



In Year Admissions for children already at primary school

Parents considering applying for an in year place for their child are encouraged to make an appointment to come and look around the school.

In year applications should be made direct to us, using a separate copy of Kent County Council's single [In Year Casual Application Form \(IYCAF\)](#) for each child. A paper copy of this is available from the school office.

Please return the completed application directly to us. We will let you know whether we can offer your child a place within 5 school days.

If a place is not immediately available, your details will be kept on file until there is a space, at which point, the over-subscription criteria will be applied to determine who the place is offered to.

You have the right to appeal against the refusal of a place. Please see our [Admissions Policy](#) for further information.

Further information and guidance on In Year Admissions can be found on the Kent County Council [Primary Admissions website](#).