Over Kellet Church of England Primary School

School Lane, Over Kellet, Carnforth, Lancashire LA6 1BN
Telephone: 01524 732097
Email: head@wilsons.lancs.sch.uk

Headteacher: Mr D Newiss

Applying for place at our school during the school year (In-Year Admissions)

In Year Admissions are admissions to school that take place outside the normal admissions rounds (ie Reception and Year 7)
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, your application should be made directly to our school and the child will be admitted where there are available places. To apply for a place, complete our In-Year Admissions form, and return to head@wilsons.lancs.sch.uk
If you have any questions in relation to in-year admissions, please contact us either by email at head@wilsons.lancs.sch.uk or by phone on 01524 732097.

You may ring the school office to confirm that the form *and accompanying evidence* has been received.
Your application will be acknowledged upon receipt and we will advise you of the outcome within a maximum of 15 school days.
Where places are available, but we have more applications than places, the published oversubscription criteria will be applied, to ensure the correct child/children are offered the places.
If there are no places available, the child will be added to the waiting list and you have the right of appeal. Please see below for appeal information. 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.
Further information on how to apply for a local school can be found on the Lancashire County Council website: https://www.lancashire.gov.uk/children-education-families/schools/apply-for-aschool-place/changing-schools-during-the-school-year/

Appeals (If the LA co-ordinates appeals on behalf of the school)

The school's admission appeals are supported by Lancashire County Council. If the Governing body cannot offer a school place, parents have the right to make an appeal.
This appeal should be submitted using the link below within twenty days of refusal of admission. The appeal provides you with an opportunity to explain why you wish to register your child at our school. The appeal forms and advice on how to complete them is available on the Lancashire County Council website:
https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admissiondecision/primary-school-appeals/

Lancashire County Council will contact you in respect of your appeal application and inform you of the arrangements. The outcome of the appeal will be notified to you in writing.
The decision of the Independent Appeal Panel is binding to all parties, ie the family and the school.

Please note that this right of appeal against the Governors' decision does not prevent you from making an appeal in respect of any other school.

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In-Year Admission form

If your child has an EHCP and/or is Looked After, please do not complete this form and contact your area office.

Reason for transferring schools:
Please tick appropriate box(s)
☐Moving to Lancashire from outside of the UK (Please state Country): ☐Moving to Lancashire from another local authority (Please state Local Authority): ☐Moving from one area of Lancashire to another (Please state area): ☐School to School Transfer within the same authority: ☐Leaving Private Education: ☐Leaving Elective Home Education: ☐Other (Please state):

You must complete an application for every child (i.e. one each for twin / sibling) who requires a school place.

Child's Legal Surname:		Child's Forename(s):	
Child's Date-of-birth:	School Year Group:	Age:	Male/Female:
Child's home address (current): Postcode:		Child's new address (if you are moving): Postcode: Date of move:	
Name of Parent/Guardian(s): Parental Responsibility: Yes ☐ No ☐ Home address (If different to child's): Postcode:			
Is English the first language spoken? By Parent: Yes ☐ No ☐ By Child: Yes ☐ No ☐ If no please state first language: By Parent: By Child:			
Contact details	Home number:		
	Mobile number:		
	Email address:		

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Current School (If applicable)

Authority	Establishment Name/Address	Date from:	Date last attended:

Previous Schools/Educational Placements within the last 3 years

Authority	Establishment Name/Address	Date from:	Date last attended:

Details of siblings who will be attending the school now being applied for. (*Siblings include brothers and sisters, stepchildren, half brothers and sisters, adopted and foster children living with the same family at the same address).*

Name(s)	Date of Birth	School	Male/Female

Pupil Background

(Previous Education/Support History *(Please tick as appropriate)*		Yes	No
Is this pupil in care (Looked After/Previously Looked After)? If yes, to which Local Authority			
Children's Services involvement? If yes, please provide social worker's name:			
Previously Permanently Excluded?			
Previous Exclusion Record?			
Are you a Crown Servant? If you are UK service personnel or other Crown Servants living abroad with your family please tick YES. You will need to provide an official MOD, FCO or GCHQ letter declaring your relocation date and address.			
Special Educational Needs Status (SEN)	Education Health and Care Plan (EHCP)		
	Under Formal Assessment		

Additional Information About Your Application/School Preferences

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Additional information to support your application may be provided. This can be medical, social and welfare information relating to the pupil and/or the family. Evidence from an appropriate professional (e.g. doctor, health visitor, social worker) can be attached. Please continue on a separate sheet if necessary.

Signature(s)

I/We confirm that the information provided is accurate at the time of this application. I/We acknowledge that the admission authority and/or Local Authority have the right to verify the information given on this application. I/We acknowledge that the offer of a place will be based upon this application and that an offer may be withdrawn if subsequently it is found to have been made in relation to inaccurate or misleading information. I/we will provide evidence of the pupil's permanent address and date of birth prior to or after taking up a school place if requested. I/We give permission to contact the school where my child is currently attending to seek background information in respect of behaviour/attendance/the involvement of outside agencies.

Parent(s)/Guardian(s)	Date

Submit this application form to	Telephone / Email
Over Kellet Wilson's Endowed Primary School School Lane Over Kellet Carnforth LA6 1BN	01524 732097 head@wilsons.lancs.sch.uk