



The Bythams Primary School
Creeton Road, Little Bytham
Grantham, Lincs NG33 4PX

01780 410275
office@bythams.lincs.sch.uk

Headteacher: Mr Martin Sutton

ADMISSION INFORMATION

Mid-year admissions (also known as mid-year transfers) is the process by which parents wish to transfer their child during the academic year to another school. The child(ren) must already be attending a school.

Parents should apply to transfer their children via Mid-Year Transfer Form available from Lincolnshire County Council's website - <https://www.lincolnshire.gov.uk/school-admissions/apply-move-school>

For further information, please read the Admission Information leaflet below or contact the school office on 01780 410275.

All intakes to The Bythams Primary School are coordinated by Lincolnshire County Council's admission scheme. This admission process is the same throughout the country. Regardless of where you live, you now apply direct to Lincolnshire County Council through their Admissions Team. Admission forms are available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

Foundation Stage Intake Process at Age 4+

Lincolnshire County Council has a single admission in September each year. Children start school in the academic year of their fifth birthday.

In the autumn of the year before your child is due to start school, we hold open events. This is advertised on our website, at local nurseries. We are more than happy to conduct individual tours and the headteacher will be pleased to show you around the school and answer any questions you may have.

Once you have chosen your school you will need to complete the council's admission form. This is available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

Lincolnshire County Council publish a book called "Going to School in Lincolnshire" which details all the primary schools in Lincolnshire together with their admission criteria. The admission criteria details, in the event of over-subscription, how the council decides which children will be admitted to your preferred choice of school. If a school is over-subscribed, you may be offered your second or even third choice. Our admission criteria are within our Admission Policy, which is available on our website.

Once you have made your choice of school you should submit your form to the county council with your three choices. This must be done by a set date which is

usually just after Christmas. Please check the county council's website for the specific date and time each year.

In the following April, you will receive an offer from the council. You need to accept or decline the offer as appropriate. Assuming you wish to accept the offer to our school, you should return the form as soon as possible to the council. They will then notify us that the offer has been accepted.

If you are not happy with the offer made to you, you have the right to appeal that offer. Details on how to appeal will be shown on the school's website.

The next stage in the process is that we will contact all parents whose child has been offered a place, inviting them to a settling in session.

All Foundation Stage children join us full time as soon as they start school. We do not have a phased entry scheme although we are happy to discuss exceptions to this on a case by case basis.

Mid-Year Admission Scheme

Any child who has already been admitted to a school in England and who wishes or needs to change school should follow the mid-year admission process. This is coordinated by Lincolnshire County Council regardless of your county of residence.

Visits from prospective parents and their child(ren) are welcome. We appreciate that transferring your child(ren) to another school is a difficult decision to make and you need to be sure that our school is the right one for you and your family. Appointments for a tour with our headteacher should be made by calling the school office. We will be pleased to show you around the school and answer any questions you may have.

If your child has any form of special educational need, whether medical, behavioural or other, please mention this when you book the appointment so that we can make sure that you meet the correct persons to help you at your visit.

Once you have chosen your school you will need to apply to Lincolnshire County Council to transfer schools. Forms are available online at:

<https://www.lincolnshire.gov.uk/school-admissions/apply-school-place>

The form will be processed by Lincolnshire County Council in liaison with the school. The school's admission criteria will be applied (see above for details of where to find admission criteria) if more than one application is received simultaneously. You will usually receive a response to your application and notification of which school has offered a place within about seven days of your application.

If there are spaces in the year group for which you have applied, you will be given an offer of a place by Lincolnshire County Council. Once that offer has been received and accepted by you, you must contact us to arrange a start date and secure your place. The school's admission forms will have to be completed. Uniform is available on request. Other information relating to lunches, milk, fruit etc will also then be supplied to you.

For further information on either process please either contact the school on 01780 410275 or Lincolnshire County Council on 01522 782030.

We would be pleased to hear from you and assist with your questions.

The Bythams Primary School.