year group to increase the opportunity for your child to access education.

Pupils aged 5-16 are required to be in full time education and where your child is not in school and you have not applied for schools with available vacancies you will be contacted within 21 school days.

### **If you are applying for more than one child**

We strongly recommend you select a school that has vacancies in all of your children's year groups to increase the likelihood that they can attend school together.