



South Nottinghamshire Academy: In-Year Admissions Process

Application

- 1) The Parent/Carer submits an application form for their child (the application form is available on the Academy website in the admissions section). To assist us with your application could you please also provide:
 - a letter explaining the reasons for the school transfer
 - an up-to-date school report
 - any other information to support your application
 - proof of permanent residency
- 2) The Academy receives the application form and replies to the applicant within 15 school days with the Academy's decision.
- 3) The Academy informs the Local Authority of the application and the Academy's decision.

Waiting List

- 4) Once the Parent/Carer has received the outcome of their application, they may wish to state in writing or via email to the Admissions Officer t.cadman@snacademy.org.uk that they wish to be added to our waiting list.
- 5) The waiting list is operated and overseen by the Academy. Each applicant's position on the waiting list is determined by the schools published over-subscription criteria, found in the Academy's Admissions Policy.
- 6) The waiting list remains open until closing at the end of the academic year; to be added to the following year's waiting list the Parent/Carer must make a new in-year application in that academic year.

Appeal

- If the Academy declines to admit the applicant, the Parent/Carer has the right to appeal the decision by informing the Academy within 20 school days of receiving the Academy's decision letter.
- The Academy then coordinates the appeal hearing, chaired by an independent panel and attended by the applicant and representative from the Academy. The independent panel's decision is final and cannot be appealed.