



# In-Year Applications Policy

February 2025

## Community and voluntary controlled school in-year applications

Please use the link below for the online form to apply.

Before you start

- Please ensure you have an email address to complete an online application
- Please detail school preferences in priority order
- Remember to formally submit your online application and check your email for confirmation the application has been submitted
- [Click here to apply for in year admissions](#)

[Click Here](#) to visit the Lancashire County Council website on school admission arrangements.

When to apply for a school place:

The age your child will start school depends on when their birthday is. Children can start school from the September after their fourth birthday.

These are the dates that children would usually start school and when to apply for a school place:

Primary school:

Child born between	Starts primary school	Apply between
1 Sep 2020 - 31 Aug 2021	Sep 2025	Sep 2024 - Jan 2025
1 Sep 2021 - 31 Aug 2022	Sep 2026	Sep 2025 - Jan 2026

Secondary (high) school

Child born between	Starts secondary school	Apply between
1 Sep 2014 - 31 Aug 2015	Sep 2026	Sep 2025 - Oct 2025
1 Sep 2015 - 31 Aug 2016	Sep 2027	Sep 2026 - Oct 2026

### Primary Places

When to apply

Children can start school from the September after their fourth birthday.

You need to apply for a place at a primary school, even if it's linked to your child's nursery, or your child's brother or sister is already at the school.

If you miss this deadline, you can fill in the [late application form](#). You will need to do this as soon as possible. Applications are prioritised based on the time received and a late application may reduce your chance of getting your preference of school.

## Secondary Places

The admissions system for children starting school in September 2025 opens on 1st September 2025, and closes on 31st October 2025.

If you've miss this deadline, you will need to fill in the [late application form](#) as soon as possible. Applications are prioritised based on the time received and a late application may reduce your chance of getting your preference of school.

## Changing Schools mid-year

If you are new to the area or want to request a transfer to another school (also known as in-year school admissions) the council can provide information to help with your application. You can contact your local [area education office](#) for advice.

When you apply for admission to Lancashire schools you have the right to express up to three school preferences.

To find out whether a school has a place available, you can either contact your local area education office or the school directly.

You will need to speak to the current school and the school you intend to move to.

If you have moved house it may be essential to move your child, however, if a school move is not absolutely essential you should carefully consider the implications for your child.

If your child is unhappy in their current school for whatever reason, for example, alleged bullying or not getting on with a teacher, you should first contact the headteacher and discuss the problems before changing schools. School transfer is very disruptive for any child and it is not encouraged if the problem can be resolved by the school.

If it is not essential that your child moves school, please read our guidance: [what to think about if you are considering a change of school](#).

**Start Date** - If your child is moving schools during the year the start date will normally be at the **beginning of the next school term (September, January, April)**. Children will continue to attend their existing school until that date.

If you are new to the area and your child does not already have a school place, this does not apply.

## Additional Needs

The Staff and Governors are committed to all children, regardless of Special Needs or challenges. We work with a variety of agencies to support children with short and long term additional needs. The school welcomes applications from everyone regardless of any disability or special need. Please contact the Headteacher if you have any concerns.

## Appeal against an admission decision

If you're not happy with the school place you're given, you can appeal for any school.

<https://www.lancashire.gov.uk/children-education-families/schools/appeal-against-an-admission-decision/>