

North East Lincolnshire School Admissions

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Information on In-Year Primary School Admissions and Transfers for parents/carers

In-year admissions are when applications for school places are made during the school year, outside the normal phased admissions round, normally when parents want their child to transfer between schools (in the same year group) or when a family moves to a different area.

Please note that the North East Lincolnshire Council School Admissions Team administers In-Year applications for the majority of primary schools in the county area. The following primary schools process their own applications so, if you wish, you may contact the relevant academy and apply directly to them: Pilgrim Academy, Reynolds Academy, Scartho Gateway Academy, Waltham Gateway Academy.

Children experience problems at all stages of their school life; simply transferring to another school may not be the answer. If your child is experiencing difficulties at school, these may be resolved by talking to their current school first. We would advise that you speak to your child's school as it may be possible to resolve any issues without disrupting your child's education.

If, after discussing the matter with their existing school, you still want to transfer to another school, you can submit an In-Year transfer application. However, we advise you to think carefully about the reasons for requesting a transfer:

Curriculum

Although there is a National Curriculum that every child will be expected to follow, each school will teach a part of the curriculum at different times of the year. If you transfer your child during the school year they may miss out on some parts of the curriculum. If your child is in Year 6 you also need to consider the impact on their Statutory Assessment Tests (SATs).

Social Aspects

When a pupil moves schools, it may take them some time to adjust to the change and make new friends. It may be a stressful time for them if they have to move away from their friends.

Uniform

Most schools have a uniform that all pupils are expected to wear. If you transfer your child during the school year you may need to purchase new uniform, which could be at considerable expense.

Transport

If you decide to transfer your child to another school, they may have a longer journey to and from school resulting in a longer day. Additional transport costs may also be a concern. For information on entitlement to transport assistance please contact the School Transport Team: schooltransport@nelincs.gov.uk or call 01472 326291 (Option 2).

Special Educational Needs

If your child has an Education Health and Care Plan (EHCP) then you should contact the Special Educational Needs Assessment and Review Team (SENART) to discuss any transfer request: sen@nelincs.gov.uk or call 01472 326291 (Option 3).

If, following consideration of the above information, you still wish to request a school transfer for your child, you can do so via the In-Year School Transfer Process.

For primary school In-Year transfers, you should apply online through the Parent Portal on the School Admissions application page at www.nelincs.gov.uk

In-Year Primary School Transfer Process

PLEASE NOTE: You should not submit an application for a requested school place more than six weeks prior to your intended transfer. Processing of your application can take up to **15 school days** from receipt of your completed submission. You will not normally be contacted or updated on the process of your application until a school place decision has been made.

You should submit your application online, via the Parent Portal. This can be accessed from the “Apply for a School place” page on the www.nelincs.gov.uk website.

We will contact the primary schools you have requested as preferences to enquire as to their availability of places. Upon confirmation, we will complete processing of your application and issue a decision to you – this will be available to you on your Parent Portal account or we will email you directly.

If we have been able to offer a school place for your child, the allocated school will contact you directly to arrange an admission date.

If your transfer request is refused for any reason (e.g. there may be no places available at your requested school) you have the right to appeal the decision. For advice on the School Admission Appeal Process, please contact the Legal Services team for further information: legaladmin@nelincs.gov.uk or call 01472 324149.

If the school operates a waiting list, your child may be placed on this for the remainder of the current academic year. Please note that you will need to submit a fresh Portal application for consideration in each academic year.

Changing or withdrawing your application

If you wish to change your existing preferences or amend any other aspect of your application, you will need to submit a fresh Portal application with the desired changes, for this to be considered within timescale as a new submission.

If you wish to withdraw your application at any time, you should contact the School Admissions Team as soon as possible to inform them of your withdrawal, so that your pending application can be cancelled.

If you have any queries regarding the In-Year transfer process or wish to discuss school places in North East Lincolnshire, please contact the School Admissions team: schooladmissions@nelincs.gov.uk or **01472 326291 (Option 4)**.