



## ○ Guidance for parents/carers on the In-Year admission process for foreign national children and children resident outside of England

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## Introduction

This guidance provides advice to parents on the In-Year admission for foreign national children and children resident outside of England and evidence required in order for an application to be accepted. The guidance should be read in conjunction with the relevant admission guide which are available on our website.

It is the responsibility of the parents of foreign national children to check that their children have a right under their [UK entry conditions](#) to study at a school before applying for a place. It is not the role of state-funded schools or local authorities to ask for proof of eligibility before offering a place.

Children may be breaching their UK entry conditions by entering the country in order to attend a state-funded school if they do not have an immigration status that permits such study.

## Checking your eligibility to apply for a state school

Categories of foreign national children who can enter the UK and attend a school:

- Children who are citizens of the European Union, European Economic Area and Switzerland

*Any EEA or Swiss national who arrived in the UK by 31 December 2020 was eligible to apply to the [EU Settlement Scheme](#) by 30 June 2021, to continue to be able to live, work and study in the UK if their application was successful.*

*EU Settlement Scheme, EEA and Swiss national children entering the UK after the end of 2020 will be treated the same as other foreign nationals*

*Those EEA and Swiss citizens already living in the UK have a right to continue to attend a state-funded or independent school in England.*

- Irish Citizens

*The [Common Travel Area](#) arrangements permit Irish citizens to access state-funded and independent schools in the UK. Their rights have not changed as a result of the UK leaving the EU – they still do not normally require permission to enter, live and study in the UK.*

- *A dependent of a foreign national parent who has settled status in the UK*
- *A dependent of their parent(s) who are in the UK on a Work visa or Student visa*
- *As part of a family entering and residing in the UK under the immigration route for Hong Kong British National (Overseas) (BNO) and their dependents*
- *As part of a family entering and residing in the UK under the Ukraine Sponsorship Scheme or Ukraine Family Scheme*
- *As part of a family entering and residing in the UK under*
  - o *the [Afghan Citizens' Resettlement Scheme](#)*
  - o *the [Afghan Relocations and Assistance Policy](#)*

- [the \*Afghanistan Locally Employed Staff Ex-Gratia Scheme\*](#)

## Children of United Kingdom service personnel (United Kingdom Armed Forces) and Crown Servants returning from abroad

Children of UK service personnel and crown servants returning from overseas to live in the Reading Borough may apply for a place in advance of their move provided the application is accompanied by an official letter confirming the posting to the UK and the expected relocation date. A school will be offered in advance of a move and held until the appropriate time.

### How to apply for In-Year admissions

In-Year application should be submitted for children already of school age. Children are taught according to their chronological age and follow the national curriculum for that age group.

National Curriculum Year Groups- For Academic year 2023-24				
Reception	1/9/2018	-	31/8/2019	Primary
Year 1	1/9/2017	-	31/8/2018	
Year 2	1/9/2016	-	31/8/2017	
Year 3	1/9/2015	-	31/8/2016	
Year 4	1/9/2014	-	31/8/2015	
Year 5	1/9/2013	-	31/8/2014	
Year 6	1/9/2012	-	31/8/2013	Secondary
Year 7	1/9/2011	-	31/8/2012	
Year 8	1/9/2010	-	31/8/2011	
Year 9	1/9/2009	-	31/8/2010	
Year 10	1/9/2008	-	31/8/2009	
Year 11	1/9/2007	-	31/8/2008	

### In-Year admission

In-Year applications will not be considered any earlier than 4 weeks before an anticipated move to the United Kingdom. This is because places cannot be reserved for children who are not ready to take up their place at a school.

The UK address will only be used as the admission address once the child is residing at that address.

This means, if a school receives more applications than available spaces or is oversubscribed, each application will be ranked according to the school's oversubscription criteria and your child will be ranked in the lowest category. Once you arrive in the UK the application will use the UK address as the admission address which may change your child's ranked position.

You should apply for In Year admission once you have read and understood the relevant guides to admission.



## Admission to Primary school- Reception entry

Children born between 1 September 2019 and 31 August 2020 can join school, in Reception, for the first time from September 2024. Our website has further information on the admission process and timelines <https://brighterfuturesforchildren.org/for-parents-carers/schools/primary-admissions/>

## Admission to Junior school

If your child joins an infant-only school and will need to transfer to Year 3 of a junior school or you wish for your child to start at junior school in Year 3 in September 2024, you will need to complete a Junior application.

Children born between 1 September 2014 and 31 August 2015 can join a Junior school from September 2024.

Our website has further information on the admission process and timelines <https://brighterfuturesforchildren.org/for-parents-carers/schools/primary-admissions/>

has further information on the admission process and timelines.

## Admission to Secondary school – Year 7 entry

Children born between 1 September 2012 and 31 August 2013 – or currently educated in Year Six – should start secondary school, Year 7 from September 2024.

Our website has further information on the admission process and timelines <https://brighterfuturesforchildren.org/for-parents-carers/schools/secondary-admissions/>

## Evidence required to support school application

**If the reason for applying for your child's school place requires you to submit supporting evidence, you should only apply when you can provide the necessary documents.** If you are eligible to apply but cannot provide the evidence, please do not submit an application as the application will not be accepted. You should email the School Admissions team explaining why the evidence cannot be provided. Please email [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org).

The address evidence should name the parent/carer applying for admission.

- Copy of child's Passport- you only need to provide the picture page  
This is required to check the child's details so an education record can be created on our system.
- Evidence of arrival into the UK (if child has not arrived the application must state their arrival within the next 4 weeks). We will accept:
  - o Flight or other travel booking confirming child's name and stating date of arrival
  - o Boarding pass (if already in UK)
  - o Immigration or entrance clearance stamp/dated page

If you are new to the area or moving address within Reading, you should provide one of the following copies with your application to show you are liable at the new address.

Evidence required to verify permanent 'home' address:

- If property is owned; Solicitor's letter confirming contracts have been exchanged AND stating proposed completion date (date within next 4 weeks) or Solicitor letter confirming completion on property.  
If you own the property and it is currently rented, you must also provide copy of letter 'end of tenancy notice' for current occupiers.
- If 'home' address is rented; copy of tenancy agreement, This must show the home address, dates liable and the page signed by landlord and tenant. We do not require the full tenancy agreement.
- RBC Council tax bill – naming applicant and dated within last month.
- Driving license - naming applicant at address.

An address will not be verified without supplying of one of the above documents.

For temporary addresses we will also accept:

- Hotel/Air b'n'b accommodation confirmation. This should show dates of stay
- Letter from applicant's new employer (e.g. University college) where accommodation is being provided by them and is tied to the new post/job.
- Other compelling evidence that you are returning or moving to the area. E.g., Signed, and dated letter from family/friend confirming names of parent and child will reside at their address.

**The UK address will only be used as the 'home address' once the child has arrived in the UK and living at the UK address. Until such time, the admission address will be 'overseas' and therefore no admission rules are applied, or no distances will be calculated. Your child will remain at the bottom of the schools list if its is oversubscribed, until your child's arrival, at which point the preferences will be ranked according to the schools oversubscription criteria.**

**You should email us to confirm that your child has arrived in the UK.**

If your child leaves the UK and then returns, you will be required to submit the above evidence when submitting a new application.

Please check your eligibility for applying in the routine round (Children joining Reception, Year 3 at a Junior school or Secondary school for the first time in September) if a child is not in the UK.

### Children who have moved from overseas to reside in the United Kingdom without their parents.

You may apply for school admission for a child(ren) who may or may not be from abroad and who are privately fostered within the meaning of Section 66 of the Children Act 1989. These may be children under 16 years of age who are not living with at least one of their natural parents.

The School Admissions Team will only process an application which has submitted a copy of the signed legal agreement confirming the legal arrangements. Should you be unable to provide the required evidence the School Admission team will need to make a referral to Brighter Futures for Children, Childrens Single Point of Access, who will further investigate the arrangements.



## Receiving a School Offer

In-year applications will be accepted on receipt of all required evidence and processed with the information declared. School offers will be made based on this information, should the arrival date or home address change the allocation may no longer stand.

In-year applications can take 15 school days to process but there may be a delay processing the application due to the volume of application that are currently being processed. The School Admissions Team will notify you of the outcome to your application as soon as possible.

You will be notified in writing of the school offer. You must respond to the school offer within 5 school days of the dated letter or email. The allocated school will call you within 5 school days from the letter date to discuss admission. They will arrange a start date with you.

It is the parent's responsibility to notify the team of any changes. If your arrival date, home address, contact details or preferences change, you must notify the School Admissions Team as soon as possible. You can email the team on [admissions@brighterfuturesforchildren.org](mailto:admissions@brighterfuturesforchildren.org)

## Categories of children whose immigration status gives them no right to enter the UK to access schools

As stated in the DFE Guidance for - School applications for foreign national children and children resident outside England


*To comply with their visa terms, unaccompanied foreign national children and young people who are entering on a Child Student visa or Student visa must, when accessing education in England, study at the independent school, sixth form college or further education college which is a licensed student sponsor which has offered them an unconditional place on a course. They cannot lawfully, under their UK entry conditions, study at a state-funded school.*

*Foreign nationals may also visit the UK for up to 6 months under the visitor route. Those visiting the UK under this route, or the 11-month Short-term Study (English language) visa, are not permitted to enter the UK to enrol as a pupil at a state-funded school but may study a course at an independent school provided this is an accredited institution.*

*Some short exchange and school visit programmes at state-funded schools may be possible on the visitor route, providing there is no participation in a course of study as part of the programme.*

*If a state-funded school or its admission authority is concerned that a child whose parents are seeking a place may not have a right, under their UK entry conditions, to enter the country to access a school, it must not deny them a place nor remove them from the school roll. Schools should advise parents to check their children's rights (as set out in this guidance).*

*If a state-funded or independent school has a concern about a child's welfare and safety, it should raise the matter with their local authority's children's social services as a matter of urgency.*

 *Schools and local authorities can also report an immigration or border crime if they think someone is:*

- *living or working in the UK illegally*
- *employing someone who is not allowed to work in the UK*
- *involved in smuggling*
- *involved in illegal immigration*