

In year admissions

Before you apply to change schools, you will need to speak to the current school and the school you intend to move to.

How to apply

The different types of schools and academies have different admission arrangements.

Follow the relevant link below for a list of schools of each type and how to apply:

- [Community and voluntary controlled schools](#) - Lancashire County Council co-ordinates in-year admissions for these schools.
- [Voluntary aided and foundation schools, academies and free schools](#) - these schools co-ordinate their own in-year admissions. You will need to apply to them directly.

You **should not** use this process if you are applying for

- a school which is in another local authority area, such as Blackpool or Blackburn with Darwen Borough Council - please contact them directly
- a child who has an education, health and care (EHC) plan - please contact the [Inclusion Service](#) for guidance
- a Looked After Child - please apply directly through the local [area education office](#)

After you apply

Your application will be processed by the local area education office in line with the Admissions Code and [fair access policy](#).

We'll acknowledge receipt of your application and then write to you with the outcome within a maximum of 15 school days (this does not include weekends or school holidays).

There is no need to contact us before the 15 days have passed.

The [Pupil Access Team privacy notice](#) tells you how we process personal data.

Receiving a school offer

If the school you request has places, your child will be offered a place at the school and you will receive your offer letter via email. You must contact the school within 5

school days of the offer date to arrange school admission. The expectation is that the child will be admitted to the school within 15 school days after the school offer notification.

If the school you request doesn't have any places, you will be notified via email to contact the area office to be advised of local availability. You also have the right to appeal against the refusal of a place in current Reception class to current Year 11.

Children already attending a local school

Where a child is already on roll at a local school, they must continue to attend until the date of admission to the new school.

Appeals

If you are unhappy with your school offer you can [appeal](#) for any schools which at that time have no available places. Information and advice is available from the admissions team at your local [area education office](#).

We advise you to visit the school you are offered before you go to appeal.