

Southwark Council's in year school admissions applications process

The flowchart below outlines Southwark Council's in year admissions process if you are seeking a school place for your child outside of starting reception class and secondary transfer.

You are a **Southwark resident** and would like to make an in year application to a school **outside of Southwark**.

You must contact the local authority the school is located in to enquire about applying for a school place in their area. Please **do not** complete Southwark Council's in year form as your application will not be processed.

You are either a:

- **Southwark resident**; or
- **resident in another borough**; or
- **Arriving from overseas**

and you would like to make a **new in year application to a Southwark school**.

You must complete Southwark Council's in year application form and submit it either by email / post to:

- inyear.admissions@southwark.gov.uk; or
- School admissions team, 4th floor, Children's and Adults Services, Southwark Council, PO Box 64529 London SE1P 5LX

If you would like to make an in year application to transfer your child from **one Southwark school to another Southwark school**.

You must complete Southwark Council's in year application form and submit it directly to the Southwark school you are applying to for processing.

- Once your child's in year application is received by the Southwark in year admissions team, it will be logged on to the database and you will receive an acknowledgment letter. If you have arrived in Southwark from overseas, the in year admissions team may contact you to seek additional information.
- Your child's in year application will then be forwarded to your preferred school which you have named on your form. The school will have up to **20 school days** to consider your application.
- If your preferred school does not have any places available, a Southwark Council in year admissions officer will contact you to discuss further options. They will also advise you of any local school(s) that have places available.

If your child has been educated in the UK, the Southwark in year admissions team may contact your child's current or previous school to find out whether s/he has additional needs and requires support in settling to a new school.

- If your child does not have additional needs which require support, the in year admissions team will allocate a school place to your child. **Please note, the school you have named as a preference on the in year application form will be considered. However, it may not always be possible to allocate your child a place at your preferred school e.g. if a school does not have any places available.**
- Your child's allocated school will then contact you to invite both you and your child to attend a meeting where a start date will be agreed. Your child should start at their allocated school **within 10 school days** of the meeting being held.

- If your child will require additional support at their new school and s/he meets Southwark Council's Fair Access criteria, their in year application will be referred to the Southwark Fair Access Panel. This is so your child can be placed in an appropriate provision or school which can meet their needs.
- The Fair Access Panel will consider your child's application and make a decision. Southwark Council's in year admissions officer will contact you to explain this process and also advise you of the Fair Access Panel's decision.
- Your child should start at their allocated provision or school **within 10 school days** of being notified of the decision.
- For further information on Southwark Council's Fair Access process and protocol please view www.southwark.gov.uk/schools-and-education/school-admissions/in-year-admissions

For further information, support and advice regarding the in year admissions process you can:

Visit www.southwark.gov.uk/schools-and-education/school-admissions/in-year-admissions
Email inyear.admissions@southwark.gov.uk
Telephone 020 7525 5337