

HOW DO I APPLY FOR A PLACE IN OTHER YEAR GROUPS?

For children who are Reception age or older, the academy does not decide which children to accept into school.

To apply for a place you will need to complete a in year transfer form that is available from Wakefield Local Authority. Please contact the admission team for this by emailing admissions@wakefield.gov.uk or calling **01924 306 052**.

The form will have 2 parts:

Part A: A parent or carer will need to complete this and return to the local authority.

Part B: This must be completed by your child's current school and returned to the local authority. You will need to arrange for the current school to do this.

Once both parts are completed, they need returning to the Wakefield Admissions team. If either parts are missing or incomplete, this will delay the process. Wakefield Local Authority aims to process applications within 15 days of receiving them. If you have not heard from them within this time, please use the contact details above to request an update.

WHEN DO I NEED TO APPLY FOR MY CHILD'S SECONDARY PLACE?

Just like choosing your child's primary place, we know it is incredibly important that their secondary school is also the right fit. When children are in Year 5, secondary schools will hold open evenings for you and your child to visit. We strongly encourage parents and carers to attend these events to help them decide.

You will need to apply for your child's secondary place when your child starts in Year 6. **The application will close 31st October.** This can be done online at www.wakefield.gov.uk/schools-and-children/schools/admissions/apply-secondary-school



England Lane Academy

England Lane,
Knottingley,
West Yorkshire,
WF11 0JA

Phone: 01977 722486
Email: info@elacademy.org.uk

England Lane Academy

ADMISSION GUIDE FOR PARENTS



Tel: **01977 722486**

CAN I VISIT BEFORE APPLYING?

We are always pleased to welcome new children to our academy. The team here understand that it is very important to all parents that they choose the right school for their child.

If you are thinking about applying for your child to join us, we would love to invite you for a look around. If you would also like support completing your application form, please ask our friendly staff in the office. They are more than happy to help!

England Lane Academy

Admin Team

Mrs. Claire Carratt

Mrs. Debbie Tucker

Email: info@elacademy.org.uk

Phone: 01977 722486

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HOW DO I APPLY FOR A NURSERY PLACE?

Nursery children can start the September after they turn 3. As we often have a long waiting list for our Nursery, we ask that parents apply for their places as soon as possible after their children turn 2 years old. This application form can be collected from the office or downloaded from our website www.elacademy.org.uk/knowledge-base/statutory-governance-and-policy/ Places are allocated on a first come, first served basis.

WHAT IF MY CHILD TURNS 3 AFTER SEPTEMBER?

Sometimes, we have spaces available in our Nursery. If a space is available, children who turn 3 after the September start can start after Christmas in January. If they do not turn 3 until after January, then they can join after Easter in April/March time.

We call these children 'Early Starters'. This means they will be lucky enough to complete an extra



term or two in Nursery before they start their full year in the following September. The 'Early Starter' places are very limited and are a first come, first served basis.

WHAT HAPPENS AFTER MY CHILD FINISHES NURSERY?

Reception children start full time school the September following their 4th birthday.

Even if your child is attending our Nursery, **you will need to apply for their full time school place through Wakefield Local Authority Admissions.** You can visit their



website to do this online:

www.wakefield.gov.uk/schools-and-children/schools/admissions/reception

We recommend doing this as soon as your child enters Nursery. The authority will have a deadline for the applications and this is generally the January before your child is due to start full time. You will then hear if you were successful around April time.

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