

IN-YEAR ADMISSIONS PROCEDURES 2026/27

(also known as NRA non-routine admissions)

WHITEFIELD PRIMARY SCHOOL



HEALTHY HEARTS; HEALTHY BODIES; HEALTHY MINDS

Approved by: Sue Jackson
Last Reviewed: January 2026
Next Review due by: January 2027

Date: January 2026

All admissions to school that are after the September Reception start date are classed as in-year admissions (or non-routine admissions).

Parents must apply via Lancashire County Council for a place at Whitefield Primary School.

[In year admissions - Lancashire County Council](#)

Before applying for a place at our school, parents must follow the procedures outlined below:

- ☐ Make contact with our school and speak to our School Business Manager to ensure we have a place available
- ☐ Arrange an appointment for you to visit our school
- ☐ As part of this tour, you will meet with the Headteacher, Deputy Headteacher or School Business Manager to discuss your child and whether our school can meet the needs of your child
- ☐ We recommend that your child accompanies you on this visit
- ☐ We will contact your child's current school for information about your child – attainment levels, any additional needs, attendance, any other information that may support their transition to our school. We recommend that you let your current school know of your wish to move schools.
- ☐ Apply for a place at our school using the following link:
<https://www.lancashire.gov.uk/schools-and-education/school-admissions/in-year-admissions/>
- ☐ Our School Business Manager will follow this up by making contact with the admissions team regarding your application

Once Lancashire Admissions Team have allocated a place for your child at our school we will:

- ☐ provide you with our internal paperwork for completion
- ☐ arrange a meeting with the Headteacher or Deputy Headteacher to review the paperwork and discuss any information gathered from the previous school – this will be with parents only
- ☐ introduce you to your child's class teacher and other linked staff
- ☐ discuss any other needs your child and/or your family have ie free school meal applications/ school transport
- ☐ provide you with the Whitefield Parent Handbook which lists everything you need to know which includes our uniform, our uniform providers and information on our wrap around care

We will agree a start date with yourselves and your current school. We aim to get children in as soon as possible so their education is not affected. Taster days can be arranged before any commitment is made.

Access to our school app and payment systems will start once your child has started at our school – the school office will help you with this.