**FREQUENTLY ASKED QUESTIONS**

* **I have submitted part A by the application deadline however, I was unable to submit a completed part B in time, will my application be considered?**

We are only able to consider fully completed applications received by the published deadlines. If you submit part B after this deadline, your application will be considered during the next transfer entry point.

**I have been offered a school place but it was not one of my choices. Do I have to accept this offer?**

If your child is of statutory school age and does not have a school place, unless you have put alternative arrangements in place, your child must attend the school that has been offered. The offer letter you have received explains why your child was not offered one of your preferred schools and how to log an appeal if you wish to do so.

If your child is already on roll at a school and will continue to attend this school, you may decline the school that has been offered.

* **I have been offered a school place but the school have not yet given my child a start date, how long will this take?**

Due to possible reduced staff availability in schools and unknown time frames regarding lock down, the date and format of school inductions, uniform collections etc may be affected. Parents/carers with offers at a school will be contacted by school staff about the next steps, but please bear with them as they work through the requirements in this time.

If you have not heard from the school by day 5 following receipt of your offer letter, please contact the school directly.

* **I have submitted an application, can I check to see if it has been received?**

Due to the high volume of calls currently being received, we ask that you wait for the time period mentioned above to pass before checking to see if an application has been received.

* **My child is new to the UK, do I need to submit part B of the application form?**

No, this section of the form is only for children that are on roll or have recently been on roll at in a UK State School.

* **I would like my application to be considered for a medical or social priority, what must I do?**

If you, your child or a member of your household has a social or medical need that you would like us to consider, you must submit professionally supported evidence with your application form. We are unable to consider the application under special circumstance without this evidence.

* **I believe that my family circumstances prevent me from waiting until the parent transfer notification date before potentially receiving an offer, what can I do?**

If you are facing extreme difficulties that are affecting your child’s attendance at their current school, you must submit a supporting letter with your application explaining why your application needs to be considered immediately. Your reasons should be re-iterated on part B of the application form by a senior member of staff at your child’s current school.

* **The school/s I have listed on my applications have told me they have vacancies, why can’t my child receive an offer now?**

All offers for available school places are made in line with the school published admissions criteria. An available school place will be offered to the child who is next on the waiting list. This may or may not be your child.

If you are applying for a transfer between schools within the borough, your application will be considered during the published time frames.

* **My child has an EHCP, can I still apply for a school place?**

If your child has an Education, Health and Care Plan (EHCP), and you wish him/her to change school, you will need to discuss this with your child's home borough [**SEND Team.]**