



## In-Year Admissions

Useful information to help you make your application. This must be completed via the Calderdale Council portal:

[Citizen Portal - Sign in \(calderdale.gov.uk\)](https://www.calderdale.gov.uk/citizen-portal)

**For In-Year applications between 1 September 2025 and 31 August 2026**

Read through this leaflet in full before you start to fill in the online form.

## Changing Schools

### What is an in-year admission?

An in-year admission is when a child already attends a school but wants to transfer to another school outside of the usual transfer time, for example because the child is moving to a new address. These transfers take place during the school year, which is why they are called in-year admissions.

### There are two different types of in-year admissions:

- Parents or carers who are moving/have moved house and wish to move to a school closer to their new home.
- Parents or carers who are not moving house, or whose change of address is not a significant one (a significant house move is defined as over 2 miles for Key Stage 1 or 3 miles for Key Stage 2 and above), but would like their child to change school.

### Making an application if you have moved

If you have moved house and do not have a school place for your child, or if your child cannot continue to attend their current school because it is too far from your new home and you wish your child to attend Lee Mount Academy, you will need to complete the online In-Year Application Form.

### Making an application if you have not moved, or your move is not a significant one

If you are not moving house, or you have not moved very far but want to change your child's school for personal reasons you should discuss this in the first instance with the head teacher of your child's present school. This may resolve any issues that may have made you think about changing your child's school. If after speaking with the head teacher of your child's present school, you still want to transfer your child to Lee Mount Academy, you should complete the online In-Year Application Form.

If your child has an Education, Health and Care Plan (in accordance with the Children and Families Act 2014) or a statement of special educational needs (in accordance with Section 324 of the Education Act 1996) please contact your child's SEN caseworker to discuss a change of school before completing the form.



You may apply at any time during the school year, but no earlier than one school term in advance of when the school place is required. A child usually starts at a new school at the beginning of a term unless their home address has changed significantly or they are new to the Local Authority.

Please be aware that if we receive your application during the school holidays, we may not be able to consider your application until the start of the new school term.

In general, the Authority does not encourage transfers between schools for reasons other than a house move. The evidence shows that it is rarely in the best interests of the pupil. This is because of the disruption that is caused to their learning.

## Completing the In-Year Admission Form

The Local Authority coordinates in-year applications for Lee Mount Academy.

You must complete this form online via the Calderdale Council portal

[Citizen Portal - Sign in \(calderdale.gov.uk\)](https://calderdale.gov.uk)

### What will happen next

- You will receive a decision letter within 15 school days to offer or refuse a place at the Academy.
- If your application is successful the letter will have the details about the admission arrangements
- If your application is not successful you will receive information about how to make an appeal.