**For "in year" transitions**

**In-year admission is the process of applying for a school place during the school year. Any application for the intake made after the start of the autumn term will be treated as an in-year application.**

The in-year admission process is managed by the school. Parents are required to complete the in-year application form, which is available below. Where a place cannot be secured, parents will be offered a legal right to appeal to an independent appeal panel. Lancashire County Council administers the appeals process on behalf of the school. Parents can complete the school's appeal form[Appeal for a school place - Lancashire County Council](https://www.lancashire.gov.uk/children-education-families/schools/apply-for-a-school-place/school-appeals/appeal-for-a-school-place/) on **Lancashire county council's website.**

For enquiries, please contact **The Headteacher Miss Kate Hampson**, at **Halsall St Cuthbert’s CE Aided Primary School** on **01704 840253** or via email at **head@halsall.lancs.sch.uk**.

\*Please complete the information form on the following page…

HALSALL ST. CUTHBERT’S C.E. AIDED PRIMARY SCHOOL

**APPLICATION FORM**

|  |  |
| --- | --- |
| Child’s Full NameAddressPostcode Home Telephone No. |  |
| Date of Birth |  |
| Nationality |  |
| Full Name of Parents/Guardians |  |
| Mother’s Mobile Telephone  Email  Mother’s Work Address  Postcode |  |
| Father’s Mobile Telephone  Email  Father’s Work Address  Postcode |  |
| Other Emergency Contacts  Address  Postcode  Telephone Number |  |
| Other Emergency Contacts  Address  Postcode  Telephone Number |  |
| Previous School  Address  Telephone Number |  |