

**IN YEAR ADMISSIONS** - Please refer to the Ealing Schools brochure called "Starting School in Ealing 2014" for information on the admission arrangements for 01-September-2014 to 31-Aug-2015. The brochure, forms and other relevant information are available on-line at [www.ealing.gov.uk](http://www.ealing.gov.uk). Pay careful attention to the admission criteria for each school as these determine the priority of applications when the school is oversubscribed.

The list of Vacancies in Primary Schools is updated weekly during term-time and is available online at [http://www.ealing.gov.uk/downloads/download/1528/in-year\\_school\\_vacancies](http://www.ealing.gov.uk/downloads/download/1528/in-year_school_vacancies) or call IYAT for this information.

Information Leaflet for In-Year Primary School Admissions  
For applicants applying between:  
1<sup>st</sup> September 2014 and 31<sup>st</sup> August 2015

*This is a short guide and for more information read the Schools Brochure*  
Starting School in Ealing 2014

**Does your child's date of birth fall between 01/09/2003 and 31/08/2010?**

**We do not accept applications from applicants who reside abroad.**

**Offers are made when they are immediately available and a formal decision is expected within 10 school days from the date the offer is made.**

To apply, parents must complete the Online In-Year Application Form, if you cannot access the internet at home visit your local library or visit Perceval House. Proof of address is required (see Brochure). If you cannot attach proof of address or supporting documents please post them or hand them into Perceval House. When applying to Faith (VA) schools, that school's Supplementary Information Form (SIF) must be completed. Please obtain from the school or download from the Ealing Council website.

All applications will no longer be co-ordinated within and across borough boundaries. You must approach and apply via the maintaining authority of the school.

Parents can name up to 3 preferred schools. We aim to respond to applications within 2 - 4 school weeks of receiving it. You will be made an offer of a place at your highest ranked preferred school, where possible. If your child is out of school and it is not possible to offer a place at any of your preferred school(s), you will receive an offer of the nearest school with a vacancy. You are strongly advised to accept any such offer, whilst also asking to remain on the waiting list(s) for your preferred school(s). The waiting lists will be ordered according to the admission criteria.

Regrettably it is not always possible for applicants to obtain places at their preferred schools. If there are no vacancies in your preferred schools we will write to you to advise of your right of appeal.

All information can be obtained on-line, by visiting Perceval House Customer Service or by telephoning IYAT on 020 8825 6339 between 9am-12pm. Please contact us if you need further assistance or to discuss any concerns.

## STEP BY STEP GUIDE TO GETTING AN IN-YEAR PRIMARY SCHOOL PLACE

*For more information, please read the Schools Brochure*

1. Do you need a school place for your child now?
2. Does your child's date of birth fall between 01/09/2003 and 31/08/2010?
3. Read the Schools Brochure on-line or view it at Perceval House.
4. Complete the Online In-Year Application and, if applying to any Voluntary-Aided school, you must also complete that school's Supplementary Information Form (SIF) as they may not accept the council's application form.
5. Carefully read the admissions criteria as they determine the priority of applications when schools are oversubscribed.
6. If you want a place in a community school, please check your catchment school as all in-catchment applications have a higher priority than those out of catchment. If you have any younger children who will need school places in the future, they will have lower priority for an out of catchment school than other applicants who live in the catchment area; this can mean that it may be more difficult to get a second or subsequent child into the same out of catchment school.
7. Check the vacancy list and decide on your 3 preferences. Complete the Online In-Year Common Application and upload proof of your address (council tax bill or similar, see the brochure). If the admission criteria includes exceptional medical or social circumstances (check the school's criteria) then upload the supporting documentation with your Online Application. Submit any SIF direct to the school

### WHAT HAPPENS THEN

1. The In-Year Admissions Team checks the documents and proof of address. If you are applying to a Voluntary Aided School, the school will check the Supplementary Information Form (SIF).
2. Where the school has one or more vacancy, the admission criteria will be applied to rank all applications and those with the highest priority will be offered places.
3. An offer letter will be sent to you for your highest preference school where possible. Where this is not always possible, either because there are no vacancies or because other applicants have higher priority according to the admission criteria and your child is out of school you will receive an offer of the nearest school with a vacancy.

## WHAT YOU NEED TO DO IF YOU ARE OFFERED A PLACE at YOUR FIRST PREFERENCE SCHOOL

1. Sign the acceptance slip and send direct to IYAT, or via the school, or email your acceptance to [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk)
2. Contact the school to arrange a meeting and agree a start date. They will need proof of your child's date of birth (i.e. birth certificate, passport or immigration papers). Please note that if there is any discrepancy between the details completed on the IYCAF and these documents, the application may be considered to be invalid and the offer of a place withdrawn.

## WHAT YOU NEED TO DO IF YOU ARE OFFERED A PLACE at YOUR SECOND OR THIRD PREFERENCE SCHOOL OR IF YOU ARE NOT OFFERED ANY OF YOUR PREFERRED SCHOOLS

1. If your child is out of school you are strongly advised to accept the place offered as above so your child can access education quickly.
2. At the same time you can, using the slip provided, request to go on the waiting list(s) for the higher ranked school(s) to which you applied but where it was not possible to offer your child a place. You also have a right of appeal to an independent panel. Appeals are not always successful so it is in the interest of your child's education to start school quickly and move your child if your appeal succeeds, rather than for your child to be out of school for a longer period if your appeal is refused.
3. Sign the acceptance slip and send direct to IYAT, or via the school, or email your acceptance to [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk)
4. Contact the school to arrange a meeting and start date; provide proof of your child's date of birth (i.e. birth certificate, passport or immigration papers). Please note that if there is any discrepancy between the details on the form and these documents, the application may be considered to be invalid and the offer of a place withdrawn

If your child is unplaced and a reasonable effort is not being made to ensure they are accessing education as per Education Act 1996 you will be contacted regarding your legal duty and the implications of refusing available school places.

## **WAITING LISTS**

For Community Schools, Waiting Lists will be held by the Local Authority and will be cancelled on 31 July each year for pupils unless:

- You contact IYAT in June/July to request to remain on the waiting list.
- Your child is without a full time education provision
- A sibling link exists

For Voluntary-Aided and Foundation Schools, and Academies, please contact these schools direct for details of their waiting list arrangements.

If we do not know details of the arrangements you have made for your child's education then the Children Missing Education team will follow up the matter.

## **FURTHER INFORMATION**

Please visit the website [www.ealing.gov.uk/admissions](http://www.ealing.gov.uk/admissions) and follow the in-year admissions links. If you cannot find the answer to your query online, or need further advice and assistance then **CONTACT US** to discuss.

### **IN-YEAR ADMISSIONS TEAM**

London Borough of Ealing Children's Services  
2NE2 Perceval House  
14 –16 Uxbridge Rd  
Ealing  
W5 2HL

Tel: 020 8825 6339 between 9.00am-12.00pm Monday-Friday

Email: [in-yearadmissions@ealing.gov.uk](mailto:in-yearadmissions@ealing.gov.uk)