Star Academies

The arrangements are in line with the Vision of the Trust

Nurturing Today's Young People, Inspiring Tomorrow's Leaders

IN - YEAR ADMISSION

Olive School

Guidance and advice on In - Year Admission

The information below is for parents who require an in - year admission for their child at the school. You will find it useful to read it alongside the information, which is available on Lancashire Coumty Council's website at www.lancashire.gov.uk

In - Year Admission

1. In - year admission is the process of applying for admission into an existing year group within a school.

2. If your child has a statement for special education needs or an education, health and care plan, the in - year admission process will not apply. You are advised instead to contact your home Local Authority's Special Educational Needs Team.

3. The in - year admission process will apply in the following circumstances:

    - Children wishing to change from one school to another school within the area
    - Children wishing to change from one school to another school in another area
    - Children wishing to transfer from an independent school to a state funded school
    - Children who have recently arrived into the borough and do not have a school place

4. If you wish your child's application to be considered for admission, then please follow the procedure outlined below.

Application process

1. The in - year admission process is managed by the school. Application forms are obtainable from and returnable to the school.

2. Where it is possible to offer a place to a child attending another school in the area, then it should normally be possible to offer admission from the beginning of the term.

3. In certain cases such as those described below, the school will offer a place during the term for:

    - new to area children without a school place; or
    - a change in circumstances which requires an immediate change of school.

4. You will be sent a letter informing you of the school's decision. You need to be aware that if a place is offered to your child, and you fail to contact the school within 7 days of receiving the written notification of an offer of a place, then there is a possibility that the place offered could be withdrawn.

5. If the decision letter informs you that a place cannot be offered to your child at the school, then you will be advised of your right of appeal to an independent appeal panel. For guidance and advice on the appeals process please visit www.the.olivepreston.com and www.lancashire.gov.uk.

6. Details of children refused admission at the school will be included on the school's waiting list. The school maintains the waiting list, in accordance with the school's oversubscription criteria.

Fair Access Protocol

For some children, it may not be possible to secure admission under the in - year admission process. Where this is the case, Lancashire County Council will apply the Fair Access Protocol to secure the most appropriate educational provision for these children. The Department for Education requires that as a minimum, the children listed below who have a difficulty in securing a school place are included in the Fair Access Protocol:

- Children from the criminal justice system or Pupil Referral Unit who need to be admitted into a mainstream school;
- Children who have been out of education for 2 months or more;
- Children of Gypsies, Roma, Travellers, refugees and asylum seekers;
- Children who are homeless;
- Children from an unsupportive family background for whom a place has not been sought;
- Children who are carers; and
- Children with special educational needs, disabilities or medical conditions (but without a statement for special education needs or an education, health and care plan).