



## **In-Year Admissions Process at The Carlton Junior Academy**

### **Application**

- The parent/carer makes an application to the academy using the online application form:
- The academy receives the application form and acknowledges receipt within 48 hours, as outlined in our Communications Policy.
- The applicant receives via email an official response letter within 15 school days of receipt of the application.
- If there are spaces in the required year group, the parent/carer (and child) will be invited in for a tour of the academy, and requested to bring in the necessary documentation as detailed on the application form.
- If there are no spaces currently available in the required year group, and the application is declined, the response letter will include the actions that need to be taken as follows.

### **Waiting List**

- If the parent/carer wishes their child to be placed on the waiting list, they need to let the academy know in writing within 20 school days of receiving the response letter.
- The waiting list is maintained by the academy. Each applicant's position on this waiting list is determined by the academy's over-subscription criteria, as found in the Admissions Policy: <https://www.thecarltonjunioracademy.org.uk/wp-content/uploads/sites/5/2023/02/Admissions-Policy-2024-25.pdf>
- The waiting list remains open until the end of the academic year in which the application was made. 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 Process**

- The parent/carer has the right to appeal if an application is declined. If the parent/carer wishes to appeal, they need to let the academy know in writing within 20 school days of receiving the response letter.
- The parent/carer will be sent an appeals form to complete. Once the academy has received the completed appeals form, an appeal hearing will be coordinated to take place within 30 school days. This will be heard by an independent panel, and attended by the applicant and a representative from the academy. The independent panel's decision is final and cannot be appealed.